

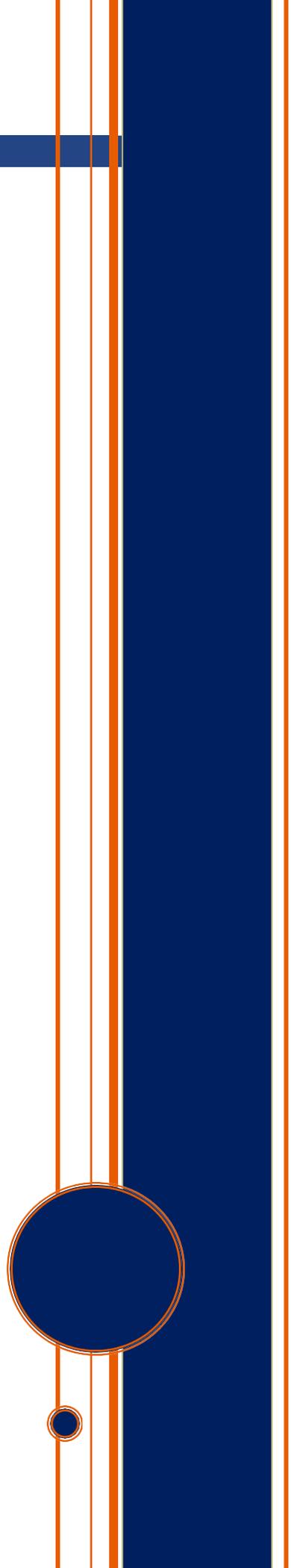


# BSN/DNP STUDENT HANDBOOK

*University of Florida College of Nursing*

All students are responsible for reading and abiding by the information contained in this handbook, as well as College of Nursing student policies.

University of Florida College of Nursing



**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.

### **Protected Class at the University of Florida**

The University is bound by state and federal law on most matters relating to discrimination and harassment. However, UF has adopted its own regulations and standards outlining expectations for conduct that go above and beyond the minimum requirements of the law. For example, the UF Regulation identifying protected classes addresses those who may not be protected by applicable state and federal law.

Protected classes are generally described as groups of people who have historically faced discrimination and harassment. In a university context, the focus is typically on such treatment in employment and education settings. [UF Regulation 1.006](#) expressly prohibits discrimination on the basis of: race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

<https://regulations.ufl.edu/wp-content/uploads/2012/09/1.006.pdf>

**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/>

### **A Special Message about Professional Behavior**

For 19 consecutive years, Americans have rated nurses as having the highest level of honesty and ethics above all professions (<https://news.gallup.com/poll/328136/ethics-ratings-rise-medical-workers-teachers.aspx>) Our profession's core value is service to others and is embodied in the American Nurses' Association Code of Ethics for Nurses. Two provisions of the code are especially germane at this time.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. It is our professional obligation to act at all times to protect the health and safety of self and others. Adopting practices to prevent transmission of the highly contagious COVID-19 virus is expected for all students at the UF College of Nursing. These practices include wearing personal protective equipment as appropriate to the setting, as well as being fully vaccinated. **Students must adhere to UF Health safety requirements as a matter of professional behavior. Additionally, the College of Nursing follows CDC guidelines and adheres to the safety regulations of our clinical partners.** Vaccines are the best way for nurses to protect themselves, patients, and the public, and it is essential that all nursing students receive the recommended vaccination for COVID-19. Those who are experiencing symptoms or have been exposed to someone with COVID-19 should stay home and get tested. Your health and safety are of the utmost importance and we appreciate your continued vigilance in promoting health and safety efforts. As guidelines evolve and change, information will be communicated via email.



College of Nursing  
Dean's Office

PO Box 100197  
Gainesville, FL 32610-0197  
352-273-6324

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. We hope that the information in this handbook will be helpful. Also, please remember to contact the Office of Student Services 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 900 students and over 60 faculty members are engaged in education, research and practice activities. The 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,

A handwritten signature in black ink that reads 'Anna M. McDaniel'.

Anna M. McDaniel, PhD, RN, FAAN  
Dean and the Linda Harman Aiken Chair

*The Foundation for The Gator Nation*

An Equal Opportunity Institution

# BSN/DNP Student Handbook

University of Florida College of Nursing



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# College of Nursing Overview

## Overview

Founded in 1956, the College of Nursing's vision, mission and values support the University of Florida's aspiration to be known as a premier university at the state, national and global levels. The UFCON strives to educate nursing graduates who care, lead and inspire. We are driven to transform health through innovative practice, preeminent research and exceptional academic programs. The mission of the College of Nursing is to prepare graduates to deliver personalized nursing care, influence evidence-based practice and serve as leaders in health care.

The UFCON has a long tradition of innovation and excellence, starting with founding dean Dorothy Smith who dreamt of a new form of nursing education — a school where knowledge-based clinical excellence was the norm for administrators, faculty members, staff nurses and students alike. Dean Smith was one of the early nursing leaders to fully integrate nursing education, practice and research. From the beginning, the innovative work of the UF faculty laid the foundation for advanced nursing practice and the focus of nursing research for clinical effectiveness and outcomes.

Today, there are nearly 11,000 alumni of the UFCON, practicing in every state and across the globe. Our alumni include some of the most influential leaders in nursing and health policy, most notably Dr. Linda Harman Aiken. The college continues to be a pioneer in nursing education, research and practice. Prominent examples of this status include that the UFCON instituted Florida's first nurse practitioner program and Florida's first PhD program in Nursing Science. UF was an early adopter of the Doctor of Nursing Practice (DNP) degree and today our DNP program is ranked #15 among public colleges of nursing nationally and #1 in the state of Florida.

The college established the first nursing faculty practice plan in Florida that has laid the groundwork for the development and long-term sustainability of our nurse-led health center, Archer Family Health Care (AFHC). The practice provides integrated primary care and behavioral health services to underserved individuals in rural Alachua County and the surrounding area. Serving 1,600 active patients with over 5,000 annual visits, AFHC functions as a clinical training site for our baccalaureate and doctoral students. Through our strong academic partnerships, our students gain valuable clinical experience across the Bachelor of Science (BSN) and DNP programs. UF Health is home to the Shands family of hospitals and services. With campuses in Gainesville and

Jacksonville, the two teaching hospitals and four specialty hospitals are the primary clinical partners for BSN and DNP students. Additionally, the North Florida/South Georgia Veterans Health System provides comprehensive health care services in Gainesville and Lake City, and in three satellite outpatient clinics and several community-based outpatient clinics across North Florida and South Georgia. The college has over 900 clinical affiliations across the state that serve as clinical placements for our DNP students.

### **Vision**

We are driven to transform health through innovative practice, preeminent research, and exceptional academic programs that demonstrate commitment to the principles of diversity, inclusion and health equity.

### **Mission**

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

### **Core Values**

- 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 scholarship, and service; and recognizes the interrelationships between these functions in the generation and dissemination of knowledge. As faculty members of the University of Florida College of Nursing, we hold the following philosophical beliefs about nursing and nursing education.

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. By providing a diverse, tolerant and inclusive perspective and raising the professional and social conscience of students, they will become health care leaders in the profession of nursing nationally and globally.

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 and growth of the nursing profession. The environment and nursing profession 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 result of mutual and simultaneous interactions of individuals, groups, and environment. Health is controlled by the individual and influenced by nursing. Health is central to the discipline of nursing.

Nurses collaborate with one another and with interdisciplinary teams to prevent illness and protect and restore health within individuals, families and groups through systematic application of knowledge from nursing and related disciplines. 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, life sciences, and the humanities, which includes attention to health disparities and determinants of health. 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. The goal of professional nursing education is to promote resiliency, competence and leadership in evidence-based nursing practice spanning from inpatient settings to communities and beyond to the international level. Nursing education is best accomplished by focusing on students' intellectual growth and development as adults committed to high ethical standards and full participation in their communities. It is the responsibility of each individual to assume ownership of, and responsibility for, learning and to continually refine the skills that facilitate inquiry and lifelong learning.

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. Learning is most effective when individual learner needs are considered, active learner participation is facilitated, and diversity is respected. The College of Nursing educates nurses who care, lead, and inspire using innovative programs and state of the art pedagogy. Nurses graduating from UF are resilient and empowered to function in a diverse and dynamic health care environment. They are innovative leaders within practice, education, and research settings.

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 client populations. 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.

## **Inclusive Learning Environment**

**Diversity** references a broad range of individual, population, and social characteristics, including but not limited to age; sex; race; ethnicity; sexual orientation; gender identity; family structures; geographic locations; national origin; immigrants and refugees; language; physical, functional, and learning abilities; religious beliefs; and socioeconomic status (AACN, 2021).

We strive to provide an inclusive learning environment as we prepare graduates who care, lead, and inspire. As we share our nursing values and personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels they belong to the College of Nursing community. We believe in, and promote, openness and acceptance of differences in race, ethnicity, gender-expression and culture, and we respect differing personal, spiritual, religious and political beliefs. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We follow the University of Florida's **Inclusive Excellence ABC guideline**: A) **A**dvocate for everyone's success, B) **B**e an ally as you partner with your colleagues and C) **C**elebrate your success. We also embrace the University of Florida's Non-Discrimination Policy, which reads: "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act."

## **Civility Statement**

Civility among all individuals in the CON (faculty, staff, and students) is vital for an inclusive environment that fosters personal reflection, growth and a collective harmony. Civility includes mutual respect and is demonstrated by behaviors such as tolerance, cooperation, acceptance, kindness, courtesy and patience with one another. Open and scholarly debate is a cornerstone of higher education and we embrace this discourse. In order for all to feel safe and confident to give and receive critical feedback, civility is necessary.

## **BSN Program Overview**

The purpose of the BSN program is to prepare graduates as generalist nurses to provide holistic, personalized care that addresses the health care needs of diverse individuals, families, communities and populations across the lifespan. The BSN program offers

three tracks: 1) the traditional BSN track for full-time students without a bachelor's degree, typically completing high school at the time of admission to the University of Florida or transferring from another college or university; 2) the accelerated BSN track for full-time students who hold a baccalaureate or higher degree in another field of study (offered at Gainesville and Jacksonville UF Health campuses); and 3) the RN-to-BSN track for registered nurses who have earned an associate degree in nursing from a nationally accredited nursing program. The BSN curriculum is founded on contextualized learning with a focus on student engagement through active learning strategies.

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 BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE). The college is a member of the American Association of Colleges of Nursing and the National League for Nursing.

### **BSN Program Outcomes**

1. Apply critical thinking and clinical judgement 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 content and experiences relevant to the advanced practice area of study. Specific clinical content includes diagnostic evaluation, health supervision, and clinical decision-making. Additional DNP coursework includes advanced skills in leadership, informatics, quality improvement, population health, and health policy.

The goal of the post MSN-DNP track is to develop advanced skills in leadership, informatics, quality improvement, population health, and health policy for nurses who are already educated at the master's level.

The DNP program is accredited by the Commission on Collegiate Nursing Education (CCNE). The college is a member of the American Association of Colleges of Nursing and the National League for Nursing. BSN-DNP graduates are eligible for the relevant national certification examination and for State of Florida licensure.

### **DNP Program Outcomes**

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.

# General Expectations and Guidelines for All Students

## Academic Advising

Students can make an appointment for academic advising by contacting the Office of Student Services. 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 an academic advisor at a minimum of once per semester is advisable.

## Academic Success

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 to assist with clarification of concepts related to classroom assignments.

## Attendance

The University of Florida, College of Nursing follows the [University policy](#) on absences and is also included in your course syllabi.

### *For Religious Holidays*

Please see the [University policy](#) on observation of religious holidays.

### *For Acute Illness, Family or Personal Emergency*

A student who is absent because of an acute illness or personal emergency should notify the course or clinical instructor as soon as possible. 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 instructor. 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. [UF Student Self Service](#). The Health Science Center (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. Books and supplies are available during orientation or they may be purchased from the 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.

## Clinical Experiences

Clinical experiences may occur for any shift over a 24hr period, including 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.

## 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 against 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

*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.

### *In-Class Recording*

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student.

## Email

In the College of Nursing, UF email is the primary mode of communication among faculty, staff, advisors, and students. Students should utilize Canvas and UF email addresses for all communications via email. Students are required to check their email daily, on all scheduled school days. Students are expected to respond to email within two business 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.

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

## ExamSoft

The College of Nursing uses ExamSoft testing software to administer examinations to ensure a secure testing environment. Each semester, students will pay a fee to download the appropriate software to their laptop computer. Laptops that do not meet university 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.

## Faculty Office Hours

Faculty members refer to the syllabus which lists 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/>.

## GatorLink

Gatorlink is an individual's computer identity at the University of Florida. Every applicant, student, faculty, and staff member are 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 communicate 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.

## 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

### *Gainesville*

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 at 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/>.

### *Jacksonville*

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

## Honor Code

### *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 Student 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.

## **ID Badges**

### *Gainesville*

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.

### *Jacksonville*

In addition to the Gator 1 card, Jacksonville Students are required to obtain a UF Health Jacksonville student badge from College of Nursing staff. Students must wear their badges when they are on the UF Health-Jacksonville (UFH-J) campus, skills lab and community health institution. Jacksonville badges are property of

UF Health and must be returned to the College of Nursing no later than the last day of your clinical rotation, last day of classes or dismissal from the program.

Student badges will allow access to the College of Nursing Suite, Borland Library and Employee entrances 24 hours a day, 7 days per week, unless communicated otherwise.

## Network Access

For information referring to network access: The HPNP complex does provide wireless internet access. Students will need a laptop with wireless capability to access the network 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](mailto: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.

## Policies

All CON policies are available on the CON website under Student Handbook and Policies at [Student Handbook and Policies » College of Nursing » University of Florida \(ufl.edu\)](#)

## Professional Attire and Demeanor

It is an expectation that students enrolled in the College of Nursing will dress and act in a manner that reflects professionalism at all times. Casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings will be discussed for each course.

BSN students in the laboratory, simulation, or acute care clinical settings are

required to adhere to the same professional attire standards as in any clinical setting. Generally, this includes navy scrub pants with the CON custom navy scrub top. If desired, a white or navy long-sleeved t-shirt is permitted underneath scrub tops. Sweatshirts and hoodies are not considered professional attire and should not be worn in clinical settings. Shoes should be closed toe, closed heel, nonporous, and clean. If you are in a Mental Health setting, dress as instructed by faculty. Shoes for community settings should be the same as for clinical settings.

- Students' overall appearance should convey a professional image and attitude.
- Personal hygiene and grooming should insure safety.
- Hair must be clean, groomed and secured such that it cannot be grabbed easily by a patient or be in the way of performing any routine care or get into another's personal space. Facial hair should be maintained and neat in appearance.
- Nails should be clean and short to reduce risk of injury. Nail polish, artificial nails and nail products pose safety risks and should be avoided.
- Perfumes, colognes, or scented lotions may place others at risk for respiratory issues and should be avoided. Please use antiperspirant or deodorant if able.
- Do not wear jewelry that could pose a safety risk. Examples include but are not limited to: Rings that could interfere with proper gloving or glove integrity; earrings that hang off of the earlobe; hooped eyebrow rings.
- Students should arrive in clinical areas prepared to perform patient care including a stethoscope and 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. Personal use of cell phones in clinical care areas or during class is not considered professional behavior and should be avoided.
- Students should have Gator1 ID badge at all times while during campus activities. Clinical agencies may require an additional badge. If you lose your UF ID, it will need to be replaced. There is a charge to replace UF ID badges. It is a violation to use another person's ID badge You must have your UF ID in order to participate in campus activities.

It is an expectation that students enrolled in the College of Nursing will dress and act in a manner that reflects professionalism at all times. Casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings will be discussed for each course.

## **Simulation Lab**

### *Gainesville*

The Thomas M. and Irene B. Kirbo Innovation and Learning Laboratory at the Iona M. Pettengill Nursing Resource Center is located on the 1<sup>st</sup> floor of the College of Nursing.

### *Jacksonville*

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 through 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.

## **Social Media**

<https://www.nursingworld.org/social/>

[https://www.ncsbn.org/NCsbn\\_SocialMedia.pdf](https://www.ncsbn.org/NCsbn_SocialMedia.pdf)

## **Student Lounges**

A professional student lounge is located on the ground floor in the Communicore Building on the Gainesville Campus and is accessible 24 hours a day.

## **Student Safety Statement**

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 safety. Here are some tips to enhance your safety.

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

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 before 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 Student Services immediately.

#### *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.

## **Student Organizations**

*The University of Florida College of Nursing encourages involvement in student groups and extracurricular interest groups as a way to be involved, meet other students and faculty, and enhance future careers in nursing. The college offers a number of different organizations to suit the many interests and passions of its students, both undergraduate and graduate.*

<https://nursing.ufl.edu/students/student-groups/>

## **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

### *IPN 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 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 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 complete the

program. CON will endeavor to make reasonable accommodations for candidates with disabilities who are otherwise qualified by 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 Services at (352) 273-6436.

### *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

### *Gainesville*

UF parking decals must be ordered online at [www.parking.ufl.edu](http://www.parking.ufl.edu). The CON does not regulate parking decal designation. UF Health 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.

### *Jacksonville*

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 has 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 Portal

The UF Web Portal [ONE.UF](http://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 student registration, student records, and student organization information. You will need to set up a Gatorlink ID and password to access the UF Portal.

## Voice Mail

The main phone number to the College of Nursing is (352) 273-6400, which may

be used to leave messages before and after office hours. Faculty members have direct lines that 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.

## **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.

# General Expectations and Guidelines for BSN Students

## 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 the development of critical thinking and clinical judgment. These skills are necessary for successful completion of course requirements and preparation for the National Licensure Examination (NCLEX-RN).

The College of Nursing administers HESI® examinations in the courses listed above. Students who fail to achieve a minimum score of the exam will be required to retake the examination. The student must meet with course faculty to develop an individualized remediation plan. Faculty are available to assist students in preparing for HESI examination and any required remediation, but the responsibility for learning the material resides with the student. Please note that if the faculty determines that the student failed the coursework to such an extent remedial activity 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.

## 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 a minimum of 15 credits (including summer 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.

## Testing Success

We want you to be successful in all of your academic endeavors here in the CON. You will have exams during your academic program for benchmarking, evaluation of learning and to prepare you for the NCLEX licensure exam. Though taking exams may be stressful, we have some guidelines to help you stay the course and be prepared. We are also able to connect you to resources that may assist you with managing stress and coping (please ask)!

Preparing for an exam is vital to your success. As you move through any course, review the material after each class period. class. "Cramming" for exams does not work and will increase your anxiety if you are under a time pressure. Completing practice questions, rereading important sections of the text book, and reviewing your notes, power point or other presentations (e.g., video lectures) is essential.

Having a study routine is also important. Get adequate sleep. Wake up rested. Have a nutritious breakfast or snack before taking an exam. This may help to avoid drops in blood glucose levels. Stretch or do an activity to reduce your stress.

## Testing Platforms

There are some things that are also important to remember when taking an exam off-site as well as on-site.

We use ExamSoft for course exams (off-site or remote) as well as Health Education Systems, Inc. (HESI) exams (on-site in-person). There are differences in delivery method between the two; however, all exams must be independent work. We expect students to adhere to the following for all exams:

### The UF Honor Pledge:

*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."*

**Students and faculty are responsible for knowing, understanding and following the UF Student Honor Code and the Student Conduct Code (Link below). Ignorance regarding the document is not an excuse for violating the Student Honor Code or the Student Conduct Code. Suspicion of academic dishonesty (cheating) or conduct violation will be**

reported to the Dean of Students' Office.

<https://regulations.ufl.edu/wp-content/uploads/2020/12/UF-Regulation-4.040.pdf>

## Testing Procedures

### Course Exams

**\*ExamSoft Examinations (Remote Testing).** Exams given via ExamSoft use a remote proctoring system that detects and “flags” unusual or suspicious behaviors. When taking an exam remotely, follow the same rules as if you were taking the exam in person sitting in the classroom.

- Be at your seat and ready to take the exam as instructed.
- Your testing area should be clear.
- Your cell phones or other electronic devices should be placed out of reach and silenced or off.
- You may not have any scratch paper (including post-it notes) or writing utensils.
- You should be alone in the space in which you are testing.
- Your entire face needs to be visible at all times while testing. If not, your exam may not be graded.
- Do not record (write down for any purpose) any content of the exam or
- Do not take any snapshots of your exam (examples include but are not limited to: screenshots on phone or with snip-it or any other means to have images of any test items.) *If you have an issue with a question, you may ask to meet with your instructor in person to review any item in question.*
- If you have a technical issue, **note the time** and **retrieve your phone** to **call support**.
- If you become ill during your exam or an emergency occurs, note the time (if possible), retrieve your phone and call 911 if it is an emergency. *Safety first!* Please inform your instructor as soon as possible should anything occur that causes a halt to your exam.

If you prefer to be on campus for exams, a designated classroom will be available. If testing in the classroom make sure to have the following:

- Privacy Screen: You will not be permitted to test in the classroom if you do not have a privacy screen
- Ear plugs (not wireless) if needed for noise reduction (foam earplugs are good)
- All electronic devices, including phones and watches, need to be silenced or turned off and secured in your backpack and backpack should be out of reach.

*\*If there is suspicious activity noted upon review of an exam, it will be directly sent to the Dean of Students' Office for review.*

### **Health Education Systems, Inc. (HESI) Examination (In-person Testing).**

The HESI exams are proficiency exams to identify areas of strengths and areas for improvement in order to be prepared to sit for the NCLEX examination. There are benchmark HESI examinations in each of your semesters during the program. HESI exams are taken in an assigned classroom and have an in-person proctor present throughout the exam unless taken at the Disability Resource Center (DRC). If testing at the DRC, please speak with our Associate Dean for Diversity, Equity and Inclusion about the DRC process.

#### Benchmark HESI exams are given in the following courses:

CLIC 5- NUR 3066C: Clinical Reasoning: Health Assessment

CLIC 6- NUR 3227C: Principals of Personalized Nursing Care 2 (NUR 3227C HESI covers material from CLIC 5 semester)

CLIC 7- NUR 4768C: Clinical Reasoning and Personalized Nursing Care: Adult Chronic Conditions

\*CLIC 8- NUR 4766C: Clinical Reasoning and Personalized Nursing Care: Adult with Complex Conditions

\*Exit HESI is cumulative and covers all material taught throughout the program

In addition to the benchmark HESI exams, you will take two additional HESI specialty examinations.

#### Specialty HESI examinations are given in the following courses:

NUR 3535C: Clinical Reasoning and Personalized Nursing Care: Mental Health

NUR 4467C: Clinical Reasoning and Personalized Nursing Care: Women, Children and Families

HESI exams are given face-to-face in the classroom with a live proctor. Students are not permitted to take the HESI examination remotely. You must be present in order to sit for the HESI examination. In order to sit for the HESI Exam, you must have:

- A privacy Screen (you will not be admitted to testing area without a privacy screen)
- Headphones that are wired (no Bluetooth or wireless headphones permitted)
- Ear plugs for noise reduction if needed (foam earplugs are good)

*If you are unable to afford these items, please speak with your academic advisor in the Office for Student Services for assistance.*

Attendance is required for the HESI examination. If there are extenuating circumstances prohibiting you from taking the HESI exam as scheduled, you must notify your instructor prior to the start of the exam for consideration of a rescheduled exam time. *Failure to inform your instructor prior to the start of the exam may result in a zero score for the exam.* If you have an emergency, please let your instructor know as soon as possible.

- Prior to the day of the exam, get a good night's rest.
- Wake up on time.
- Eat a healthy breakfast or snack.
- Arrive at the testing location **at least 15 minutes prior to the start of the exam** to allow time to get into the waiting room (online), register, and begin the test on time. Out of respect for your peers, and the process, please be on time. *The exam cannot begin until everyone is registered.* If you arrive after the start time, you may not be able to sit for the exam. Be on time, please! We want everyone to have the opportunity to test.
- When you leave the testing area, be respectful that others may not be finished. Please wait to leave the testing area before talking.

*If the proctor suspects academic dishonesty, you may be asked to leave the testing area. If you refuse to follow the proctor's instructions, you may be asked to leave the testing area. Refusal to leave the testing area upon request may result in security being called and you may be escorted out of the testing area. If you feel the request to leave the testing area was inappropriate, there is a process for registering a complaint.*

Reasons you may be asked to leave the testing area include but are not limited to:

- Having, on your person or near-by, unauthorized materials (including but not limited to: extra paper, pencil, watches, phones or other devices)
- Talking/ whispering to another individual
- Looking at a peer's computer
- Being disruptive to others while testing is ongoing

During the exam, please refrain from asking any questions. You may review your exam after completion and will have an opportunity to answer questions to be used on future NCLEX examinations.

## **Graduation with Honors**

The College of Nursing recognizes high academic achievements by nursing candidates with the appropriate designation on the transcript and diploma. The College of Nursing requires that students participate in a the [honors program](#) to graduate with honors. Students are recognized in the commencement program and the pinning ceremony. Honor cords can be worn during the commencement ceremony.

## Supplies

Student will receive an order form from the OSS for supplies necessary for students entering the BSN program. This form must be completed and returned to the vendor, along with payment, in a timely manner.

\*If you are experiencing financial hardship in purchasing additional supplies, please contact your advisor in the Office of Student Services.

## Universal Tracking

[Universal Tracking](#) is the University of Florida's monitoring system that provides students with an assessment of progress toward degree requirements. For the upper division, prelicensure BSN program the universal tracking plan is listed below:

### **Semester 5**

Complete all nursing courses with minimum grades of C  
Minimum score required on the external nursing content examination in  
NUR 3066C Clinical Reasoning Health Assessment

### **Semester 6**

Complete all nursing courses with minimum grades of C  
Minimum score required on the external nursing content examination in  
NUR 3227C Principles of Personalized Nursing Care 2

### **Semester 7**

Complete all nursing courses with minimum grades of C  
Minimum score required on the external nursing content examination in  
NUR 4768C Clinical Reasoning & Personalized Care: Adult Chronic  
Conditions

### **Semester 8**

Complete all nursing courses with minimum grades of C  
Minimum score required on the external nursing exit examination in  
NUR 4766C Clinical Reasoning & Personalized Nursing Care: Adult  
Complex Conditions

# **General Expectations and Guidelines for DNP Students**

## **Clinical Courses for DNP Students**

EXXAT will be used as the educational management system to record clinical schedules, clinical encounters, and clinical hours. Details about clinical expectations can be found in the clinical handbook which is posted in the clinical courses

## **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.

## **Proctor U**

The College of Nursing utilizes ProctorU, a live proctoring service, for high stakes 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 the course syllabus for specific details. Student computers must contain a web-cam, microphone, and speakers for remote monitoring.

# Services Applicable to All Students

## Accommodations Due to Disability

Students who wish to obtain individual accommodations due to a 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://disability.ufl.edu/>. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Students in UF Health Sciences programs should be mindful that unique course accommodations may not be applicable in a clinical, fieldwork, or practicum setting. Thus, planning (at minimum) a semester in advance with the DRC Health Sciences Learning Specialist, Lisa Diekow [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu), is highly encouraged.

# Frequently Called Numbers

## Office of Student Services

Assistant Dean for Student Services	(352) 273-6362
Lyndsay Ulmer, Administrative Support	(352) 273-6436
• Affiliation Agreements/Semester Schedules/Events/DNP Placements	
KJ Jones, Administrative Support	(352) 273-6195
• Student Compliance/Education Verifications	
Kenneth Foote, Academic Advisor	(352) 273-6383
• Traditional BSN Student Registration/Advisement	
Mailing Pauzauskie, Academic Advisor	(352) 273-6331
• Graduate Student Registration/Advisement	
Kianna Simmons, Academic Advisor	(352) 273-6411
• Accelerated BSN Student Registration/Advisement	
Dominic Walker, Academic Advisor	(352) 273-6428
• RN to BSN UF Online Registration/Advisement	

## Office of Academic Affairs

Dr. Debra Lynch Kelly, Associate Dean, Academic Affairs for Undergraduate Education	(352) 273-6520
Dr. Rene Love, Associate Dean, Academic Affairs for Graduate Clinical Education	(352) 273-6348
Kelly Reid, Administrative Support Assistant for Dr. Kelly and Dr. Love	(352) 273-6375

## Department Chairs

Dr. Ann Horgas: Biobehavioral Health Systems	(352) 273-7622
Dr. Jane Carrington: Family, Community, and Health System Science	(352) 273-6352

## College of Nursing Campus Numbers

Gainesville	(352) 273-6400
Jacksonville	(904) 244-3245

## University of Florida Numbers

University Information	(352) 392-3261
Dean of Students	(352) 392-1261
Disability Resource Center	(352) 392-8565
Counseling and Wellness Center	(352) 392-1575
Student Health Care Center	(352) 392-1161
University Police	(352) 392-1111
Financial Aid	(352) 392-1275
Office of the Registrar	(352) 392-1374
Office of Victims Services	(352) 392-5648
Career Resource Center	(352) 392-1601

## **Links to Local Wellness Resources:**

### **Aid-A-Gator**

### **Hitchcock Field & Fork Pantry**

### **UMatter, We Care**

*U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit the [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

### **Dean of Students**

### **Counseling and Wellness Center**

*Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.