



UNIVERSITY OF CENTRAL FLORIDA

# Nursing MSN Graduate Program Handbook

---

*Last updated May 30, 2021*

---

## Table of Contents

Introduction.....	1
Requirements for RNs with Non-Nursing Baccalaureate Degrees .....	1
Graduation Requirements for the MSN.....	2
Curriculum .....	2
Timeline for Completion .....	2
Degree Plan of Study .....	2
Progress to Degree .....	2
First Course Failure or Withdrawal .....	3
Second Course Failure .....	4

Appeals and Grievances .....	4
Procedure for Proctoring of Major Examinations in Graduate Courses .....	4
Independent Study .....	5
Preceptor Planning .....	5
Dress Code .....	5
Drug Screening Policy .....	6
Expected Behaviors .....	6
Social Networks.....	7
Project Evidence-Based Practice.....	7
Graduate Research .....	7
Research Policies and Ethics Information .....	7
UCF's Patent and Invention Policy .....	8
College of Nursing Research.....	8
Financial Support .....	8
Financial Aid/Scholarships.....	8
University Fellowships .....	8
Graduate Assistantship Positions .....	8
Graduate Teaching/Research Assistant Responsibilities.....	9
GTA Responsibilities .....	9
GRA/Research and Scholarly Work Activities .....	9
Graduate Assistants: General Information .....	10
Graduate Student Associations.....	10
Sigma Theta Tau (STT).....	10
Professional Development .....	11
University Funding for Student Presentations .....	11
The Faculty Center for Teaching and Learning (FCTL) .....	11
Pathways to Success Workshops .....	11
Graduate Research Forum .....	11
Graduate Excellence Awards .....	12
Other.....	12
Job Search .....	12
Forms .....	13
Useful Links .....	13
Grad Faculty .....	13
Contact Info .....	17

# Nursing MSN

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements, and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

For the MSN degree, students must complete a minimum of 31-36 credit hours of graduate-level course work, depending on the track. A research based scholarly work and public presentation of research based scholarly work are required to graduate with an MSN degree. All certificate students must abide by the same policies and progression requirements as degree seeking students.

- Leadership and Management (NLM)—36 Credit Hours
- Nurse Educator (NEd)—35 Credit Hours
- Nursing and Healthcare Simulation - 31 Credit Hours

The College of Nursing uses a student information management system, LEAP\*RN (Project Concert). This database houses information regarding plans of study, clinical placements, clinical hours, logs, and evaluation data to assist in maintaining standards required for CCNE accreditation, facilitate student progression, and enhance clinical tracking. Students will need to access LEAP\*RN for clinical course requirements, course evaluations, and portfolios. Upon graduation, students will continue to have no-cost access to their information. All students will be responsible for a one-time subscription of \$150 per degree program payable at <https://secure.projectconcert.com/ucf> and due prior to registering for first semester courses. If students register for courses prior to paying the subscription, a “hold” service indicator will be placed to prevent future enrollment and other progression functions.

## Requirements for RNs with Non-Nursing Baccalaureate Degrees

Students who possess an RN License, but have a Bachelor’s Degree in a non-nursing field, can apply for direct entry into any graduate level nursing program. They must complete the following 9 credit hours of pre-requisites with a grade of 'B' or better before they can enroll in any graduate coursework:

- NUR 3805 Dimensions of Professional Nursing Practice (3 credit hours)
- NUR 3165 Nursing Research (3 credit hours)
- NUR 4637 Public Health Nursing (3 credit hours)

## Graduation Requirements for the MSN

- All course work listed for the MSN degree completed (31-36 credits) with a minimum grade of "B"
- Clinical performance evaluated at a satisfactory level
- A satisfactory public presentation of the evidence-based practice (EBP) Project

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

## Timeline for Completion

Program completion will vary based on program track and enrollment status (full or part-time). Students can access their plan of study in LEAP\*RN.

## Degree Plan of Study

A plan of study is prepared for each student and is available in LEAP\*RN. Students must enroll according to their plan of study. Any changes to the plan of study must be submitted to the Office of Graduate Affairs for approval.

If students cannot follow the plan of study, students must contact the Office of Graduate Affairs to revise their plan and may be required to submit a petition to the Program Director. This must be done prior to registration. Students who enroll in a course not in their plan of study may be required to drop the course.

Students must maintain continuous enrollment according to their plan of study for the duration of their program. If any deviation from the plan of study is required, students must consult with an advisor via [gradnurseadvisor@ucf.edu](mailto:gradnurseadvisor@ucf.edu) to change their plan of study. If students require a change to their plan of study for more than 1 semester, the student must petition for approval from the Program Director. A hold will be placed on a student's account until the petition is approved. Failure to enroll in more than 2 consecutive semesters will result in being discontinued from the program by the College of Graduate Studies

PLEASE NOTE: Changes to the plan of study may result in a delay in program completion because of course scheduling and pre-requisite requirements.

## Progress to Degree

A grade point average of 3.0 is required for continued study in the MSN program. If at any time, a student's graduate status GPA falls below 2.0, they are automatically dismissed from the program. Please refer to the Graduate Catalog for further information regarding the graduate status GPA.

The College of Nursing uses a plus/minus grading scale as follows:

A: 96-100

A-: 92-95

B+: 87-91

B: 83-86

C+: 79-82

C: 75-78

D 70-74

F: 69 or below

Grades of below B or U are not acceptable in the MSN program. Students that receive a grade of below B or U in any course are subject to dismissal from the program. Students will be given the right to petition to remain in the program as follows:

## **First Course Failure or Withdrawal**

1. Definitions:
  - i. "Course Failure" is defined as earning a grade below "B" or "U" in any course required to complete the MSN degree, inclusive of elective(s) as required in the program curriculum.
  - ii. "Withdrawal" is defined as voluntarily removing oneself from the roster of a course as permitted by UCF rules and processes. This includes Medical Withdrawals.
2. In the event that a student earns a failing grade in or withdraws from a single course, the student must gain the approval of the Program Director for continuation.. If supported to continue in the program, an appropriate plan of study will be established prior to the beginning of the next semester for the student to follow.
3. In order to gain support for continuation, the student must provide the Program Director compelling rationale for permission to continue in the program. Such rationale must include, but is not limited to:
  - i. A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion.
  - ii. If the student does not desire to continue in the program, no further review or actions will take place and the student will be formally dismissed from the program
  - iii. Failure to make a timely submission of a completed Petition will be interpreted as an expression of no desire to continue in the program
  - iv. Notice of dismissal will be sent to the student's Knights email address
4. Following a review of the documentation noted above, the Program Director will render a decision to either support or not support continuation in the program.
5. If the Program Director supports continuation, a new plan of study will be immediately established based on course availability.
  - i. Resumption of course work is based on available space in courses and clinical settings
  - ii. Reintegration to course work is not guaranteed to be immediate
  - iii. Alterations and/or delays in the original program progression may require additional course work to assure student preparation for safe practice. Such preparation may include, but is not limited to:
    - a) Repeating previous successful course work
    - b) Demonstration of competence of previously demonstrated skills
    - c) Repeating clinical experiences
    - d) If a student is required to repeat a didactic course that has an accompanying clinical course, the student will be required to take the clinical course concurrently with the didactic course regardless of successful completion of clinical course
6. If the Program Director does not support continuation, the student will be advised on the process of petitioning the MSN DNP APG committee as noted below:
  - i. Notifications will be made via the student's Knights email address
    - a) Student will submit an APG Petition form
    - b) A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion.
  - ii. Continuation in the program will not be permitted if any of the following exist:
    - a) The student has failed to provide sufficient documentation as determined by the Program Director.
    - b) Documentation of repeated counseling from any member of the College of Nursing staff, faculty or administration regarding departure from expectations as outlined in this handbook
    - c) Any suspension of enrollment privileges as imposed by the Office of Student Conduct.

- d) Dismissal or revocation of clinical privileges from a clinical site by a UCF affiliated agency.
7. If the MSN DNP APG Committee supports continuation, a new plan of study will be immediately established based on course availability.
  - i. Resumption of course work is based on available space in courses and clinical settings
  - ii. Reintegration to course work is not guaranteed to be immediate
  - iii. Alterations and/or delays in the original program progression may require additional course work to assure student preparation for safe practice. Such preparation may include, but is not limited to:
    - a) Repeating previous successful course work
    - b) Demonstration of competence of previously demonstrated skills
    - c) Repeating clinical experiences
    - d) If a student is required to repeat a didactic course that has an accompanying clinical course, the student will be required to take the clinical course concurrently with the didactic course regardless of successful completion of clinical course
8. If the MSN DNP APG Committee does not support continuation:
  - i. Notice of dismissal will be sent to the student's Knights email address

## Second Course Failure

1. In the event a student earns a failing grade in a second course at any point in the program, the student will be required to petition the MSN DNP APG Committee to continue in the program. The student will be required to submit:
  - i. An APG Petition form
  - ii. A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion
  - iii. If the student does not desire to continue in the program, no further review or actions will take place and the student will be formally dismissed from the program
  - ii. Failure to make a timely submission of a completed Petition will be interpreted as an expression of no desire to continue in the program
2. If the MSN DNP APG Committee does not support continuation, notice of dismissal will be sent to the student's Knights email address

## Appeals and Grievances

In accordance with the UCF Golden rule, students are to attempt a solution to problems at the lowest level possible. The administrative hierarchy for discussing students concerns in a course is: Instructor, Program Director, Department Chair, Associate Dean, and Dean of the College of Nursing. If resolution does not occur at the College level, The Golden Rule outlines further steps to be taken to resolve grievances.

Information, guidelines, and processes related to appeals made at the university level can be found [here](#).

## Procedure for Proctoring of Major Examinations in Graduate Courses

- All major examinations in graduate courses in the UCF College of Nursing will be proctored.
- Faculty will announce at the start of the semester if there are any major examinations in the course and if there will be proctored testing available at the CON or on campus Dates and times for proctored exams
- The test will be available during a fixed time period during the scheduled class time for sections of classes that are web-mediated classes.

- The test will be available for no longer than 12 hours for sections of classes that are fully web-based.
- An online test proctoring service, may be used for major course examinations if a CON or on-campus testing option is not used..
- Current courses that use online proctored testing are: NGR 5141.

## Independent Study

Students who wish to do an independent study must meet with the instructor and complete the College of Nursing Graduate Program form: Course Request for Independent Study. This must be submitted to the College of Nursing Graduate Office to create the independent study in the schedule. As soon as the course is in the schedule, students will be sent registration information. Students may have no more than 6 hours of independent study in a master's plan of study.

## Preceptor Planning

Nursing is a practice discipline. To learn the skills of a teacher, nurse leader and manager, or simulationist, the student must practice with an experienced clinician. This is achieved by preceptored clinical assignments. Preceptored clinical assignments offer a unique opportunity for students to observe and practice in the specialized role that is the focus on their master's program track at UCF.

Students will complete a preceptor planning form and submit required documentation to the Graduate Administrative Coordinator by the assigned deadline before the anticipated practicum or other placement.

All students must participate in preceptor planning by the middle of the semester prior to each clinical course. Student documents must be current to participate in any clinical practice learning experience that involves patients. The following items are required upon admission into the program to participate in any clinical:

- Completed LiveScan Fingerprints
- Completed Drug Test
- Completed Background Check
- Copy of current BLS certification card (course C for healthcare providers)
- College of Nursing Health Form
- Proof of HIPAA Training
- Current Florida RN License
- Proof of health insurance

All of the items above require an account with Castle Branch which carries a fee.

## Dress Code

- All students must be dressed professionally when in clinical settings, whether on or off-campus. This includes both labs and preceptor sites as well as professional meetings.
- The UCF College of Nursing photo identification must be worn during all clinical activities.
- A clean, wrinkle-free official UCF white lab coat with the College of Nursing logo must be worn at all clinical functions whether on campus or in clinical settings.
- Business attire must be worn under lab coats; scrub suits are allowed in acute care settings only.
- Students must also comply with dress code policies of the clinical sites where they are being precepted.
- Nails must be trimmed; artificial nails and nail polish are not permitted.

- One pair of stud-type earrings (one earring per ear lobe only and no larger than ¼" in diameter) may be worn; no gauge-type earrings. No other visible piercings, including clear piercings are allowed, including tongue and nasal piercings.
- One plain wedding band may be worn; one wristwatch with a second hand is required.
- Visible tattoos must be covered.
- Make-up, if used, must be discrete.
- Hair must professionally appropriate; appropriately secured away from face and patient contact; of a naturally occurring color.
- Facial hair for men must be clean and neatly trimmed. (Some agencies do not allow personnel, including students, to wear any facial hair.)
- Perfumes, colognes, after-shave or scented fabric soaps/softeners should not be worn.
- Chewing gum during clinical and on-campus labs is not permitted.
- Smoking of any kind is not acceptable when in clinical settings. In addition, clothing and hair that retain smoke odors are not acceptable in clinical settings.

## Drug Screening Policy

All incoming students in the University of Central Florida, College of Nursing shall undergo a 14-panel drug screening prior to the start of nursing clinical experiences done through Certified Background.

Evidence of substance abuse will result in disciplinary action up to and including administrative withdrawal from courses and dismissal from the program. Information about drug screenings process will be conveyed to students upon admission. The College of Nursing will have access to the results of the drug screenings and these results may be shared with the clinical sites at which the student is placed.

## Expected Behaviors

Students are expected to exhibit behaviors consistent with safe practice under the direction of the faculty member and/or preceptor. The student must have a satisfactory performance in each clinical behavior by the last clinical day or the student will receive an unsatisfactory grade in the course. All documentation must be accurate, reflecting care rendered.

Students must notify their instructor and the clinical agency if they will be absent or late. Failure to do this may result in an unsatisfactory grade in a clinical course.

Disciplinary action, including clinical failure and possible dismissal from the program, will be taken for students whose behavior is unacceptable. Examples of unacceptable behaviors include, but are not limited to the following actions:

- Provide nursing care in an unsafe or harmful manner. For example:
  - To perform a procedure without competence, or without the guidance of a qualified person.
  - To willfully or intentionally do physical and/or mental harm to a client.
  - To exhibit careless or negligent behavior in connection with care of a client.
  - To refuse to assume the assigned and necessary care of a client, and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.
  - Disrespect the privacy of a client (breach of confidentiality). For example:
    - To use the full name or position of a client in written assignments, and/or patient data of any sort, e.g. computer-generated forms retrieved from the clinical area. (All identifying information must be obliterated from documents).
    - To discuss confidential information in inappropriate areas including social networking or other online sites.
    - To discuss confidential information about a patient with third parties who do not have a clear need to know.

- To remove any record or report (or copy) from the area where it is kept, except in the performance of student nurse assignments.
- To violate HIPAA and/or FERPA guidelines (as appropriate to setting).
- Falsify patient records or fabricate patient experiences.
- Fail to report omission of, or error in, assessments, treatments or medications.
- Use, possess, sell, or distribute illicit drugs; to illegally use, sell, possess, or distribute any drugs or alcohol; or to use prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student.

## Social Networks

Professional conduct extends to all forms of social networks, including but not limited to Facebook, Instagram, YouTube, texting, emailing, photographing, videotaping and any other means of communication. Students must follow HIPAA and FERPA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and others during their time at the College of Nursing. Students and others may not save or broadcast any information without written release by the individuals involved and the agencies identified. Permission prior to recording or taping must be obtained. Failure to follow these rules, may result in administrative action, including dismissal from the College of Nursing.

Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.

## Project Evidence-Based Practice

An independent scholarly project is a requirement for the Master of Science in Nursing degree. The scholarly project is an evidence-based nursing project which is completed in NGR 6813. The scholarly project that is required in NGR 6813 (completed in the last 1 to 2 semesters of the program) is an evidence-based nursing scholarly paper. The evidence-based project should reflect the latest evidence for a problem related to the student's MSN track. This is a formal paper that must adhere to published guidelines in the syllabus and must be presented in a public forum at the university. Students will not be permitted to do the public presentation until they have submitted an acceptable paper with a grade of "B" or better. Students' work in NGR 5800 and NGR 6801 should be focused on a topic for their scholarly projects.

## Graduate Research

**Note: MSN students are not required to do a Thesis. Students do have opportunities for participating in research if they choose.**

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

## Research Policies and Ethics Information

UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For policies including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: <https://www.research.ucf.edu/compliance.html>.

## UCF's Patent and Invention Policy

In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: <http://catalog.ucf.edu/content.php?catoid=15&navoid=1228#ownership-of-intellectual-property>.

## College of Nursing Research

Please visit <https://nursing.ucf.edu/research-faculty/research-areas/> to obtain a highlight of the College of Nursing research. Faculty research interests are available at the following link which is updated frequently. <https://nursing.ucf.edu/research-faculty/faculty-research/>.

## Financial Support

### Financial Aid/Scholarships

Financial assistance for graduate students is limited. Scholarship information is posted monthly outside the UCF Student Financial Assistance Office and on the College of Nursing website.

[finaid.ucf.edu/types-of-aid/](http://finaid.ucf.edu/types-of-aid/)

<https://nursing.ucf.edu/academics/scholarships-aid/#grad>

Scholarships and research grants are available from many professional organizations such as the Florida Nurses Foundation, Florida League for Nursing, Sigma Theta Tau, and specialty organizations. Notices will be sent via the listserv of available scholarships, traineeships, fellowships, and assistantships.

Search for funding outside of UCF. Use the free search services available through the Internet or refer to <https://graduate.ucf.edu/funding/>.

You may also contact: [gradfellowship@ucf.edu](mailto:gradfellowship@ucf.edu).

### University Fellowships

Most university fellowships are reserved for incoming degree-seeking graduate students who plan to enroll full time. For a listing of merit-based fellowships that are offered through the UCF College of Graduate Studies, as well as a listing of various general graduate funding opportunities, see the Student Funding for Graduate School section on the College of Graduate Studies student website at [graduate.ucf.edu/fellowships/](http://graduate.ucf.edu/fellowships/).

### Graduate Assistantship Positions

A limited number of graduate assistantships are available: graduate assistant (GA), graduate teaching assistant (GTA) or graduate research assistant (GRA) positions may be available each Fall and Spring for full-time doctoral and masters students (enrolled in at least 9 credits each semester). GA's are assigned to assist faculty and staff with course and College related activities, GTAs may be assigned to teach a course, or assist a faculty member with teaching in a course with large enrollment. GTAs who are assigned as instructors of record must have completed 18 credits of master's level nursing coursework. GRAs will be assigned to faculty members who are engaged in funded research or who are preparing a viable research proposal for funding. GAs are paid a stipend and receive partial tuition reimbursement, plus advanced nurse traineeship funds if available. These positions are for fall and spring semesters, and require a separate application that may be obtained from the CON graduate office. Additional information is available at: [graduate.ucf.edu/assistantships/](http://graduate.ucf.edu/assistantships/)

Mandatory training requirements must be met for a student to be hired in the position of Graduate Teaching Associate, Assistant or Grader. The training, offered by UCF's Faculty Center for Teaching and Learning, covers course design, learning theories, ethics, and other topics relevant to preparing GTAs for their responsibilities. See [graduate.ucf.edu/assistantships/](http://graduate.ucf.edu/assistantships/) for training requirements and registration instructions.

## **Graduate Teaching/Research Assistant Responsibilities**

Graduate Teaching /Research Assistants (GTAs/GRAs) have an important role in the College of Nursing. This position description was developed to help professors and GTAs/GRAs to better understand their roles and responsibilities. The following are some activities that GTAs/GRAs may be expected to carry out in working with assigned professors. Not all GTAs/GRAs are expected to perform the entire list of activities – this is a guide. Please note realistic time expectations. No GA/GTA/GRA is to be assigned to do any personal or non-UCF related activity.

### **GTA Responsibilities**

- Assist professor with course management
- Assist professor update syllabi and course reference materials
- Assist professors with lecture presentations
- Proctor and collect exams and deliver/retrieve exams to/from Test Center
- Grade course assignments according to established criteria set by the professor
- Communicate with students as required by the professor
  
- Assist in online course instruction (GTA may require instruction for this)
- Assist professor update syllabi and course reference materials
- Search Web for pertinent URLs related to the course
- Grade online course requirements according to established criteria set by the professor
- Communicate with students as required by the professor
- Set up on-campus lab experiences according to plan provided by professor
- Review/Supervise students' skills during lab sessions
- Work with students individually if requested by professor and if time permits
- Evaluate students during basic skills testing
- Assist the professor in grading projects associated with on-campus lab
- Assist the professor with open lab activities
- Assist the professor in sessions for dosage calculation practice and review

### **GRA/Research and Scholarly Work Activities**

- Update references for the professor's research and other scholarly projects
- Conduct literature searches as directed by the professor
- Obtain journal articles and references from the library
- Develop PowerPoint presentations and other materials for the professor
  
- Assist the professor with research activities
- Assist with research intervention activities
- Assist with data collection
- Conduct data entry, cleaning, and management
- Conduct statistical analyses as requested by the professor
- Help manage correspondence associated with research and scholarly activities

## Graduate Assistants: General Information

- All GTA's must have completed the UCF Graduate Studies GTA Workshop offered by the UCF Faculty Center for Teaching and Learning.
- Assignments cover 10-20 hours/week. GTA/GRAs are expected to be on campus for a majority of the hours each week. Some assignments require all hours to be completed on-campus. For web courses, time on campus is negotiable with professor(s).
- GA/GTAs/GRAs may be assigned to work with more than one professor for the semester.
- GTA's are assigned to professors based on course needs and numbers of students.
- GRAs are assigned to professors based on research agenda and potential for funding.
- GTA/GRA appointments occur on a semester basis by the Associate Dean for Graduate Affairs in consultation with CON Dean and Associate Dean for Undergraduate Affairs.
- GTAs/GRAs must report on a weekly basis to their assigned professor and must schedule mutually agreed upon times that they are available for the entire semester. Any changes in the agreed upon times must be approved by the professors.
- GTAs/GRAs report directly to the professor(s) to whom they are assigned for the semester.
- GTAs/GRAs must manage their time well, particularly if they are working with more than one professor. Should assignments take longer than the allotted or expected time, GTAs/GRAs must communicate the information immediately to the assigned professor so that proper adjustments in assignments can be made.
- If the GTA/GRA is overwhelmed, please discuss work with the professor and if not resolved, please meet with the Associate Dean for Graduate Affairs.
- No GA/GTA/GRA is to be assigned to do any personal or non-UCF related activity.
- GTAs/GRAs must be evaluated mid-semester and end of each semester by the assigned professor(s). The evaluation must be submitted to the graduate program office. GTAs/GRAs with multiple instructor assignments must be evaluated by each professor.
- Professors who do not complete the evaluations in a timely manner may not be assigned a GTA/GRA in the following semester.
- GTA/GRA schedules are to be submitted to the graduate program administrative assistant by the GA/GTA/GRA before the end of the second week of the semester.
- GTAs/GRAs who are not responsible, whose work is below expectation, and/or who are not punctual or have not completed their required hours of work may be terminated during the semester – thus losing their assistantship for the semester – or they will not receive any additional assistantships.
- GAs are assigned specified duties by the Associate Dean of Graduate Affairs or Undergraduate Affairs.

## Graduate Student Associations

### Sigma Theta Tau (STT)

[sigmanursing.org/](http://sigmanursing.org/)

#### UCF Chapter STT: Theta Epsilon

[thecircle.nursingsociety.org/thetaepsilonchapter/home](http://thecircle.nursingsociety.org/thetaepsilonchapter/home)

This organization is the honor society for nursing. The local chapter is very active with local chapter meetings having programs related to nursing research issues. Annually a Nursing Research Day is planned each spring. Twice each year (October and February), in the months prior to graduation students are notified of their eligibility to join (GPA of 3.5 is needed). The application process is explained in the notification email which is sent to the students' knight's mail address. STT also sponsors scholarships which are advertised on the website.

#### Graduate Student Association (GSA)

This is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://www.facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

## Professional Development

### University Funding for Student Presentations

Funds may be available for Graduate Studies and from Student Government Association, to support student travel to present posters and/or presentations. The Graduate Travel Award provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter. Students who receive travel awards from SGA may also be eligible for Graduate Studies awards. For information about the criteria for this award, please see the Graduate Travel Award Application. The Student Government Association also funds individual and group travel requests.

### The Faculty Center for Teaching and Learning (FCTL)

FCTL promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA)  
This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program**  
This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information <http://www.fctl.ucf.edu/Events/GTAPrograms/> or call 407/823-3544.

### Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

### Graduate Research Forum

The Research Forum will feature poster displays representing UCF's diverse colleges and disciplines.

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information: [graduate.ucf.edu/graduate-researchforum/](http://graduate.ucf.edu/graduate-researchforum/) or [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

## Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

**Award for Excellence in Graduate Student Teaching** – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

**Award for the Outstanding Master's Thesis** – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For the nomination process and eligibility criteria, see [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

## Other

For grant-proposal writing resources: [uwc.cah.ucf.edu/](http://uwc.cah.ucf.edu/)

Florida Nurses Associations: [floridanurse.org/](http://floridanurse.org/)

Student Nurses Association: [snaucforlando.com/](http://snaucforlando.com/)

National Association of Hispanic Nurses: [nahnnet.org/](http://nahnnet.org/)

National Black Nurses Association: [nbna.org/](http://nbna.org/)

The American Assembly for Men in Nursing: [aamn.org/](http://aamn.org/)

Philippine Nurses Association of Central Florida (PNACF): [pnacf.org/](http://pnacf.org/)

## Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/). **Florida Board of Nursing** [floridasnursing.gov/](http://floridasnursing.gov/)

### UCF After College Jobs

<https://www.aftercollege.com/career-networks/university-of-central-florida/school-of-nursing/jobs/>

**Health + Medical + Jobs** [health-medical-jobs.com/](http://health-medical-jobs.com/)

### Nursing Shortage

[aacnnursing.org/News-Information/Nursing-Shortage-Resources/About](http://aacnnursing.org/News-Information/Nursing-Shortage-Resources/About)

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [College of Nursing Admissions, Progression, and Graduation \(APG\) Petition Form](#)  
Petition/Waiver Form
- [College of Nursing Petition/Waiver Form](#)  
Students requesting course substitution, course transfer, change to Plan of Study, etc.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Nursing MSN](#)
- [College of Nursing](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF Nursing Alumni](#)
- [University Writing Center](#)

## Grad Faculty

**Asterisk** = has previous committee experience, which qualifies the person to serve as vice chair

**Allred, Kelly \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [kelly.allred@ucf.edu](mailto:kelly.allred@ucf.edu)

**Anderson, Mindi \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Mindi.Anderson@ucf.edu](mailto:Mindi.Anderson@ucf.edu)

**Blackwell, Christopher \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Christopher.Blackwell@ucf.edu](mailto:Christopher.Blackwell@ucf.edu)  
Websites: <http://drchristopherblackwell.com>

**Bourgault, Annette**

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Annette.Bourgault@ucf.edu](mailto:Annette.Bourgault@ucf.edu)

**Burr, Joyce**

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [joyce.burr@ucf.edu](mailto:joyce.burr@ucf.edu)

**Bushy, Angeline \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Angeline.Bushy@ucf.edu](mailto:Angeline.Bushy@ucf.edu)

**Cook, Christa\***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Christa.Cook@ucf.edu](mailto:Christa.Cook@ucf.edu)

**Conner, Norma \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Norma.Conner@ucf.edu](mailto:Norma.Conner@ucf.edu)

**Covelli, Maureen \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Maureen.Covelli@ucf.edu](mailto:Maureen.Covelli@ucf.edu)

**Damato-Kubiet, Leslee**

College: College of Nursing

Disciplinary affiliations: Nursing  
Contact Info: [Leslee.DAmato-Kubiet@ucf.edu](mailto:Leslee.DAmato-Kubiet@ucf.edu)

**Decker, Jonathan \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Jonathan.Decker@ucf.edu](mailto:Jonathan.Decker@ucf.edu)

**Decker, Veronica**

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Veronica.Decker@ucf.edu](mailto:Veronica.Decker@ucf.edu)

**Diaz, Desiree**

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Desiree.Diaz@ucf.edu](mailto:Desiree.Diaz@ucf.edu)

**Edwards, Joellen \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Joellen.Edwards@ucf.edu](mailto:Joellen.Edwards@ucf.edu)

**Galura, Sandra\***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Sandra.Galura@ucf.edu](mailto:Sandra.Galura@ucf.edu)

**Gammonley, Denise \***

College: College of Health and Public Affairs  
Disciplinary affiliations: Social Work  
Research interests: Aging, Social Work Practice, Nursing Home Quality, Mental Health Services, International Education  
Contact Info: [dgammonl@ucf.edu](mailto:dgammonl@ucf.edu)

**Guido-Sanz, Francisco\***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Francisco.Guido-Sanz@ucf.edu](mailto:Francisco.Guido-Sanz@ucf.edu)

**Heglund, Stephen \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Stephen.Heglund@ucf.edu](mailto:Stephen.Heglund@ucf.edu)

**Kinchen, Elizabeth**

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [Elizabeth.Kinchen@ucf.edu](mailto:Elizabeth.Kinchen@ucf.edu)

**Lamanna, Jacqueline \***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [Jacqueline.Lamanna@ucf.edu](mailto:Jacqueline.Lamanna@ucf.edu)

**Lindo, Jascinth\***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [Jascinth.Lindo@ucf.edu](mailto:Jascinth.Lindo@ucf.edu)

**Loerzel, Victoria \***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [victoria.loerzel@ucf.edu](mailto:victoria.loerzel@ucf.edu)

Martinez, Valerie

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [Valerie.Martinez@ucf.edu](mailto:Valerie.Martinez@ucf.edu)

**Montoya, Vicki\***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [Vicki.Montoya@ucf.edu](mailto:Vicki.Montoya@ucf.edu)

**Neff, Donna \***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [Donna.Neff@ucf.edu](mailto:Donna.Neff@ucf.edu)

**Ng, Boon Peng**

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [BoonPeng.Ng@ucf.edu](mailto:BoonPeng.Ng@ucf.edu)

**Quelly, Susan\***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [susan.quelly@ucf.edu](mailto:susan.quelly@ucf.edu)

**Sole, Mary Lou \***

College: College of Nursing

Disciplinary affiliations: Nursing

Contact Info: [mary.sole@ucf.edu](mailto:mary.sole@ucf.edu)

**Talbert, Steven \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [stalbert@ucf.edu](mailto:stalbert@ucf.edu)

**Thiamwong, Ladda \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Ladda.Thiamwong@ucf.edu](mailto:Ladda.Thiamwong@ucf.edu)

**Turnage, Dawn**

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Dawn.Turnage@ucf.edu](mailto:Dawn.Turnage@ucf.edu)

**Valenti, Michael\***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Michael.Valenti@ucf.edu](mailto:Michael.Valenti@ucf.edu)

**Warshawsky, Nora\***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Nora.Warshawsky@ucf.edu](mailto:Nora.Warshawsky@ucf.edu)

**Welch, Gregory\***

College: College of Nursing  
Disciplinary affiliations: Nursing, Computer Science, Engineering  
Contact Info: [Welch@ucf.edu](mailto:Welch@ucf.edu)

**Yan, Xin \***

College: College of Nursing  
Disciplinary affiliations: Nursing  
Contact Info: [Xin.Yan@ucf.edu](mailto:Xin.Yan@ucf.edu)

## Contact Info

- **Mindi Anderson, PhD, APRN, CPNP-PC, CNE, CHSE-A, ANEF, FAAN**  
Director, Healthcare Simulation Program (MSN, Graduate Certificate)  
UTWR 455  
[Mindi.anderson@ucf.edu](mailto:Mindi.anderson@ucf.edu)  
Phone: 407-823-1956
- **Nora Warshawsky, PhD, RN, CNE, NEA-BC, FAAN**  
Director, Leadership & Management MSN Program  
UTWR 473  
[nora.warshawsky@ucf.edu](mailto:nora.warshawsky@ucf.edu)  
Phone: 407-823-5468
- **Susan Quelly, PhD, RN, CNE**  
Director, Nurse Educator Program (MSN, Post-Graduate Certificate)

UTWR 428  
[Susan.quelly@ucf.edu](mailto:Susan.quelly@ucf.edu)  
Phone: 407-823-0645