

**Policy S-2.04**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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**TITLE:**               **UNDERGRADUATE HONORS PROGRAM**

**POLICY:**             Students must participate in a University-approved Honors Program in order to graduate with honors.

**RATIONALE:**       The College of Nursing supports student participation in an Honors Program as one means of recognizing academic excellence.

**PROCEDURE:**

1.       The undergraduate Program Director (or designee) will serve as the Honors Program Coordinator. Administrative support for the Honors Program Coordinator will be provided by the office of the Associate Dean for Academic Affairs (ADAA).
  
2.       Information regarding the honors program is posted on the College's website and updated as needed by the ADSA. The website link is:  
<http://nursing.ufl.edu/students/honors-program/>

**Prior to Spring break**

The Coordinator will present the students with the themes for projects and research for the current honors cohort consistent with UF CON strategic planning, faculty mentor availability and the UF CON mission.

**By the second week in April (junior year)**

The Coordinator or designee arranges to attend a junior level course with total student attendance to provide information to students about:

- Criteria for acceptance into the Honors Program (upper division GPA of 3.7 or higher),
- Current themes for projects,
- Expected time and effort involved in completing the honors program,
- Recommendation that interested students meet with the Coordinator for further clarification, advisement, and discussion.
- Interested students are to make initial contact with potential mentors for their honor's projects and discuss expectations.
- Letters of support from project mentors are obtained by the students and included in the applications.

**End of the Spring semester (junior year)**

- Applications (see attachment) are due.
- Prior to the Summer break the Coordinator requests that the ADSA verify nursing grade point averages meet the 3.7 or above requirement
- Applications of students meeting the grade requirements are reviewed by the Coordinator.

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- The Coordinator notifies students of actions taken on their applications and reiterates Honors Program requirements for program participants.
- The list of students' names whom are accepted into the Honors program (and their project mentors) is forwarded to the administrative support staff in the Office of Academic Affairs.

**Summer/Fall semester (junior/senior year)**

- Students align themselves with a faculty member mentor and work on the Honors project.

**Beginning of Fall Semester (senior year)**

- Students are reminded in the Fall of their senior year that they need to register for NUR 4935: Honors Seminar in Nursing for the following Spring semester.

**Spring Semester (senior year)**

- Students submit honors projects to faculty mentors for review by the Friday immediately prior to Spring break.

**By March 31<sup>st</sup>**

- The faculty mentors review the honors project(s) and return them to the student(s) with comments and/or suggested edits. Students consider the faculty mentor's comments and make recommended revisions/edits.

**College of Nursing Honors Project Dissemination**

All Honors students will arrange for dissemination of their honors project at a specified annual University/College event. The presentation may be in the form of poster, paper or suitable alternative.

**By April 10**

- After considering the faculty mentor's comments and making recommended revisions/edits to the final paper describing the honors project, it is then uploaded to the Honors seminar e-Learning course.
- The faculty of record for the honors seminar reviews the uploaded Honors project descriptions and then determines and submits the student's final grade in NUR 4935.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Review	<b>Leadership Council</b>	12/09		7/15	3/13
Approval	Administrative Council	11/09		8/15	
Approval	Dean	12/09		11/15	

**\*Bold indicates committee with A-01 review responsibilities**

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**ATTACHMENT I**  
**HONORS PROGRAM APPLICATION**

Name: \_\_\_\_\_ UF ID# \_\_\_\_\_

Date: \_\_\_\_\_

Upper Division GPA: \_\_\_\_\_

Note: This form is to be developed by the student in concert with faculty mentor

Project Title:

\_\_\_\_\_

Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your role in this project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preceptor's Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Students Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO HONORS PROGRAM COORDINATOR**