

**Policy S-3.07**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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**TITLE:**           **OUT-OF-SEQUENCE PROGRESSION FOR MASTER’S DEGREE AND POST-MASTERS NON-DEGREE SEEKING CERTIFICATE STUDENTS**

**POLICY:**           On admission a curriculum plan is developed to ensure courses are sequenced in an academically sound manner and that graduation is timely. Students who become out-of-sequence in the curriculum must make application for curriculum plan revision.

**RATIONALE:**    The College has a responsibility to ensure the academic integrity of the student’s curriculum, availability of clinical placements, and faculty supervision of students. Therefore, careful planning is required for exceptions to standardized curriculum plans.

**PROCEDURE:**

1. Students who need to revise their curriculum plan, meet with their Academic Advisor to assess the feasibility of changing the existing plans.
2. The student completes *Petition for Revision of Curriculum Plan* form (Attachment #1) and forwards to Associate Dean for Student Affairs (ADSA).
3. The ADSA consults with the Academic Advisor, specialty Track Coordinator, and Department Chair as to the availability of resources for the proposed revised curriculum plan.
4. The ADSA will inform the student in writing of the decision regarding the petition within ten (10) working days of receipt of the petition. If approved, a copy of the revised curriculum plan is included. The ADSA distributes copies per the distribution list.
5. If desired, the student may appeal the decision regarding the petition to the Dean of the College of Nursing. Such appeal should be in writing and received within fifteen (15) working days of the student’s receipt of the decision, and the Dean will respond within ten (10) working days.
6. A student may seek guidance from their Academic Advisor or the ADSA at any time in the curriculum review process.

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7. Written progression requirements will be monitored by the student's Academic Advisor in conjunction with the ADSA.
8. The ADSA will notify the student of dismissal from the program if the student is unable to meet the out-of-sequence progression requirements.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council	*	2/10		6/14
Review	Leadership Council	02/98	2/10		6/14
Approval	Dean	03/98	3/10		6/14

\*previously routed to AAC & Faculty Organization

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**Attachment #1**

***Petition for Revision of Curriculum Plan***  
[To be Completed by Student]

Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_  
UFID: \_\_\_\_\_

**Specific Request for Revision of Curriculum Plan:**

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**Rationale for Petition:**

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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Petition Decision \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADSA

<i>Distribution --</i>	Original to:    ___ Student Record
	Copy to:       ___ Student    ___ Track Coordinator    ___ Department Chair