

Policy S-5.02
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: **ACADEMIC ADVISING AND MENTORING OF DOCTOR OF NURSING PRACTICE DEGREE STUDENTS**

POLICY: Academic advising and mentoring are provided by the University and the College of Nursing to help students succeed in the nursing program of studies.

RATIONALE: The UF College of Nursing and the University of Florida are supportive of each student's right to receive appropriate academic advising.

PROCEDURE:

A. ACADEMIC ADVISING

1. Upon admission to graduate studies, each student in the Doctor of Nursing Practice (DNP) Degree Program is assigned an academic advisor in the Office of Student Affairs (OSA) and a faculty mentor within the student's clinical track. Students are informed of their advising team in their admission letter with a copy of the letter to the assigned faculty mentor.
2. The academic advisor consults Department Chairs to identify appropriate faculty mentors.
3. The academic advisor will file a signed copy of the curriculum plan in the student's record in OSA no later than the end of the second week of classes during the initial term of enrollment.
4. The OSA develops registration materials approximately two months prior to the beginning of each semester. The course/classroom schedules and advisement information is accessible on the College of Nursing Website (<http://con.ufl.edu>) under *Current Students* then *Advisement/Class Schedules* for each semester.
5. The academic advisor will provide opportunities for routine academic advisement to students each semester via e-mail, prior to the registration period, and at additional times based on student request or need. All students are responsible for maintaining contact with their academic advisor. Students may request academic advising at additional times as needed.
6. A record of student advising will be maintained by the academic advisor and should include dates of advising appointments and other pertinent information.
7. Only secure means of communication should be used for transmitting advising of a confidential or sensitive nature including grades.

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8. Any changes in a student's curriculum plan will require completion of a *Petition for Revision of Curriculum Plan* form (Policy S-5.07: Out-of-Sequence Progression for Doctor of Nursing Practice Degree Students). Changes to the curriculum plan require approval by the ADSA in consultation with DNP Program Director and Track Coordinators.
9. Any contractual agreement developed for academic assistance is documented on the Advising Record (AR) and requires the student's signature. The academic advisor sends the original to the student's official record.

B. FACULTY CLINICAL TRACK MENTORING

1. Department Chairs in consultation with Program Director will assign faculty mentors within the student's clinical track. Faculty mentors will be assigned to full-time BSN/DNP students by the end of the second semesters, by the end of the fifth semester to part-time BSN/DNP students, and upon admission to Post Master's DNP students.
2. Assigned faculty mentors will guide students in clinical placement, clinical progression, and residency development.
3. Faculty mentors ensure that students form supervisory committees during the semester prior to enrollment in the first project course.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council	*	9/11	9/15	3/10
Review	Leadership Council	12/06	10/11	10/15	
Approval	Dean	01/07	10/11	10/15	

- **Bold indicates committee with A-01 responsibility. This policy was initially routed to AAC & Faculty Organization for review**

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Attachment #1
GUIDELINES FOR DNP ADVISEMENT AND MENTORING

ADVISEMENT

1. Students must attend student orientation. Students will have an opportunity to meet with their advisors and faculty mentors during orientation.
2. Students will be advised regarding on-site campus attendance requirements.
3. Students must communicate with the advisor prior to registration each semester so that their progress through the program may be monitored. Advising sessions may be in person, via telephone, or via distance technology.
4. Advisors will ensure that students submit graduation applications and meet all requirements for graduation.

FACULTY MENTORING

1. Students must form a supervisory committee no later than midterm in the semester prior to enrollment in the first Project course (NGR7970L). Department Chairs must be consulted before a faculty member agrees to chair or be a reader on a student committee. A *DNP Program Supervisory Committee Form* (Policy S-5.09: Supervisory Committee for Doctor of Nursing Practice Program Project) must be completed prior to registration for NGR 7970L: Advanced Nursing Project.
2. Initial faculty mentors may chair or participate in the DNP project committees of their advisees, but other faculty may be considered depending on student interest area and faculty availability.

ADVANCED NURSING PROJECT ADVISING

1. Students and advisors should review the CON Project Guidelines in NGR 7970L Course Syllabus and on the DNP Project website.
2. Finalized advanced nursing project proposals must be approved by both committee members before the student begins data collection or initial work on the project.
3. Projects that involve human subjects or survey research must be IRB approved prior to data collection. The supervisory chair must serve as the primary investigator and must submit student proposals to the appropriate IRB and also ensure that IRB-approved projects are closed out prior to student graduation.
4. Once the Project has been completed, the Supervisory Committee will complete the Advanced Project Final Evaluation report and submit electronically to the OSA.

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ATTACHMENT #2
TIMELINE FOR DNP ADVISEMENT AND MENTORING

Full-time BSN to DNP Students

Time	Activity
Admission	Advisor is assigned
First semester, end of second week	Curriculum plan must be filed in OSA
Prior to registration each semester	Student must communicate with the advisor
End of second semester	Department Chairs in consultation with Program Director will assign faculty mentors within the student's clinical track
Fourth semester (prior to NGR 7970L enrollment)	Faculty mentor ensure that students form supervisory committee
Before data collection	Both committee members must approve project proposal
Project completion	Committee will complete the Advanced Project final evaluation report and submit electronically to OSA

Part-time BSN to DNP Students

Time	Activity
Admission	Advisor is assigned
First semester, end of second week	Curriculum plan must be filed in OSA
Prior to registration each semester	Student must communicate with the advisor
End of fifth semester	Department Chairs in consultation with Program Director will assign faculty mentors within the student's clinical track
Eight semester (prior to NGR 7970L enrollment)	Faculty mentor ensure that students form supervisory committee
Before data collection	Both committee members must approve project proposal
Project completion	Committee will complete the Advanced Project final evaluation report and submit electronically to OSA

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Post Master's DNP Students

Time	Activity
Admission	Department Chairs in consultation with Program Director will assign faculty mentors within the student's clinical track
First semester, end of second week	Curriculum plan must be filed in OSA
First semester, by the end of semester	Faculty mentor ensure that students form supervisory committee
Prior to registration each semester	Student must communicate with the advisor
Before data collection	Both committee members must approve project proposal
Project completion	Committee will complete the Advanced Project final evaluation report and submit electronically to OSA