

**Policy S-5.07**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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**TITLE:**           **OUT-OF-SEQUENCE PROGRESSION FOR DOCTOR OF NURSING  
PRACTICE DEGREE 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 unable to follow the curriculum plan developed at admission will have requests for curriculum plan revisions considered on an individual basis.

**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 plans, 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 Program Director 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. A student may seek guidance from their Academic Advisor or the ADSA at any time in the curriculum review process.
6. Written progression requirements will be monitored by the student's Academic Advisor in conjunction with the ADSA.
7. The ADSA will notify the student of dismissal from the program if the student is unable to meet the out-of-sequence progression requirements.

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Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	<b>Administrative Council</b>	*	2/10	9/15	2/10
Review	Leadership Council	01/98	2/10	10/15	
Approval	Dean	03/98	3/10	10/15	

- **Bold indicates A-01 responsibility. This policy was 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 #: \_\_\_\_\_

Email: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

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

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**Rationale for Petition:**

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\_\_\_\_\_  
Student’s Signature                      Date                      Program Director                      Date

\_\_\_\_\_  
ADSA    Date

*Distribution --*      Original to:    \_\_\_ Student Record

                         Copy to:        \_\_\_ Student      \_\_\_ Track Coordinator      \_\_\_ Academic Advisor      Program Director