Commensurate with the mission of each institution, The University of West Florida (UWF) and Okaloosa-Walton College (OWC) agree to offer a cooperative Bachelor of Science in Nursing program entitled The OWC-UWF Cooperative BSN Program. This AS to BS program will allow students who have successfully completed an associate degree in nursing and who possess a valid Florida Registered Nursing License to continue their studies in a baccalaureate program offered in Okaloosa County through the University of West Florida and Okaloosa-Walton College. Students completing the curriculum will be awarded the Bachelor of Science in Nursing by the University of West Florida.

**ADMINISTRATION AND OPERATIONS**

Program oversight, including program policies/procedures, student issues, personnel items, budget, and other related issues, will be managed through a Joint Program Coordinating Committee (BSN Coordinating Committee.) Committee recommendations will be forwarded to the appropriate institution as needed. Committee membership will include members from UWF and OWC appointed by the two Presidents.

Both institutions will meet all applicable standards of the Southern Association of Colleges and Schools, Commission on Colleges (COC). The cooperative program will also comply with the standards of applicable professional accrediting bodies (e.g. NLN, CCNE, etc.).

Each institution will collect and maintain the appropriate student records in electronic or hard-copy format as appropriate to federal, state and local standards, as well as to the standards of the applicable accrediting bodies. The institutions agree to provide joint access to student information as appropriate to facilitate student advising, program evaluation, student financial assistance and related issues; students will be advised in writing of such as part of the admissions process. Each student will sign a written consent allowing the release of the student’s records by both institutions to the other institution.

**CURRICULUM AND INSTRUCTION**

The BSN Degree will be awarded by the University of West Florida; Okaloosa-Walton College will provide instruction in selected junior and senior level courses. BSN courses taught through OWC will be transferred to UWF to meet the student’s program requirements.
The program content will conform to Florida statutory requirements for the BSN, to the appropriate Florida common course prerequisites and to the state’s AS to BS articulation agreement for the BSN. Overall program content, including specific course requirements will be established by UWF in consultation with OWC as appropriate.

The program will contain a track or option specifically designed to meet not only the above requirements, but also the skill/content needs of Okaloosa and Walton County health care providers. All courses will be reviewed by the appropriate institutional committees and submitted to Florida’s State Course Numbering System.

Instructional responsibilities will be shared by the two institutions according to the following considerations:

- All courses required for completion of the full Okaloosa Track will be available, on site in Okaloosa County. The delivery format (e.g. distance learning, traditional class, combined class, etc.) will be determined by the BSN Coordinating Committee and will conform to applicable accreditation standards. The preferences of the student participants will be the primary determining factor in class scheduling.

- UWF will provide instruction in a majority of the theory/didactic courses.

- OWC will provide instruction in a majority of the clinical instruction within the Okaloosa Track.

- The proportion of the program credits taught by UWF and the proportion taught by OWC will conform to the standards of the Commission on Colleges (COC) of Southern Association of Colleges and Schools (SACS).

- The courses to be offered each term, the delivery format (distance learning, traditional classroom, or other mode) for the courses, as well as the institution responsible for the instruction will be determined by the BSN Coordinating Committee.

- The times and locations of the courses will be designed to accommodate part-time and working students.

- Students will have the option of meeting the general education requirements of either institution.

**STUDENTS**

Students must be admitted to both institutions and will be subject to the usual UWF and OWC admission standards/procedures, as well as to specific Okaloosa Track program
admission standards, which will be mutually agreed upon by the two institutions. The admissions process will provide preference to otherwise qualified Okaloosa and Walton County residents. Students may pursue the program as either full-time or part-time students. Continuation in the program will be subject to specific program standards mutually agreed upon by the two institutions and published in appropriate program materials of both institutions. General student rights and responsibilities will be delineated in a similar manner.

Normally, students in the Okaloosa Track will attend all classes in Okaloosa County; however, students may enroll in classes at the UWF Pensacola Campus or participate in non-Okaloosa Track clinicals on an exception basis.

The institutions will mutually agree upon enrollment capacity and application/admission periods for the Okaloosa Track, as indicated by student and employer demand, facility and clinical space, accreditation requirements and other related factors.

Students will have full access to the support services of both institutions; however, availability to specific institutional services may be limited by location.

Students will have full access to the library/LRC services of both institutions.

Eligible students will have access to the student financial assistance opportunities of the institution(s) at which they are registered. Coordinated financial assistance services will be provided for students enrolled concurrently at the two institutions.

**Faculty/Personnel**

All faculty members, clinical preceptors, and other instructional personnel will meet the educational, experiential and licensure qualifications required by the two institutions and by applicable accrediting agencies; additional qualifications may be mutually agreed upon by the institutions. All faculty members will be recruited, hired, supervised and evaluated according to procedures mutually agreed upon by the institutions; such procedures will conform to appropriate accrediting standards. In general, OWC evaluation procedures will apply to OWC employees working in the program and UWF procedures will apply to UWF employees working in the program.

In general, all OWC courses will be taught by OWC full-time or associate faculty members possessing the appropriate qualifications, and all UWF courses will be taught by UWF full-time or adjunct faculty members possessing the appropriate qualifications. By special arrangement and mutual agreement of the institutions, UWF faculty may teach OWC courses and OWC faculty may teach UWF courses to the extent permissible under accreditation guidelines. Arrangements may include a professional services contract between institutions, joint staff appointments, traditional associate/adjunct hiring processes, or other mutually agreed upon arrangement.
The workload, benefits, and compensation of the employing institution will apply to the individual. Unless otherwise agreed, the home institution will be responsible for employee compensation and benefits.

UWF and OWC will provide on-site faculty, administrative and career service staff sufficient to support the program.

**Equipment and Facilities**

Classrooms, labs, program administration space and faculty offices for the OWC component of the program will be provided by OWC. Classrooms, labs and temporary faculty work space for UWF faculty members teaching on-site in the Okaloosa Track will be provided by OWC or by UWF at the OWC-UWF Joint Fort Walton Beach Campus, per mutual agreement.

Clinical sites, contracts and instruction for the Okaloosa Track will be managed through OWC, in consultation with UWF.

Unless otherwise agreed to, equipment purchased by UWF for use in the program will remain the property of UWF, and equipment purchased by OWC for use in the program will remain the property of OWC, with maintenance and replacement the responsibility of the home institution.

**Budget and Funding**

OWC and UWF are committed to providing sufficient fiscal support to ensure program viability and success. Unless otherwise agreed to, each institution will be responsible for the budget processes and the funding associated with its provision of program services and instruction. Annual program budgets will be submitted to the governing board of the home institution and to the appropriate state offices per applicable community college and university procedures.

Students will pay OWC course fees for classes offered by OWC; students will pay UWF course fees for classes offered through UWF. Other institution-specific fees (e.g. parking, late fees, library fines, etc.) will apply to the student when he/she is registered in courses with that institution. Matriculation, tuition, lab and other fees, and FTE generated will accrue to the institution awarding the credits.

**Evaluation**

The program and this agreement will be evaluated annually. The review will consider student success, enrollment patterns, student satisfaction, financial viability, employer satisfaction and other related issues. The program will comply with the appropriate
accountability standards set forth by the state and applicable accrediting agencies. The program review and evaluation processes of the home institution will apply as appropriate.

**Duration of Agreement**

The provisions of this agreement will be effective upon signature and will remain in effect from year-to-year unless cancelled by either party with a minimum of 60 days notice or amended by mutual written agreement of the President of Okaloosa-Walton College and the President of the University of West Florida.

James R. Richburg  
President,  
Okaloosa-Walton College  

Date  

John C. Cavanaugh  
President,  
University of West Florida  

Date  

APPROVED AS TO FORM AND LEGALITY:  

UWF ATTORNEY

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