



THE UNIVERSITY OF ARIZONA

College of Nursing

## Doctor of Philosophy (PhD) in Nursing Program Handbook

2021-2022

At the College of Nursing, we are committed to Inclusive Excellence by embracing and demonstrating diversity, equity, and inclusiveness throughout all levels of the institution and in the community. We strive to promote inclusive and safe learning environments for all people regardless of background. We uphold that the diversity of our students, faculty, and staff are a resource, strength, and benefit. We also uphold that excellence is inseparable from inclusivity. We respect and honor diverse learning needs and strive to model behavior aligning with the College of Nursing Mission, Vision, and Values. We will not tolerate any demonstrations of discrimination, and any suggestions on how we can improve our learning environments are welcomed. We affirm that all members of the College of Nursing are responsible in upholding this commitment.

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# University Policies & College of Nursing Overview

## Handbook Introduction

The PhD Program Handbook provides information to students and faculty to facilitate student advising.

### General Information

This document is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing reserves the right to change any provision or requirement at any time without notice. This material supplements the University of Arizona Catalog, Graduate College Policies, and the Schedule of Classes. Additional information may be found at the following web sites:

- [The University of Arizona](#)
- [The University of Arizona Catalog](#)
- [The Graduate College](#)
- [The College of Nursing](#)

The PhD Program Handbook is designed as a resource for students and faculty. Relevant policies and procedures of the University of Arizona, Graduate College and College of Nursing are included in this handbook. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student & Academic Affairs (OSAA). **Students are responsible to know and adhere to all established policies and procedures.**

### Relationship to Other Documents

The PhD Program Handbook is intended to be used in conjunction with other university documents including, but not limited to, those named and linked above. Students should first consult the PhD Program Handbook and then consult the appropriate Graduate College or university policies when questions arise. Many policies in the PhD Program Handbook are specific to students in the program and within the College of Nursing. All students, faculty and staff are expected to read the handbook and be familiar with college and university policies. The most current copy of the PhD Program Handbook is available on the College of Nursing's website for public access.

In addition to this handbook, students must review the [Policies & Procedures](#) as posted to the College of Nursing's website. These policies include (but are not limited to):

- Obligation to self-report
- Code of Ethics for Nurses
- Use of Social Media
- Graduation

The College of Nursing upholds all [University Policies](#) related to but not limited to the following:

- Absence and Class Participation
- Threatening Behavior
- Accessibility and Accommodations
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment

# Systems & Resources for College of Nursing Students

## Systems

There are several university systems that students in College of Nursing programs will utilize. Students will need to use the following systems (links provided for tutorials):

- [UAccess Student](#)
- [Desire2Learn \(D2L\)](#)
- [Assessment Systems](#) (Examity, Examssoft, Kaplan, ATI, etc.)
- [GradPath](#) (all graduate students)

Students completing clinical work as part of their program will be oriented to other systems throughout their programs. All students should review the [Student Technology Needs](#) as listed by the college's [Learning & Healthcare Technology Innovations](#) team.

## UA Student Email

Upon admission, all students are given an official [University of Arizona email address](#) (@email.arizona.edu). Email sent to this address can be checked remotely or forwarded to the student's phone. This address must be checked daily, as it is the official source of communication between faculty, staff, and students. Students are responsible for all program updates and requests sent to this address.

## Offices & Departments

### Office of Student & Academic Affairs (OSAA)

[OSAA](#) works collaboratively to support the educational mission of the College of Nursing. OSAA is responsible for student services including academic advising, recruitment, admissions, progression, success, academic support services, graduation, student-centered events, and College of Nursing scholarships.

Students may contact OSAA via email [CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu) or by calling 520- 626-3808. When contacting OSAA, students should provide their Student ID number, year admitted to current program, and (if applicable) specialty (for dual doctoral degree students). Students are encouraged to make an appointment using Trellis.

### Learning and HealthCare Technology Innovations (LHTI)

The LHTI department helps enhance the students' learning experience. LHTI is responsible for technology support and the development of enabling technologies for students, faculty, and staff. A wide range of supportive services are available students via the [LHTI Help Page](#). LHTI also provides technology recommendations and requirements for students, available on the Help page.

## Financial Aid & Scholarship Information

Doctoral students in the College of Nursing are eligible for financial aid and scholarships. The College of Nursing offers scholarships on a yearly basis and requires all interested students to apply. An email is sent to all newly admitted and current students during the spring term with relevant information. All students are strongly encouraged to submit a Free Application for Federal Student Aid (FAFSA). Many college and university scholarships rely on information provided by the FAFSA to be awarded. Additionally, students may seek to use loans or grants to cover tuition and fees expenses. The following is a list of university resources for students with financial aid questions:

### Office of Scholarships & Financial Aid

<http://financialaid.arizona.edu/>

Students with questions or concerns should use the contact information on Office of Scholarships & Financial Aid (OSFA) website to reach out to the appropriate individual for questions related to financial aid.

## Scholarship Universe

<https://scholarshipuniverse.arizona.edu/suha>

The University of Arizona maintains a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications. All College of Nursing scholarship applications must be submitted through Scholarship Universe.

## Disability Resource Center

<https://drc.arizona.edu/>

For students with disabilities who anticipate issues related to the format or requirements of the program should meet with the appropriate course chair as early as possible to determine if accommodations are necessary. If formal, disability-related accommodations are necessary, students will need to complete the accommodations request form online to register with the Disability Resource Center (520-621-3268). To arrange for reasonable accommodations, students are also responsible for immediately notifying the course chair(s) of each course regarding eligibility for reasonable accommodations. Early notification ensures the most effective accommodation and support. Students may also wish to take advantage of the [Strategic Alternative Learning Techniques \(SALT\) Center](#) for additional support services. Students may also contact OSAA for assistance in navigating these resources, or for connection with the college's [Academic Success Coach](#).

## Academic Policies & Procedures for PhD Students

### Line of Communication

The CON is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience.

To facilitate the open communication between students and faculty, the CON has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site.

Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

1. Course Instructor
2. Course Chair (if applicable)
3. Program Director
4. Division Chair
5. Dean of the College of Nursing

[For](#) questions about the line of communication or policies, contact OSAA at 520-626-3708 or CON-OSAA@email.arizona.edu The Graduate College also provides resources for students related to grievances as linked on their [website](#).

### Petitions

A graduate petition may be required when a student is requesting an exception to policy, retroactive change to enrollment, etc. More information can be found on the Graduate College's [Petition User Guides](#) page.

All petitions must be submitted through [GradPath](#). Students may contact the Graduate College or OSAA for assistance in completing the electronic petition form.

## Academic Progression

### RISE & On-Campus Program Requirements

RISE is the acronym for “Resident Intensive Summer Experience.” PhD RISE is typically held on the University of Arizona campus in Tucson for during the week preceding the beginning of the fall term. During RISE, students are immersed in intensive scholarly, role or course experiences punctuated with time for meeting with advisors and committee members. Students have opportunities to become acquainted with other students, faculty, and staff, to learn to use a variety of instructional technologies and to learn more about their program and the College of Nursing. PhD and dual PhD-DNP students are required to attend RISE three times.

### Faculty Advisor Role and Assignment

The role of the faculty advisor is to mentor and guide the student throughout the program of study. The advisor will guide the student to determine the plan for completing the degree requirements, facilitate accessing resources of the University and the College of Nursing, and assist the student in understanding relevant policies and procedures. The faculty advisor may or may not be the chairperson of the student’s comprehensive examination or dissertation committee.

### Switching Faculty Advisors

Students may change faculty advisors as their professional interests change. To change advisors, the student must complete the DNP and PhD Program: Change of Advisor Form. The form is available on the college’s [Student Resources](#) page. Approval from the student’s current and new advisor is required. Routing instructions are included on the form.

### Grading and Program Progression

A high level of performance is expected of students enrolled in the PhD program. To remain enrolled in the PhD degree program, a student must be making satisfactory progress toward completion of the degree. Students should review the College of Nursing’s [Grading Policy Statement](#).

The College of Nursing enforces the university’s policies on [Graduate Academic Standing, Progress and Probation](#) with the following additions:

- 1) Satisfactory progress is defined as earning of grades A (4.0) or B (3.0) in any course. Grades below a B (3.0) in any course, regardless of the student’s GPA, are viewed as unsatisfactory academic performance and no course with a grade lower than a B may be included on the student’s official plan of study in GradPath. Students must repeat all courses where a C, D, or E is earned.
  - a. A student may attempt the same course no more than twice. Repeating of a course prior to completion of the dissertation may result in an extension of time to degree.
  - b. If the student does not earn an A, or B the second time, then the student shall be recommended to the Graduate College for dismissal from the PhD program.
- 2) A student must maintain a cumulative grade point average (GPA) of 3.0 or better to be considered in good standing and to be awarded the PhD degree. Students achieving less than a 3.0 GPA, in any semester, will be placed on academic probation, per [University](#) policy. If a student is placed on probation:
  - a. The student must meet with their faculty advisor to devise a written action plan for remediation.
  - b. The plan will be submitted using the Student Progression Report (SPR) form to the Director of the PhD Program and OSAA.
- 3) Students on academic probation have two (2) consecutive semesters to raise the GPA to 3.0 or better. Failure to remediate during those two semesters will result in a recommendation to the Graduate College for disqualification and dismissal from the PhD program (see [University](#) policy for more information).
  - a. Students who are dismissed may apply for readmission to a degree program once they achieve a cumulative GPA of at least 3.0 through additional course work taken in the non-degree status.

Additional course work may be taken in the College of Nursing. Readmission must be supported by the PhD Curriculum and Instructional Support Committee and the PhD Program Director and approved by the Dean of the Graduate College.

- 4) Grades for 920 course and other graduate level project courses that continue for longer than one term will be awarded using the S (superior), P (pass), F (failure) based on the approved goals achieved during the semester of enrollment. If the student passes the course, then the units of credit may be applied toward the degree. A grade of "F" may not be used on the Plan of Study, or towards the required 18 units for graduation. Grades (S, P, or F) awarded for NURS 920 units do not factor into the GPA.

## Unsatisfactory Grade Notification

### *Midterm Notification*

Midterm notification is a two-step process:

- OSAA will send an email at midterm (fall, spring & summer) to all **students** as a reminder to check their course progression. Students will be directed to check the D2L gradebooks for each course with special attention to any missing grades/assignments. The reminder email will encourage students to connect directly with the course chair for support or clarification of any items. Additionally, students will be provided with a link to the program handbook to review the progression policies.
- OSAA will send an email at midterm (fall, spring & summer) to all **faculty** as a reminder to ensure that all completed assignments and grades are posted to the D2L gradebook. The gradebook should allow the student to see their current grade, and what changes (if any) should be made to improve before the end of the term. Faculty are encouraged to complete a SPR for any student achieving less than an 80% at midterm so they may have the opportunity to improve and pass the course. Course chairs may also choose to refer students prior to midterm to OSAA, the Writing Coach and/or the Academic Success course via an SPR for support.

### *End of Term Notification*

The College of Nursing provides notification each semester to students who have earned grades of "C" or lower in doctoral courses. Notification is provided by an email to the student's University of Arizona account. Students who earn grade "E" in core courses will be provided with a recommendation for dismissal notice via email to the student's University of Arizona account.

## Grade Appeal

All graduate students at the university may appeal a grade. According to [university policy](#), the basis for filing a grade appeal in any course is limited to fundamental fairness in treatment of the student by the instructor, as specified by the syllabus supplied to students at the beginning of the course. When considering a grade appeal, a student should meet with an OSAA team member to review the required steps and timelines. All grade appeals should follow the line of communication provided in this handbook.

## Withdrawal Grades

Withdrawal from a course within the first four weeks after registration will result in the deletion of the course from the academic record. After the fourth week and through the end of the tenth week of classes, the grade of "W" may be awarded to students earning a passing grade at the time of the official withdrawal. If a student is not earning a passing grade at the time of the withdrawal, the grade of "E" will be awarded. Requests for complete withdrawal from the University are initiated through the [Registrar's Office](#). Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course.

Students should review the current term's [Registration Dates & Deadlines Calendar](#) when considering a withdrawal. Summer courses are often dynamically dated, with non-standard start and end dates – please see the Registrar's calendars for Dates and Deadlines for Classes with Non-Standard Start Dates to verify the appropriate term deadlines.

## Grades of Incomplete

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the course work has been satisfactorily completed. Students who are failing the course may not receive an "I". PhD students

should discuss with the instructor whether their circumstances allow them to receive an Incomplete grade. This should be done at least two weeks before the end of the semester. Instructors should work with the student to document what course work must be completed by the student for the “I” grade to be removed and replaced with a grade.

Documentation should include:

- Which assignments or exams should be completed and when?
- How this work will be graded
- How the student's course grade will be calculated
- Date all incomplete requirements must be met.

The instructor may use the University's [Report of Incomplete Grade](#) form to document the agreement. Both the instructor and student sign this agreement and forward the agreement to the OSAA.

PhD students have a maximum of one calendar year to remove an Incomplete grade. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade- point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grade converts to an “E”. A Leave of Absence does not extend the one calendar year time frame for Incomplete replacement.

If there is a possibility that the student's cumulative grade-point average will fall below 3.00 through the conversion of Incomplete grades to failing grades, the PhD degree will not be awarded.

### Leave of Absence

Students may request a Leave of Absence (LOA) from the College of Nursing and the Graduate College. Requests may be considered for the following types of leaves:

- **Academic Leaves:** Academic LOA (i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the College of Nursing and the Graduate College.
- **Medical Leaves:** With appropriate documentation from their medical provider, graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, a LOA may be granted retroactively for up to one year. Students will be readmitted without reapplying to the College of Nursing and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the public can be used during the LOA.
- **Personal Leaves:** Graduate students in degree programs may be granted a LOA for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. A LOA may be granted retroactively for up to one year. A LOA is granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the College of Nursing and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the public can be used during the LOA.

LOAs may affect the status of a PhD student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a LOA.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Graduate College's [Continuous Enrollment](#) policy requirements.

The process for requesting a LOA from the College of Nursing is as follows:

- The student should first discuss their intent with their faculty advisor and propose an updated Plan of Study to complete their coursework.

- If the faculty advisor supports the request, the student should submit the request to the Graduate College. The online submission form is in [GradPath](#) under Petitions.
- Denial or Approval of the request will be sent to the student's UA email.
- Student must inform OSAA of the outcome.

### Continuous Enrollment Policy / Minimum Enrollment

All students must complete a Plan of Study as developed with the faculty advisor. If the student wishes to change the Plan of Study in a way that will impact the timeline to complete their coursework, the student must consult with the faculty advisor and identify a new timeline for completion.

PhD students must maintain [Continuous Enrollment](#) as defined by the Graduate College's policy. The policy requires that the student must register for a minimum of 3 graduate units each fall and spring term until the completion of all course requirements, comprehensive examinations, and the completion of 18 units of Dissertation. When the above requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status must register for a minimum of 1 unit each semester until final copies of the Dissertation are submitted to the Graduate College.

While PhD students are not required to maintain [Full-Time Graduate Student Status](#), student financial aid may require full-time status. PhD students receiving funding such as assistantships, fellowships, loans, grants, scholarships, or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.

PhD students who have completed all coursework, comprehensive exams and completed 18 units of NURS 920 may apply for [Advanced Status](#) with the university. Advanced Status allows the PhD student to be considered a full-time enrollee at 1 unit. Interested students must review the policy in the catalog and complete the required form.

If PhD students will be working with faculty during the summer term and using university facilities or resources, the student must register for a minimum of 1 unit and obtain approval from the faculty who will be advising the student. The student and advisor should discuss the number of units required for registration, relative to the activity. Students must be registered for a minimum of 1 unit if they are defending the dissertation during a summer session. All students must confirm that their chair/advisor is available to work over the summer.

### Non-Enrollment & Readmission to the College of Nursing PhD Program

Students who have been granted an approved LOA, and who return within the approved period, do not have to apply for readmission.

Students who were previously enrolled in the PhD program who have not been officially enrolled for one regular semester or more must re-apply for admission. Readmission requires approval by the PhD Committee and the PhD Program Director. Only students considered in good academic standing according to [university policy](#) will be reviewed for readmission. The student must also reapply for admission to the [Graduate College](#).

Students who do not enroll before the 5<sup>th</sup> week of courses for each fall and spring term may be withdrawn from the University's systems because of non-enrollment. OSAA will attempt to contact any student not on an approved LOA who does not enroll for the next term via email during the first 5 weeks of the term via email.

Students who do not respond to email contact will be sent a formal letter to their address of record in UAccess. If no response is received, the student may be dismissed from the program.

## Timelines for Satisfactory Progression & Degree Completion

The College of Nursing enforces the Graduate College's [Time Limitation Policy](#). All requirements for the degree of Doctor of Philosophy (PhD) must be completed within 5 years of passing the Comprehensive Exam. Students not finishing within that period may be allowed to re-take the Comprehensive Exam with permission of the College of Nursing, and then proceed to complete other requirements, e.g., the dissertation.

Satisfactory progression in the doctoral program is expected of all students. Students will be reviewed annually and assessed for satisfactory progression. Benchmarks have been developed to assist faculty and students to determine satisfactory progression. Failure to meet these benchmarks may trigger a review by the PhD Committee. Failure to progress satisfactory may result in dismissal from the program.

Completion of coursework per the plan of study: Students are expected to maintain enrollment and to complete their plans of study as outlined. All students must complete the plan of study as developed with the faculty advisor and upload it to the PhD Portfolio. Students wishing to change the plan of study in a way that will impact the timeline to complete their coursework must consult with the faculty advisor and identify a new timeline for completion. Students must also update their plan of study in [GradPath](#). Below are suggested expectations for a timeline for progression from comprehensive examinations to final dissertation defense.

- [Timeline for coursework to comprehensive exams](#): Students are expected to successfully complete their comprehensive exams within one (1) calendar year following completion of coursework.
- [Timeline for comprehensive exams to dissertation proposal](#): Students are expected to successfully defend their proposal within one (1) calendar year following completion of comprehensive exams.
- [Timeline for dissertation proposal to Instructional Review Board \(IRB\) process](#): Students are expected to submit for IRB approval for their dissertation within six months following their proposal defense, which includes committee approval.
- [Timeline for dissertation \(final\) defense](#): Students are expected to successfully defend their dissertation within two years following their proposal defense.

### Doctoral Residency Requirement

To meet the minimum Graduate College [Credit Requirements](#), students must complete a minimum of 36 units of graduate coursework in the major subject, 9 units in the minor subject (more if required by non-nursing discipline) and 18 units of dissertation.

### Appeal of Decision of Unsatisfactory Progress

In accordance with College of Nursing policy, the student has a right to initiate a written appeal to the PhD Committee for the unsatisfactory progress decision during the 5-week period following written notification of disqualification from the program. The second and final level of appeal is to the College of Nursing Dean / Dean's designee. Graduate students may review the resources available to them from the Graduate College related to [grievances](#) as well.

## PhD Program Requirements

### Plan of Study

All PhD students need to complete and submit a doctoral plan of study to the Graduate College by the end of the second semester of coursework. The plan of study includes any applicable transfer work from other institutions, intended University of Arizona Coursework and expected graduation term. The full summary of the plan of study is available from the [Graduate College](#).

The Plan of Study is completed using [GradPath](#), and requires the approval of the student's faculty advisor and the PhD Program Director before being routed to the Graduate College.

## Transfer of Graduate Courses from Other Institutions

PhD students may transfer credits from previous graduate programs for use toward the PhD degree. Students entering the PhD program with previous graduate degrees may be eligible to transfer up to 9 credits.

Prior to requesting the transfer of credits into the program, the student must review the policies in the student handbook regarding the maximum number of transferable units. PhD students have two options for using prior coursework toward the PhD degree:

- **Substitutions:** courses from previous programs used to replace a CON course
- **Transfers:** courses from previous programs or other institutions used toward the substantive or minor areas of study

Substitution requests are processed after accepting an offer of admission to the PhD program, usually prior to RISE in August. The student must fill out either the [Substitution or Transfer Evaluation Worksheet](#) and provide the required course syllabi documentation. All documents must be received via email as PDF documents, or they will not be reviewed.

To be eligible for transfer or substitution, coursework must:

- Be less than 5 years old at the time of transfer
- Be graduate level coursework
- Be available on the student's official transcript with a grade of "A" or "B" (grades of "P" or "S" are not accepted by the Graduate College for transfer)

The process for transfer or substitution requests has two phases: the internal College of Nursing Evaluation and evaluation by the Graduate College. The College of Nursing process is as follows:

- 1) Student indicates a desire to have courses evaluated for transfer/substitution to OSAA. OSAA assists the student in collecting the relevant documents (syllabi + transcripts) and filing out the required form. OSAA will also assist the student in identifying the correct faculty member(s) to complete the evaluation.
- 2) OSAA will send the course chair the syllabi to review for possible transfer.
- 3) After obtaining the course chair's approval, the student makes any edits requested to the Course Transfer/Substitution Evaluation Worksheet, then submits to faculty advisor for a signature along with the approval email from the course chair.
- 4) The faculty advisor signs the Course Transfer/Substitution Evaluation Worksheet.
- 5) The student forwards the completed worksheet to OSAA at [CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu) attaching PDF copies of full syllabi for all listed course(s).
- 6) OSAA saves a copy of the worksheet and syllabi to the student's folder.

The Graduate College process is as follows:

- 7) Once the College of Nursing's process is complete, OSAA includes instructions, for student, on completing the Transfer Credit Form in [GradPath](#).
- 8) The Graduate College will make the final determination on whether the credit is appropriate for transfer to the university. After this evaluation, any approved units may be used toward the plan of study.

## Transfer/Waiver Decision Appeals

There is not an opportunity to appeal transfer or substitution decisions. All decisions are final. If a student is not approved for 9 units of transfer coursework, he/she may submit additional courses for evaluation by following the above procedure.

## PhD Portfolio

PhD students must maintain and complete a digital portfolio. PhD portfolios are housed in the online course system, [Desire 2 Learn \(D2L\)](#). Each student will see their portfolio as a course in D2L. Students in the doctoral programs must

complete their portfolio annually. Faculty will use this portfolio to determine adequate progression toward degree completion. The PhD Portfolio is considered complete for graduation when the final approved copy of the dissertation is uploaded.

### PhD Portfolio Components

- Individual Development Plan (updated annually; due August 1; format can be found on the [PhD Resources Page](#))
- Plan of study working form (updated annually; due August 1; format can be on the [PhD Resources Page](#))
- Writing exemplar (updated annually; due August 1)
- CV (updated annually; due August 1) per CON student template.
- Comprehensive Exam Papers (due when submitted to OSAA)
- Dissertation Proposal (final approved copy) (due after dissertation proposal defense)
- Dissertation (final approved copy) (due prior to graduation)

### Transferring Between Doctoral Programs within the College of Nursing

Students wishing to transfer from one doctoral program to another (PhD to DNP or DNP to PhD) must be in good academic standing in their current doctoral program. Students should first meet with their current faculty advisor to discuss the transfer. There are two steps to this process: the College of Nursing internal process, and the Graduate College [process & policies](#).

To initiate the College of Nursing process, the following documentation must be provided to the appropriate program committee for review:

- 1) The student provides a letter requesting the change that contains:
  - a) Requested option.
  - b) Rationale for changing options:
  - c) What the student plans to do after obtaining their doctoral degree
  - d) Anticipated area of research or DNP practice
  - e) Question to be answered by dissertation research or DNP Project.
- 2) The student's current advisor provides a letter of support.
- 3) The student identifies a potential mentor in the "receiving" option who provides a second letter of support, indicating their willingness to mentor the student.
- 4) Students must submit requests for transfer no later than one month prior to the end of the semester.
- 5) The PhD or DNP committee will review the request at their next scheduled meeting and notify the student and advisor of their decision. The student should then notify OSAA of the change and schedule a meeting with their advisory committee to discuss any changes in the Plan of Study.

After committee approval, the student will work with OSAA to follow the Graduate College process for switching programs.

### Dual Degrees (PhD-DNP) Option

The College of Nursing offers a unique opportunity for a student to concurrently pursue the DNP and PhD degrees. This option requires a conversation with the PhD Program Director or the DNP Program Director prior to applying to the CON. The dual degree option also requires acceptance to both the PhD and DNP programs. Contact the PhD Program Director or the DNP Program Director for more information about the dual degree.

### University of Arizona BSN Honors Students Direct Admission to Doctoral Programs (PhD and/or DNP)

BSN students graduating with nursing as an Honors College graduate from the University of Arizona (satisfying all Honors College graduation requirements) will be given priority consideration for admission to the University of Arizona's College of Nursing doctoral programs (PhD, DNP, or Dual) under the following conditions:

- Earn a BSN with Honors (satisfying all College of Nursing and Honors College graduation requirements)
- Must complete all NURS coursework with a minimum GPA of 3.0

- Must meet all admission requirements of the DNP or PhD program. DNP applicants must also meet all established post-admission enrollment requirements (e.g., AZ Department of Public Safety Fingerprint Clearance, unencumbered RN license, immunizations)
- Must meet all University of Arizona Graduate College admission requirements
- Submit a complete College of Nursing PhD or DNP Application by the published application deadline date for the term of enrollment in the doctoral program within two years following BSN graduation (two- year time frame starts at the date of degree conferral and is measured by the date of application)

## PhD Benchmarks

### Committees

There are three types of committees that are vitally important to PhD students: major comprehensive exam committee, minor committee, and dissertation committee. Students can change committee members at any time. The advisory committee that assists with program planning is often the committee that conducts the written and oral portions of the comprehensive examination. Students have the right to alter their committee as their scholarly interests or needs indicate. Faculty also has the right to remove themselves from a student's committee, for reasons of retirement, sabbatical, qualification, or match with the student's scholarly interests.

### Major/Comprehensive Exam Committee

The Major/Comprehensive Exam Committee is formed at the end of the first year of coursework. The committee meets in person for the first time during RISE 2. The purpose of this Committee is to guide the student through the coursework in the plan of study and to supervise the written and oral comprehensive examinations.

For the written comprehensive exam, the College of Nursing requires a minimum of 4 committee members if the student's minor is also in nursing. A student with a non-nursing minor will also have a committee of 4 members: 3 members from nursing, and 1 from the outside discipline.

For the oral comprehensive exam, the Graduate College and the College of Nursing require a minimum of 4 committee members. The makeup of the committee must conform to the Graduate College's specifications, including:

The Major Advisor (chairperson who is CON tenured or tenure track faculty) and two additional members must be University of Arizona tenured, tenure-eligible or tenure equivalent faculty. The fourth member may be tenured, tenure-eligible or an approved special member.

Procedures for special member approval are below. The full Graduate College [Comprehensive Examination Committee Policy](#) is available online.

### Minor Committee

Every University of Arizona PhD student must have a minor. The number of units required for a minor varies and is determined by the minor department. Minimum units are 9 and maximum are 18. For PhD students majoring in nursing, the nursing minor consists of 9 units, at least 3 of which must be nursing courses or courses approved by the PhD program director. The use of transfer credits for a nursing minor must be approved by the advisor and PhD program chair. (See section on "Transfer of Graduate Courses from Other Institutions.") College of Nursing students with a minor in nursing do not need a separate minor committee but they do select a minor chair.

Nursing PhD students may also select established minors in other University of Arizona programs and departments. Students must meet the criteria for those minors and take the required courses for that minor.

For PhD students from other departments, the nursing minor consists of 9 units taken in the College of Nursing. PhD students from other departments select a minor chair in nursing who approves their minor plan of study and supervises their minor comprehensive exam. For non-nursing minors, the minor committee consists of one or 2 members from the

minor department. These committee members help the student plan their minor plan of study and ultimately approve that portion of the graduate study plan. Minor committee members are selected based on mutual interests and research expertise and getting to know the minor department members often takes time. Most minor departments have a minor student advisor who makes initial suggestions about course selection and potential committee members. Choosing the minor committee members should be done within the first year after consultation with one's academic advisor.

### Dissertation Committee

Students will form a dissertation committee by the time of Advancement to Candidacy. The Graduate College requires a minimum of three members, all of whom must be University of Arizona tenured, tenure-track or approved as equivalent. Students may choose to include additional members, who may be special members, or additional University of Arizona faculty. All members are expected to attend the final defense. PhD-DNP dual degree students must have a DNP faculty on their dissertation committee.

### Dissertation Committee Chair

Criteria for serving as chair of a PhD dissertation committee include current appointment as a College of Nursing faculty, approval by the Graduate College as eligible to serve on dissertation committees, an earned research doctorate (PhD), and prior membership on at least one completed dissertation committee.

### Special Members

Special members are either non-University of Arizona professionals or current University of Arizona employees who do not hold an active tenure-track faculty position whose knowledge, skills or experience may compliment the other members of the student's comprehensive exam or dissertation committee. Special members must be educated at a doctoral level and have applicable skills and knowledge to apply to the student's work. Special members may be faculty at other institutions, employed by other government entities or the private sector. The special member is expected to participate in the final defense of the dissertation.

The process for seeking Special Member approval is as follows:

- Student will obtain a copy of the individual's current Curriculum Vitae (CV) to review with the chair.
- The chair reviews the special member's CV with the PhD Program Director.
- If the PhD Program Director approves of the special member request, the Program Director will forward the individual's CV and approval to OSAA ( [CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)).
- OSAA will submit the CV and Special Member Request to the Graduate College for final approval.

If approved, the Graduate College will send an email to OSAA with the decision and notification that the special member will be made available for use on relevant GradPath forms.

## PhD Comprehensive Examination

Students in the College of Nursing's PhD program will complete both a written and oral comprehensive examination. The examinations will be scheduled after successful completion of coursework and before the student begins work on the dissertation. All PhD coursework required for the degree (core courses, substantive courses, and minor) should be completed prior to taking the written comprehensive examination. Courses not counting toward the degree, e.g., NFLP courses (if not the minor), additional courses of interest, may be taken concurrently with the comprehensive examinations.

### Advance Procedures (Checklist)

- Firm up members of the comprehensive exam committee (RISE 2).
- Ensure that all GradPath forms up to/including the Comprehensive Exam Committee Form are complete.

- Schedule a Comprehensive Exam Committee Planning Meeting during the final semester of coursework and prior to the semester in which the student will take the comprehensive examination. Full committee attendance is required at the meeting. The meeting agenda should include:
  - Review plan of study (core, substantive, minor content areas).
  - Determine a start date for the written examination.
  - Discussion of a timeline to study for/schedule comprehensive exams
  - Discussion of the expectations of the comprehensive exam experience

### Written Examination Details

The written comprehensive exam page limit is **not to exceed 45 double-spaced pages, excluding references and title pages**, and other specific components to be negotiated with the chair.

PhD students who minor in Nursing will not have a separate written minor comprehensive examination. For the written examination, the Advisory Committee may select either:

- Integrate minor content into one or more major areas (conventional substantive, theoretical and/or methodological questions), depending on the decision by the committee; or
- Construct a fourth question on the minor content. If there are 4 questions, then the 4 questions should be constructed to be an equivalent amount of work to be completed within 7 days.

PhD students with a minor outside of Nursing will continue to follow the requirements of the department responsible for the minor.

### Preparation for the Written Examination

The student's comprehensive exam committee members confer with the student to review the plan of study. This meeting enables the committee to get a sense of the student's research interests, which will be used as a context for the examination. However, the examination is to be based on completed coursework, not the student's planned dissertation research. The committee members determine who will write the three questions (theory, substantive, methods). Questions should require that students demonstrate the ability to synthesize relevant content and apply it within their own research context. Students may not use previously written manuscripts or papers in place of one or more of the written exam questions. The exam is coordinated by the chairperson of the comprehensive examination committee. The committee chairperson forwards the examination questions to OSAA ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) no less than 2 weeks prior to the exam start date in PDF format.

### Scheduling the Written Examination

Prior to scheduling the written exam, the student must complete all forms in GradPath up to, and including, the Comprehensive Exam Committee Appointment Form. Approval of this form is required to proceed with the comprehensive exam.

Students schedule each part of the comprehensive examination only after conferring with their comprehensive exam committee. The student is responsible for contacting OSAA ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) at least 3 weeks prior to the exam start date to schedule.

### Procedure for the Written Examination

The written comprehensive examination is a take-home examination. The student may elect to combine the major and minor into one written exam with the approval of their advisory committee (see above). The minimum length for each component of the major exam is 10 double-spaced pages. The student should negotiate the exam procedures/format with the minor department if outside of nursing and follow the procedures of the college providing the minor.

## Taking the Written Examination

Students will have one period of 7 consecutive calendar days to complete all portions of the nursing written examination (nursing major and minor). OSAA will email the PDF examination to the student on the morning of the scheduled exam start. The student may contact the committee chairperson or designee with any questions regarding the examination. The student's written examination will take the form of a scholarly paper. The student should demonstrate knowledge and understanding of the extant literature; and both depth and breadth of knowledge will be evaluated. APA format is required with a complete reference list.

At the end of the 7-day written examination period, the student will submit the completed examination to the assignment dropbox in their PhD Portfolio in D2L. The student will combine each portion of the exam as one document (3 documents for students with an incorporated minor question, 4 documents for students with an independent minor) for submission to the PhD Portfolio. At the same time, the student should notify OSAA ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) and the committee chair that their exam has been submitted to D2L. The student should attach each individual document (3 documents for students with an incorporated minor, 4 documents for students with an independent minor) to the email to OSAA. The Turnitin® feature is enabled for the PhD Portfolio dropbox, and all documents will be reviewed for an originality report upon submission.

## Grading of the Written Examination

During the same business day in which the student submits their written examination to OSAA and the PhD Portfolio, the committee chair will receive the following documents from OSAA:

- The student's examination responses.
- The original examination questions.
- The individual committee member scoring sheet.
- The summary results form.

The committee chair will verify that the student's exam papers are available in the PhD Portfolio in D2L and review the Turnitin® originality report. The committee chair also notifies the committee members that the examination is ready for grading. The committee chair forwards the following documents to the committee: student's examination responses, original examination questions, the individual committee member scoring sheet and the date and time the scores are due back to the chair. The committee has 10 business days to review and score the student responses. After the chair receives each committee member's score, the chair will have four business days to report the results to the student.

Each committee member has 10 business days to review and score the student's responses. The committee member sends one file containing each completed score sheet to the committee chair at the end of the 10-business day scoring period. The committee chair will calculate the average score. To successfully "pass" the major comprehensive examination, the total acceptable scores from each reader for each question are averaged. Passing is 80% or greater.

If the minor content is woven into one question, then the minor chair will also evaluate that question. If the minor content is a separate question, then the minor chair evaluates only that question.

## Results of the Written Examination

The results are based on an average of the committee members' scores and will be reported in aggregate without specifying each member's individual score using the Summary Results Form. The chair will send the Summary Results Form to all committee members once prepare prior to notifying the student of the results. The chair must report the results in writing by email to the student no more than 14 business days after the exam due date. The chair will copy the committee and OSAA ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) on this email. This email must include: "pass" or "fail" results in the text of the email using the templates provided.

Once the student has been notified, OSAA will send the committee chair the Official Results of the PhD Written Comprehensive Exam Form. The chair will reply to this email with individual committee member scoring sheets to be added to the student's electronic file. Concurrently, the committee chair will initiate circulation of the Official Results

of the PhD Written Comprehensive Exam form by recording the results, any applicable comments and affixing their signature. The chair will circulate the form for all committee signatures. The committee chair will then send the completed Official Results of the PhD Written Comprehensive Exam form to OSAA ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) where the form is saved to the student's permanent file and entered into the PhD database.

### Retaking the Written Examination

Students who do not pass the written examination may take an alternate version of the examination for the portions that were failed. The alternate examination must be taken no later than 3 months after the date of the first attempt. Failure to pass either the major or minor examination on the second try will result in the student's disqualification from the program.

### Oral Comprehensive Examination

The oral comprehensive examination will be based on the student's plan of study, as well as addressing relevant questions related to course work foundational to the student's ability to conduct the dissertation.

### Advance Procedures (Checklist)

After passing the written examination, confer with committee chair to identify preliminary dates for the oral examination.

- Confirm date with comprehensive examination committee.
- Provide OSAA with the date of the examination ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu))
  - In the email, note whether you (the student) will be on campus or attending via Zoom.
  - If a room is requested, OSAA will facilitate the reservation.
- File the "Announcement of Doctoral Comprehensive Exam" form in GradPath—must be completed at least 10 days prior to the oral examination.

### Scheduling the Oral Examination

The oral examination must be taken within 3 months of successfully passing the written examinations. The student consults with all members of their major comprehensive examination committee to determine a date and time for the oral examination. At this time, the student and committee should establish whether the student will be physically on-campus to complete this milestone. The student may take the examination on campus or via secure web conferencing.

The student must notify OSAA via email ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) of the date and time of the oral examination to reserve a room for the examination at least 3 weeks prior to the scheduled exam. Students who will complete the exam via Zoom must still reserve a room in the College of Nursing as required by the Announcement of Doctoral Comprehensive Exam form in GradPath. The committee chair (or one other member of the student's committee), at minimum, must be in attendance if the student is present in the College of Nursing for this milestone. If at least one member of the committee cannot be present, the exam should be rescheduled. In all cases, the Announcement form must be approved prior to the oral examination.

### Taking the Oral Examination

The oral examination will be conducted, either onsite or via Zoom, as arranged by the student and the advisory committee, following procedures put forward by the Graduate College. The oral examination will cover both major and minor emphasis areas and will require the student to demonstrate breadth of knowledge in the field, as well as depth of knowledge in the student's specialty area. Students may not use notes or other sources during the oral examination. The oral examination must be at least one hour in length. All committee members must be present for the entire examination.

The [Graduate College policy](#) is available for reference and download by both faculty and student at any time. The file includes faculty instructions on recording the results of the exam.

The examination is conducted in closed session. It is not open to the public. All members must be in attendance for the entire exam which should be at least one hour in length, but not exceed three hours. At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), the committee initiates discussion of the student's performance. Each member of the examination committee is expected to evaluate the student's performance based on the examination, not just on a particular area of questioning or specialty area.

### Results of the Oral Examination

A student passes or fails the Oral Comprehensive Examination. Regardless of outcome, the Chair must record the results of the exam (including results of the written exam) on the Results of Comprehensive Exam form in GradPath. The Chair will receive an email with a link to this form when the student's Announcement form is approved prior to the exam.

If the student fails, the Committee has two options which need to be noted in GradPath. The option to be followed is determined by a majority vote of the Committee.

- Option 1: Repeat the Oral Comprehensive Examination
- Option 2: The Committee votes to not recommend a repeat examination

### Retaking the Oral Examination

The oral examination may be repeated once if not passed initially. Failure to pass the second attempt will result in the student's disqualification from the program. The re-examination, if approved, will take place upon recommendation of the committee. Oral comprehensive re-examination must occur within three months of the initial oral comprehensive exam. The committee may request a representative, designated by the Graduate College, to attend the oral comprehensive re-examination.

No further coursework is required from the student before a re-examination. If a re-examination is recommended, the committee members must be the same as those present at the initial examination. If changes are made in the composition of the examination committee, they must be approved by the Dean of the Graduate College prior to the examination.

### Advancement to Candidacy

When the student has an approved doctoral plan of study on file with the Graduate College, has satisfied all course work, and passed the written and oral portions of the comprehensive examination, they will be "advanced to candidacy" by the Graduate College. The student's bursar account will be billed the Graduate College's [fee for candidacy, dissertation processing, and archiving](#). This is a one-time fee, and the student will not be billed again if they change their anticipated graduation date. Copyrighting is optional and carries an additional fee.

Once advanced to doctoral candidacy, students may use the term "PhD Candidate" for professional posters and slides. PhD students should *not* use the "PhDc" initials on any communication while in the program.

### Dissertation Committee Appointment

When the student has an approved doctoral plan of study on file, has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the comprehensive examination, he or she must file a Committee Appointment form in GradPath. This form reports the student's planned dissertation committee, dissertation title (subject to change) and the expected graduation term (may be updated as necessary). Students must submit this form to GradPath prior to the Defense of the Dissertation Proposal. Under normal circumstances, submission is expected at least six months before the Final Oral Examination (Final Dissertation Defense).

## PhD Dissertation

After advancement to candidacy, PhD (and dual PhD/DNP) students must complete the dissertation to graduate from the program. The dissertation in the CON consists of a research study. There are two dissertation options: the standard five-chapter option and three-manuscript option. Each option is described below. For both options, students must first complete and successfully defend the dissertation proposal before proceeding to the dissertation study. The dissertation proposal consists of chapters 1-3 of the traditional 5-chapter format and is the same regardless of if students choose the traditional or manuscript option for the final dissertation.

### Dissertation Proposal and Dissertation Proposal Defense

All PhD and PhD/DNP dual degree students must write the dissertation proposal, regardless of which dissertation option (three-manuscript or five-chapter) they choose. The dissertation proposal consists of three chapters. The dissertation chair guides the content and organization of the chapters, but typically the organization resembles the following:

1. The proposal contains the front matter (table of contents, abstract), references, tables and figures, and pertinent appendices (see standard dissertation template for details on front matter):  
<https://www.nursing.arizona.edu/resources/phd-dissertation>).
2. The student should communicate in advance with Melinda Burns, Administrative Associate ([gmfletch@arizona.edu](mailto:gmfletch@arizona.edu)) regarding plans for formatting the proposal and/or final dissertation. Email your proposal and/or final draft to Melinda for approval of document formatting. If you want your paper to be *pre-reviewed* for format requirements **before** your final defense – please send to Melinda at least six weeks before your scheduled final defense date.
  - Chapter 1 (**Introduction**) typically includes an introduction to the topic that leads to the problem statement, the significance of the proposed research as it pertains to the problem, and how the research was appropriate for filling gaps in knowledge. Chapter 1 typically includes the purpose statement and aims or research questions, definitions (if applicable), and the theoretical or conceptual framework.
  - Chapter 2 (**Literature Review**) This chapter typically presents a critical and in-depth review of literature (e.g., published studies) that provides support for the research questions or aims. This chapter may include literature tables (or these can be in an appendix), a synthesis that covers strengths and weaknesses of the literature as it pertains to the focus of study, and the resulting gaps in the literature that supported further study of the topic. A review of the literature is more focused on the purpose and aims than the state of the science.
  - Chapter 3 (**Methods**) covers the study methods or approach, tying in how the methods relate to the purpose and aims/research questions. Typically included in this chapter are a summary of any pilot studies completed by the student that pertain to the dissertation study, the study design, sample information (recruitment, sampling, sample size), description of the intervention (if applicable), and a description of measures, data collection procedures, data analysis procedures and human subjects procedures.
  - Appendices may include materials such as detailed literature tables, recruitment materials, data collection instruments or guides, and recruitment site authorization or confirmation letters.

Although the dissertation chairperson provides consistent mentorship throughout the proposal, the student may request guidance from other committee members during the proposal writing process. When the dissertation chairperson has approved the student's draft of the proposal, the student will contact all major committee members to set a date for the proposal defense meeting. The student provides committee members with copies of the proposal at least 2 weeks before the scheduled proposal defense meeting. Minor committee members may be invited to attend, but their attendance is not required. Defense of the proposal within two academic semesters (1 calendar year) following the completion of the written and oral comprehensive exams is strongly encouraged. The student must have an approved Doctoral Dissertation Committee Appointment Form on file in GradPath prior to the meeting.

The committee chair (or one other member of the student's committee), at minimum, must be in physical attendance if the student is present in the College of Nursing for the proposal defense. The proposal defense may take place online via UArizona secure web conferencing.

Following approval of the dissertation proposal, the chair will complete the Dissertation Proposal Defense Form. (<https://www.nursing.arizona.edu/resources/phd-dissertation>). The chair will confirm that the student has uploaded the final approved copy of the proposal to the D2L portfolio before obtaining the approval of the PhD Program Director. The final copy of this form will be forwarded to OSAA ([CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)) for inclusion with the student's official academic record and in the PhD database. Receipt of this form will allow the updating of the student's prospectus milestone in GradPath.

If the student chooses the three-manuscript dissertation option, further approvals must occur during the dissertation proposal defense (see PhD Dissertation: Three Manuscript Option, below)

### Completion of Research and Written Dissertation

At the end of the dissertation proposal defense, the student and dissertation committee firm up the format for the dissertation, which will be either the five-chapter option or the three-manuscript option (details provided below). Research plans and obtaining IRB approval (see below) may proceed after major committee members approve the written dissertation proposal. The student should use the Publication Manual of the American Psychological Association (latest edition) as a format guide in writing the dissertation. Exceptions to APA formatting are the manuscripts written for the three-manuscript dissertation option. Other resources include the University of Arizona's Manual for Electronic Submission of Thesis and Dissertations. All dissertations must also meet [Graduate College formatting requirements](#).

Students in the PhD-DNP dual degree option do not write a DNP project; therefore, their dissertation research must align with their DNP specialty area.

### Human Subjects & IRB Compliance

Following approval of the dissertation proposal, all students must obtain approval for the proposed study through the University of Arizona Human Subjects Protection Program (HSPP). There are no exceptions to this policy. The approval process is found on the [Office of Research & Scholarship](#) website. The student submits the application to the College of Nursing Office of Research and Scholarship for initial review. Students may not submit the HSPP application until the dissertation proposal is approved by the dissertation committee. Information regarding the Human Subjects process can be found via the [Office of Research & Scholarship](#). Students may not commence any study-related activities (recruit, enroll, interview or survey participants, etc.) until approval is received. External approval may be required and must be accomplished in addition to standard university policies.

### Dissertation Enrollment Policies

PhD students must enroll for a total of 18 units of Dissertation (NURS 920) as required by the program. If the student's dissertation chair is available, the student may continue 920 units during the summer term. Students who have taken 18 units and have not completed the dissertation must register for a minimum of 1 additional unit of NURS 920 each fall, spring, and possibly summer semesters (see advanced status information above)

Students completing dissertation work should review the Continuous Enrollment Policies of the [Graduate College](#) and the [University of Arizona](#). Students receiving funding such as assistantships, fellowships, loans, grants, scholarships, or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements and should check with their funding source regarding such requirements to ensure that they remain qualified for funding.

### PhD Dissertation: The Five-Chapter Option

The five-chapter option is a traditional form of the dissertation. The numbered/bulleted information below provides a general guideline for this option.

1. Use the standard, five-chapter template (<https://www.nursing.arizona.edu/resources/phd-dissertation>) for the front matter and appendices.
2. The proposal contains the front matter (table of contents, abstract), references, tables and figures, and pertinent appendices (see standard dissertation template for details on front matter): <https://www.nursing.arizona.edu/resources/phd-dissertation>. The student should communicate in advance with Melinda Burns, Administrative Associate ([gmfletch@arizona.edu](mailto:gmfletch@arizona.edu)) regarding plans for formatting the proposal and/or final dissertation. Email your proposal and/or final draft to Melinda for approval of document formatting. If you want your proposal/draft to be *pre-reviewed* for format requirements **before** your final defense – please send to Melinda at least six weeks before your scheduled final defense date.
  - Chapter 1 (**Introduction**) typically includes an introduction to the topic that leads to the problem statement, the significance of the proposed research as it pertains to the problem, and how the research was appropriate for filling gaps in knowledge. Chapter 1 typically includes the purpose statement and aims or research questions, definitions (if applicable), and the theoretical or conceptual framework.
  - Chapter 2 (**Literature Review**) This chapter typically presents a critical and in-depth review of literature (e.g., published studies) that provides support for the research questions or aims. This chapter may include literature tables (or these can be in an appendix), a synthesis that covers strengths and weaknesses of the literature as it pertains to the focus of study, and the resulting gaps in the literature that supported further study of the topic. A review of the literature is more focused on the purpose and aims than the state of the science.
  - Chapter 3 (**Methods**) covers the study methods or approach, tying in how the methods relate to the purpose and aims/research questions. Typically included in this chapter are a summary of any pilot studies completed by the student that pertain to the dissertation study, the study design, sample information (recruitment, sampling, sample size), description of the intervention (if applicable), and a description of measures, data collection procedures, data analysis procedures and human subjects procedures.
  - Chapter 4 (**Results**) details the study findings or results. This is a straight description of the results as they pertain to the study purpose, aims or research questions. Data tables may be included in this chapter.
  - Chapter 5 (**Discussion**) is the student’s interpretation and discussion of the results relative to the literature and the theoretical or conceptual framework. This chapter also includes clinical (if applicable) and research implications, limitations of the research, and how the dissertation will provide a foundation for future research.
  - References: Use the latest edition of APA reference style.
  - Appendices may include materials such as detailed literature tables, recruitment materials, data collection instruments or guides, and recruitment site authorization or confirmation letters.

### PhD Dissertation: Three-Manuscript Option

All students selecting the three-manuscript option must complete the dissertation proposal and proposal defense as outlined above. At the end of the dissertation proposal defense, students, working with their dissertation committee, may choose the three-manuscript option for the final dissertation. This option allows inclusion of three publishable manuscripts as part of the final dissertation. Advantages of the PhD manuscript dissertation option include improving students’ manuscript writing experience, facilitating more rapid advancement of dissertation findings, and improving a student’s publication record in preparation for a post-doctoral fellowship or faculty position.

### Overview

The three-manuscript format for the dissertation is based on the philosophy developed by the Council of Graduate Schools, which allows the use of published articles and publishable manuscripts as part of the dissertation. These manuscripts must be logically connected and integrated into the dissertation in a coherent manner. Simply including reprints or collections of manuscripts or publications together is not acceptable as a dissertation in either format or concept.

The manuscripts or publications must represent research or scholarship comparable in scope and contribution to the component of the standard dissertation that they replace. The research that is described in the publishable manuscripts or published articles must have been conducted during the time the candidate was enrolled in the PhD program (including PhD/DNP option) and cannot have been submitted toward any other degree at the University of Arizona or elsewhere.

The student's doctoral dissertation committee is responsible for ensuring that a dissertation represents the original, individual efforts of the candidate. For manuscripts where doctoral research efforts are part of a larger collaborative project, students must be able to identify one aspect of a project as their own and be able to demonstrate their original contribution in the manuscript.

### College of Nursing PhD Dissertation Three-Manuscript Option Guidelines

These guidelines are meant to help explicate implementation of the Graduate College policy for dissertation (<https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#dissertation>). They do not change or supersede the policy.

### Three-Manuscript Option and the Dissertation Proposal Defense

Selecting the PhD Dissertation Manuscript Option does NOT change the PhD dissertation proposal process and written requirements (see above for dissertation proposal defense information). The student and dissertation committee must discuss the planned manuscripts at the end of the proposal defense and reach consensus on potential content, authorship, journals for submission, and anticipated dates for submission of each paper at the end of the dissertation proposal defense. After reaching agreement, students must complete the *Manuscript Format Dissertation Defense Stage Approval Form* on the PhD Student Resources Webpage at the time of the dissertation proposal defense: <https://www.nursing.arizona.edu/resources/phd-dissertation>. This form must be approved and signed by the dissertation chair and the PhD Program Director and filed in the student's PhD portfolio before the student can proceed to dissertation implementation.

### *Type and Number of Manuscripts*

Manuscripts must be relevant to the dissertation; the dissertation committee will judge the relevancy of manuscripts that are ready for submission to, accepted by, or published by a journal. Manuscripts should reflect a variety of components of the dissertation.

Three publishable manuscripts are required, **at least one of which is data-based and based on the findings of the dissertation study.** Manuscripts that have been judged by the dissertation committee as ready for submission to a peer-reviewed journal, accepted by a peer reviewed journal, or published in a peer-reviewed journal may be considered for the dissertation. All research and scholarly work described in manuscripts **must be related to the dissertation research** and must have been conducted during the time the student was enrolled in his or her current degree program.

Examples of the two other manuscripts include:

- Pilot study that directly pertains to the final dissertation research
- Meta-analysis, meta-synthesis, integrative review, systematic review, state of the science or scoping review (only one of these is allowed) that pertains to the dissertation research
- Theory or other conceptual type manuscript that directly pertains to the final dissertation research
- Methodological manuscript (e.g., recruitment, psychometric testing of a study measure used in the dissertation)

Not allowed are manuscripts or publications that are not related to the final dissertation research, pilot studies that are not connected to the dissertation, editorials, commentaries, or anything published in grey literature.

### *Decisions Regarding the Manuscript Option*

With agreement of the committee, planned content of the manuscripts may change based upon findings from the dissertation or other factors. Publication titles, authorship and other details should be finalized for each publication (see PhD Dissertation Defense Stage Form) when the student submits an initial draft of the dissertation for the final dissertation defense.

### *Authorship*

Multiple authorship of manuscripts is allowed. The student must be the primary author of the manuscripts, with content based on scholarship or research conducted primarily by the student. It is recommended that the majority of the student's committee not be co-authors on all manuscripts included in the dissertation and that authorship is discussed at the proposal defense.

When determining authorship, students should refer to the Publication Manual of the American Psychological Association for information on 'publication credit' or the International Committee of Medical Journal Editors' reference on 'Authorship and Contributorship': <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

### *Order of Dissertation Sections for Three-Manuscript Option*

Publishable or published manuscripts should be appended. However, to provide coherency, the body of the dissertation must include a summary of the student's contribution and a summary of the research. The dissertation manuscript template is available on the PhD Student Resources site on the CON website

(<https://www.nursing.arizona.edu/resources/phd-dissertation>). The student should communicate in advance with Melinda Burns, Administrative Associate ([gmfletch@arizona.edu](mailto:gmfletch@arizona.edu)) (see page 21 'Dissertation Proposal and Dissertation Proposal Defense', second section) regarding plans for formatting the final dissertation. Following the front matter on the template (title through abstract), the dissertation body is organized as follows:

1) CHAPTER 1: INTRODUCTION (distillation of Chapters 1 and 2 of the dissertation proposal into this dissertation chapter)

Clearly introduce the dissertation manuscripts, how the manuscripts fit together as a cohesive body of work, and the role that the student had in the research and production of the manuscripts. The introduction describes the unique contribution of the student's work to the field of study. That uniqueness should be described via the following subsections to extent they are appropriate.

- a) Explanation of the problem and its context
- b) Significance of the study
- c) Purpose of the study
- d) Aims or research questions
- e) Literature that supports the aims or research question (if some literature is in a review manuscript, then refer to that manuscript in this section; provide other supporting literature that is not in the manuscript).
- f) Theoretical or conceptual framework (if the framework is presented in a manuscript, then refer to that manuscript in this section)

2) CHAPTER 2: PRESENT STUDY

- a) This chapter summarizes the methods, results, and conclusions of the research.
- b) The chapter should begin with a statement such as: "The methods, results, and conclusions of this study are presented in the papers appended to this dissertation/thesis" (if this is the case).
- c) This chapter is a summary of the most important findings. Chapter 2, with the appended manuscripts, replaces the methods, results, and discussion chapters in the traditional five-chapter option.
- d) In some cases, Chapter 2 may expand on results or include results that are not in a manuscript.

3) REFERENCES

- a) References for the two chapters described above are in APA format.

- b) References should follow the 'Present Study' chapter (per dissertation template). These references pertain only to information in the dissertation body. References supporting the three manuscripts are not extracted to the dissertation reference list.
- 4) Appendices (Each Manuscript is a separate appendix labeled A, B, C., etc.) Appropriate appendices include:
    - a) The manuscripts. Appendices must be numbered in the sequence in which the manuscripts are first mentioned in Chapter 1 or 2.
      - i) A publishable manuscript that has not been submitted for review or publication. Include the entire manuscript (title page, abstract, text, tables/figures, references) in one document formatted per journal guidelines.
      - ii) A submitted manuscript under review, revision or accepted (in press). Include the decision notification by the journal that should contain the manuscript number provided by the journal and the entire manuscript (title page, abstract, text, tables/figures, references) in one document formatted per journal guidelines.
      - iii) For published articles include the title page of the journal in which the article appeared, the statement of permission for use of copyrighted material, and the journal-originated pdf all in one combined pdf.
    - b) Supplemental Material that are resources to the methods and results. These most often include IRB approval letters, recruitment brochures or letters, data tables, graphs, and maps.

## Final Oral Defense

Each student is required to present the final dissertation in an open forum called the final oral defense. All dissertation committee members must attend the final oral defense. The final oral defense can be in person or via web-based conferencing. The final oral defense consists of a public presentation of the study, questions from attendees in a forum, and a closed session for the student and committee. The public presentation, including the question-and-answer portion, should last no longer than 60 minutes. The closed session follows the presentation question-and-answer portion. The closed session allows the committee to discuss the project with the student, and to identify any required revisions prior to submission.

## Scheduling the Final Oral Defense

The student should coordinate a time and date for the presentation with their committee as all members must be present at the final dissertation defense. Students must adhere to the "Intent to Defend" deadline provided by the OSAA each term. Additionally, students may not defend after the date established by OSAA. This date is set by OSAA to ensure that students are also able to adhere to the Graduate College's deadline for final submission.

The process for scheduling the Final Oral Defense is as follows:

- OSAA sends a request for "Intent to Defend" via email during the first four weeks of a given term. Students who anticipate completing the dissertation must fill out the Google Form per the instructions in the email. An entry on the Google Form must be logged by the established deadlines.
- Students who indicate an Intent to Defend will be contacted to provide a date/time of their defense. This date must be established no later than the mid-semester mark of the term. Students may always cancel if they do not meet committee timelines.
- Students must check in with Melinda Burns, Administrative Associate, at least 6 weeks prior to the final defense ([gmfletch@arizona.edu](mailto:gmfletch@arizona.edu)) (see page 21 'Dissertation Proposal and Dissertation Proposal Defense', second section) regarding plans for formatting the final dissertation. Ms. Burns is involved in approving the format of the final dissertation prior to submission to the Graduate College.
- GradPath forms must be completed no later than 2 weeks (10 business days) prior to the defense date.

Once GradPath forms are completed, the student's defense information will be posted to the college's events calendar on the CON website. By Graduate College policy, each presentation must be viewable to the public. PhD students meet this rule either by presenting in person at the College of Nursing or by sharing Zoom or other online meeting information

with OSAA. If the student is remote, a room will still be reserved for the student's committee and any interested members of the public.

Prior to the Dissertation Defense, students must ensure that all GradPath forms are completed up to, and including, the Announcement of Final Oral Defense (NURSPHD) Form. Approval of this form will allow the chair to record the result of the defense. [GradPath](#) tutorials are available from the Graduate College. Students may log back into GradPath to check the approval status of forms at any time. The routing path is available at the bottom of each form. It is important to note that the title of the dissertation entered in GradPath is considered the official and final title and may not be changed after the defense. The title entered in GradPath will be used for printing in the official university commencement program.

## Required Materials

The student should provide the committee members with copies of the penultimate draft of the dissertation **not less than 3 weeks prior to the scheduled date** of the defense. The penultimate draft of a dissertation must include:

- Front matter of the dissertation: title page, table of contents, abstract,
- Chapters 1 – 5 or format for “three-manuscript option”, references, appendices (including the Human Subjects Committee Approval)
- Tables and Figures (professionally drawn)
- Appendices

## Results of the Final Oral Defense

The defense is conducted according to the [Graduate College policies](#), with the Dissertation Chair presiding. There is no minimum time limit for the final oral defense, but the entire proceedings may not exceed three hours. Members of the committee must be present for the entire examination.

There are four possible outcomes of the examination:

- Pass
- Pass with minor dissertation revisions (only the chairperson needs to approve the dissertation following revisions)
- Pass with major dissertation revisions (the entire committee needs to approve the dissertation following revisions)
- Fail

The dissertation chair will record the results of the exam in GradPath on behalf of the committee.

All students have revisions to make after the final defense. To plan for these, students should allow a few weeks between defense and final submission deadlines when scheduling a date.

## Post-Defense Celebration

Students who present in-person at the College of Nursing are celebrated with a sparkling water toast after successfully passing this milestone. OSAA provides sparkling water for the student, committee, and any special guests the student has invited (friends, family, etc.). Weather permitting, OSAA coordinates taking pictures of the student and committee. Each student is also presented with a certificate signed by their chair indicating their order of graduation (e.g., student 102) from the PhD program. The student will ring the college's memorial bell.

## Completion Requirements for the PhD

To award the degree of PhD, students must complete both College of Nursing and Graduate College protocols. These details are outlined below.

## Graduate College Submission Requirements

Upon submission of the PhD Dissertation Committee Form, the student will receive the Checklist for [Finishing Your Doctoral Requirements](#) from the Graduate College via email. All steps in the checklist must be completed by the posted deadlines in order for the Graduate College to confer the degree. Students should contact OSAA or the Graduate College for questions about this process. A comprehensive list of [degree requirements](#) from the Graduate College is also available.

## College of Nursing Requirements

Students also must complete the PhD program exit survey, an online survey at the time of their final oral defense. They will receive this link from OSAA.