



THE UNIVERSITY OF ARIZONA

College of Nursing

**Doctor of Philosophy (PhD) in Nursing Program Handbook  
2017-2018**

## Table of Contents

College of Nursing Overview.....	5
Introduction.....	5
General Information.....	5
Relationship to Other Documents.....	5
Code of Ethics for Nurses.....	5
Mission.....	5
Vision.....	6
Healthcare Professionals' Obligation to Self-Report.....	6
Academic Policies and Procedures for PhD Students.....	7
College of Nursing Academic Responsibility and Doctoral Education Statement.....	7
University of Arizona Non-Discrimination.....	7
University of Arizona Code of Academic Integrity.....	7
Student Code of Conduct.....	7
Use of Social Media.....	8
Disruptive Behavior in an Instructional Setting.....	8
Policy on Threatening Behavior by Students.....	8
Line of Communication.....	8
Petitions and Appeals: Other.....	8
Process.....	9
Appeal of Committee Decisions.....	9
University Systems & Resources.....	10
UAccess Student.....	10
GradPath.....	10
Desire2Learn (D2L).....	10
Doctoral Commons.....	10
College of Nursing Resources for Doctoral Students.....	10
Office of Student Support & Community Engagement (OSSCE) & Graduate Student Services (GSS).....	10
Learning and HealthCare Technology Innovations (LHTI).....	11
Instructional Technology Requirements.....	11
Financial Aid & Scholarship Information.....	11
Academic Progression.....	12
RISE & On-Campus Program Requirements.....	12
Course Registration.....	12
Faculty Advisor Role and Assignment.....	12
Switching Faculty Advisors.....	12
Grading and Program Progression.....	12
Unsatisfactory Grade Notification Procedure.....	13
Midterm Notification.....	13
End of Term Notification.....	13
Grade Appeal.....	<b>Error! Bookmark not defined.</b>
Withdrawal Grades.....	12
Grades of Incomplete.....	14

Petitions .....	15
Leave of Absence.....	15
Timelines for Satisfactory Progression & Degree Completion .....	16
Doctoral Residency Requirement.....	16
Continuous Enrollment Policy / Minimum Enrollment .....	16
Non-Enrollment & Readmission to the College of Nursing PhD Program.....	17
Appeal of Decision of Unsatisfactory Progress.....	17
Independent Study Requests .....	17
PhD Benchmarks .....	19
Committees .....	19
Major / Comprehensive Exam Committee .....	19
Minor Committee .....	19
Dissertation Committee.....	19
Dissertation Committee Chair .....	20
Special Members .....	20
NURS 796A Synthesis Seminar .....	20
PhD Comprehensive Examination.....	21
The Written Comprehensive Examination.....	21
The Oral Comprehensive Examination .....	23
Advancement to Candidacy.....	24
Dissertation Committee Appointment .....	24
PhD Dissertation .....	24
Dissertation Proposal.....	24
Completion of Research and Written Dissertation .....	25
Manuscript Option Policy .....	25
Human Subjects & IRB Compliance .....	27
Dissertation Enrollment Policies .....	27
Final Oral Defense .....	28
Scheduling the Final Oral Defense .....	28
Required Materials.....	28
Results of the Final Oral Defense .....	29
Completion Requirements for the PhD .....	29
College of Nursing Scheduling & Submission Requirements.....	29
Graduate College Submission Requirements .....	30
Graduation .....	31
Graduation Ceremony Participation Policy .....	31
Graduate Information .....	31
Additional Graduation Information .....	31
PhD Program Requirements .....	32
Plan of Study.....	32
Transfer of Graduate Courses from Other Institutions.....	32
PhD Portfolio .....	33

GradPath ..... 33  
Transferring between Doctoral Programs within the College of Nursing ..... 33  
Procedure for Changing to Dual Degrees (DNP, PhD) Option ..... 34  
    Application Procedure..... 34  
    Post-Approval Procedure..... 35  
Dual-Degree Program Requirements ..... 35  
    Committees..... 35  
    Plans of Study..... 35  
    Portfolio Completion..... 36  
    Comprehensive Exams..... 36  
    Dissertation (Final Project)..... 36  
University of Arizona BSN Honors Students Direct Admission to Doctoral Programs ..... 36  
(PhD and/or DNP) ..... 36

## College of Nursing Overview

### Introduction

The purpose of the College of Nursing (CON) Doctor of Philosophy (PhD) Program Handbook is to facilitate PhD student advising by providing information to students and faculty members. Upon admission to the PhD program at the CON, each student is assigned a faculty advisor who interacts with the student as a colleague and mentor throughout the student's program of study and provides guidance regarding degree requirements and access to University and College resources. A faculty member will be assigned as a student's advisor during coursework. The same faculty member may continue to work with the student during the dissertation, or a different faculty may be selected.

### General Information

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

[The University of Arizona](#)

[The University of Arizona Graduate College](#)

[The University of Arizona College of Nursing](#)

The PhD Program Handbook is designed as a resource for PhD students and faculty advisors. Included are pertinent policies and procedures of the University of Arizona, Graduate College and the CON. 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 Support & Community Engagement (OSSCE) within the CON. 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 such as the University of [Arizona Graduate Catalog](#). Because students are admitted to and graduate from the Graduate College, this related online document contains essential information. Individual colleges within the University of Arizona have the privilege of altering Graduate College policies and procedures when doing so results in the strengthening of an academic program. Therefore, some of the policies and procedures in the PhD Program Handbook are specific to PhD students.

### Code of Ethics for Nurses

The CON faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001. Students are expected to learn and perform in accordance with this Code. The nine provisions of the ANA Code of Ethics are available free of charge via the [ANA web site](#).

### Mission<sup>1</sup>

The College of Nursing, a professional college of the University of Arizona, is in accord with the purposes of the University and Arizona Health Sciences Center. The purposes of the College are education, research and scholarship, and service. Within the purpose of service is a commitment to practice as an essential element in the discipline of nursing.

The mission of the College is to provide baccalaureate and graduate education, generate and expand nursing knowledge, and provide service to the community.

The College conducts its educational mission by preparing professional nurses who function in various roles related to advancing human health in meeting the health care needs of the people of Arizona and society in general.

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<sup>1</sup> Adopted 4/89, Revised 12/93, 12/96, 11/98, 3/01, Reaffirmed 3/09

The College conducts its research and scholarship mission to generate and expand nursing knowledge by fostering and sustaining programs of research and scholarship directed toward advancing nursing science.

The College conducts its service mission by providing leadership in professional and health-related activities. The service mission incorporates nursing practice in meeting local, regional, national and global health needs.

### **Vision<sup>2</sup>**

The College of Nursing is a learning community that is committed to excellence in teaching, research, scholarship, and service that enhances the health and well-being of the people of Arizona and society in general. The community values creativity and balance and promotes excellence through identity as nurses and recognition of social responsibility.

### **Healthcare Professionals' Obligation to Self-Report**

Arizona law (A.R.S. § 32-3208) requires licensed health professionals and healthcare professionals seeking licensure to report certain criminal charges to their professional licensing boards within ten (10) working days after a charge is filed. Healthcare professionals subject to these reporting obligations must make these reports *irrespective of whether they believe that patient safety has been compromised or could be compromised by behavior giving rise to such charge*. Failure to make a report to the appropriate licensing board is considered unprofessional conduct.

A list of all reportable offenses can be obtained from your own professional licensing board.

#### 32-3208. Criminal charges; mandatory reporting requirements; civil penalty

- A. A health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after receiving or renewing a license or certificate must notify the health professional's regulatory board in writing within ten working days after the charge is filed.
- B. An applicant for licensure or certification as a health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after submitting the application must notify the regulatory board in writing within ten working days after the charge is filed.
- C. On receipt of this information the regulatory board may conduct an investigation.
- D. A health professional who does not comply with the notification requirements of this section commits an act of unprofessional conduct. The health professional's regulatory board may impose a civil penalty of not more than one thousand dollars in addition to other disciplinary action it takes.
- E. The regulatory board may deny the application of an applicant who does not comply with the notification requirements of this section.
- F. On request a health profession regulatory board shall provide an applicant or health professional with a list of misdemeanors that the applicant or health professional must report.

Health professionals are defined as a person who is certified or licensed pursuant to A.R.S. chapters 7, 8, 11, 13, 14, 15, 15.1, 16, 17, 18, 19, 19.1, 21, 25, 28, 29, 33, 34, 35, 39, 41 or 42 of Title 32, title 36, chapter 4, article 6, title 36, chapter 6, article 7 or title 36, chapter 17.

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<sup>2</sup> Adopted 5/98, Reaffirmed 3/01

## Academic Policies and Procedures for PhD Students

### College of Nursing Academic Responsibility and Doctoral Education Statement<sup>3</sup>

The University of Arizona College of Nursing is an innovative academic community who believes that personal and professional integrity and excellence are paramount to student success. Therefore, we encourage each student to approach academic opportunities in their chosen field with the passion required to learn the existing theories, practices, and methods of the discipline and to apply these in their research, practice, and/or teaching. Doctoral students are expected to demonstrate integrity and ethical behavior in every aspect of their work (classroom, community, bench, and bedside) including adhering to all institutional and governmental policies.

Scholarship is an integral part of doctoral education. Therefore, our community facilitates student engagement in scholarly discourse through colloquia, seminars, and group discussions that are part of the academic program. Doctoral students should also seek opportunities that will facilitate publication and presentation of their ideas.

Doctoral education is an emotional, intellectual and time intensive endeavor. Knowledge acquisition and translation require rigorous concentration, focus, and evaluation. To ensure success, students should devote full time and effort in pursuit of their academic credentials.

Our community believes that a collegial environment promotes learning and discovery. This welcoming environment is evident throughout our college and classrooms. As such, students, faculty and staff alike regard each other with mutual respect.

The College of Nursing is deeply committed to these principles of academic responsibility. In joining our community of scholars, DNP and PhD students promote the integrity of academic pursuits for themselves and the College of Nursing community, as well as for the discipline and society.

### University of Arizona Non-Discrimination

The College of Nursing adheres to the University of Arizona's policies regarding non-discrimination and sexual harassment which are available on the Office of [Institutional Equity's \(OIE\) website](#).

### University of Arizona Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by the Arizona Board of Regents (ABOR) Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

### [Code of Academic Integrity](#)

### Student Code of Conduct

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to

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<sup>3</sup> Adopted 11/2/2012

promote their own personal development, to protect the university community, and to maintain order and stability on campus.

## [Student Code of Conduct & Frequently Asked Questions](#)

### **Use of Social Media**

The College of Nursing adheres to the University of Arizona's standards regarding the use of social media in the workplace. The University's policies can be found linked via the [Dean of Students](#) and [Human Resources](#).

Additionally, students in the College of Nursing should review the white paper produced by the [National Council of State Boards of Nursing](#) and the information provided by the American Nurses' Association in an [eBook format](#) and the [Social Media Toolkit](#). Additional information regarding the use of social media in the clinical setting is provided to students in the clinical handbook.

### **Disruptive Behavior in an Instructional Setting**

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

## [Policy on Disruptive Behavior in an Instructional Setting](#)

### **Policy on Threatening Behavior by Students**

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

## [Policy on Threatening Behavior by 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.

In order 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.

- Course or Clinical Instructor
- Course Chair (if applicable)
- Program Director
- Division Director
- Dean of the College of Nursing

Graduate Coordinators are available to assist the student in this process. Contact the Office of Student Support & Community Engagement (OSSCE) at 520-626-3808 or 800-288-6158.

### **Petitions and Appeals: Other**

Any situation where a student wishes to file a grievance or petition a decision, which is not covered by other



policies in the PhD Program Handbook, the grievance or petition will be subject to review by the Curriculum and Instructional Support Committee (CISC) – PhD.

### Process

1. The student will consult with the OSSCE about the procedures for submission of a grievance, petition, or appeal.
2. The student will submit a written account of the circumstances and any relevant supporting documentation to the OSSCE within 6 months of the circumstance in question.
3. The OSSCE will assist the student in supplying any additional information requested by the PhD committee and place the submission on the committee's next meeting agenda.
4. The Curriculum and Instructional Support Committee (CISC) - PhD will review submitted information and vote on a decision. Decisions require a majority of voting eligible members be present. Please note that additional time may be requested by the committee to seek additional information or to reach majority attendance. In these circumstances the decision will be made at the next available regular meeting.
5. Decisions will be given to the OSSCE, who will notify the student of the outcome.

### Appeal of Committee Decisions

All students have the right to appeal a committee decision. In the event of an appeal, each individual or committee has two weeks to review the appeal and notify the student of a decision.

1. Appeals of committee decisions must be submitted by the student directly to the PhD Program Director within two weeks of the decision notification.
2. Appeals will be reviewed and investigated. Notification of decision will be made by the PhD Program Director within two weeks of receipt.
3. A student may appeal the decision of the Program Director to the Division Director.
4. A student may appeal the decision of the Program and Division Director to the Dean of the College. The decision of the Dean is final. Students may appeal to the Graduate College per university policies.

## University Systems & Resources

### UAccess Student

UAccess Student is a “self-service” portal for students which is password-protected and allows students to access personal information and transact university business via the Web. A UA NetID and password are required for login. UAccess Student enables students to view and make changes to their academic and personal information, obtain payment/refunds and check on financial aid status.

### GradPath

GradPath is the Graduate College’s nearly paperless process that will make tracking and monitoring the required Graduate College paperwork much easier. Students will be able to fill in and submit forms online through UAccess Student. Forms have automatic checking built in that will prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). The automated workflow engine will route the electronic forms to everyone who needs to see or approve each form (faculty advisor, program chair, etc.)—each approver is notified by email when a form is awaiting review and approval. Students may log into UAccess at any time to review the status of individual forms. GradPath FAQ’s can be accessed here on the [Graduate College’s Website](#).

Completing forms in GradPath is required to progress through the PhD program, and for ultimate awarding of the PhD Degree. A full explanation of GradPath, including detailed access and use instructions, can be found in the College of Nursing’s Doctoral Commons area, under Graduate Student Services.

### Desire2Learn (D2L)

Desire2Learn ([D2L](#)) is a Learning Management System that is used to deliver online courses and enhance hybrid and face-to-face courses. D2L course sites allow “anytime, anywhere” access to syllabi, readings, multimedia files, electronic drop boxes, online quizzes, grading, etc.

### Doctoral Commons

Doctoral Commons is the College of Nursing’s resource center for doctoral students. Each PhD student will find Doctoral Commons as an ongoing course in their D2L listing. Doctoral Commons is designed to provide students with the required forms listed in the student handbook, as well as helpful guides to completing the required benchmarks. Students will also find many handouts and videos to assist them throughout the program.

## College of Nursing Resources for Doctoral Students

### Office of Student Support & Community Engagement (OSSCE) & Graduate Student Services (GSS)

The OSSCE works collaboratively to support the educational mission of the College of Nursing. The OSSCE is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

Graduate Student Services is located within the OSSCE in the College of Nursing. Graduate Student Services Coordinators assist students with non-academic procedures and concerns. The Coordinators complement the role of the faculty advisor to ensure students’ timely completion to graduation. The Coordinators assist students with admissions and progression issues, paperwork and procedures for comprehensive examinations, dissertations/DNP projects, and graduation, as well as coordinating student events.

Students may contact the GSS via email ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) or by calling 520-626-3808. When contacting the GSS, students should have both the Student ID number handy, and the year admitted to current program. Students are encouraged to make an appointment in person or by phone ahead of time by calling 520-626-3808 or emailing [advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu).

## Learning and HealthCare Technology Innovations (LHTI)

Learning and HealthCare Technology provides assistance to enhance the students' learning experience. The LHTI department is responsible for technology support and the development of enabling technologies for students, faculty and staff.

The LHTI Department will host an LHTI Training for incoming cohort each summer prior to RISE. The LHTI Team will be on-site during RISE to further orient students to University systems and technical issues.

The LHTI Department is primarily responsible for launching meetings requiring Zoom (formerly Web-Ex). Students requiring Zoom must reserve a room first through the Office of Student Support & Community Engagement (OSSCE).

## Instructional Technology Requirements

Students are required to have basic computer knowledge prior to enrolling in the PhD program. All PhD students are expected to review, and meet, the criteria on the [Technology Checklist](#). This includes, but is not limited to:

- Basic familiarity with internet and email use
- Access to a dependable computer (iPads and tablets are not recommended) with video and webcam capabilities
- Consistent access to the internet for course completion
- Access to or ownership of a quality printer

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 personal email or 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.

## 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 submit an application. An email is sent to all newly admitted and current students during the spring term with relevant information. All students are 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/>

Doctoral students in the College of Nursing are assigned alphabetically (last name) to counselors in the Office of Scholarships & Financial Aid. Students with questions or concerns should use the contact information on OSFA's 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.

**The Graduate College:** <http://grad.arizona.edu/financial-resources>

The Graduate College maintains a list of resources for graduate students, including opportunities for employment, grant writing and other types of support.

## Academic Progression

### RISE & On-Campus Program Requirements

RISE is the acronym for “Resident Intensive Summer Experience.” RISE is held on the University of Arizona campus in Tucson for 5 days in August, prior to the beginning of the fall term or in May prior to the start of the summer term. During RISE, students are immersed in intensive scholarly, role or clinical laboratory 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. Students are **required** to attend RISE either two or three times, depending on their plan of study.

### Course Registration

Course registration is self-managed using UAccess. Students will self-enroll for all regular coursework throughout the program. Any independent study units (NURS 920, NURS 694, etc.) will follow the standard procedure, resulting in OSSCE enrolling the student manually after an approved request is received.

### 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 research or professional interests change. In order to change advisors, the student must complete the DNP/PhD Program: Change of Advisor Form. The form is available in Doctoral Commons on D2L. Approval from the student’s current and new advisor is required, as well as the PhD Program Director. 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. The College of Nursing enforces the university’s policies on Graduate Academic Standing, Progress and Probation with the following additions:

1. A student must earn an overall grade point average of 3.0 or better to be awarded the PhD degree.
2. Students achieving less than a 3.0 GPA will be placed on Academic Probation. Per university policy, graduate students have two (2) semesters to raise the GPA above 3.0, or the students will be disqualified from their degree program. If a student is placed on probation:
  - a. The student must meet with their faculty advisor to devise a written action plan to be submitted to the Director of the PhD Program and OSSCE who forwards it to the Graduate College.
3. Graduate students in the College of Nursing are expected to earn grades of "A" (4.0) or "B"(3.0). Grades below a “B” (3.0) are viewed as unsatisfactory academic performance.
  - a. Regardless of GPA, students may not receive more than two final grades of “C” or “D” in coursework. A student shall be recommended to the Graduate College for dismissal from the program if more than two grades of “C” or “D” (i.e., 3 grades of “C”) or if a grade of “E” is earned in one course. All instances of “C” or “D” grades are considered, including all attempts of repeated courses.
  - b. Courses with a “D” grade may not be included in the Plan of Study.
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) on the basis of the work completed during the semester of enrollment. As with all courses, the option of awarding an I remains available

when warranted. If the course is passed, the units of credit may be applied toward the degree. Grades (S, P, or F) awarded for NURS 920 units do not factor into the GPA.

5. Students on academic probation for two consecutive semesters will be automatically dismissed. Students must apply for readmission to a degree program once a cumulative grade point average of at least 3.0 is achieved 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 Director of the PhD Program and approved by the Dean of the Graduate College.
6. A student may repeat a graduate course if a grade of "C" is earned. No more than one course can be repeated. A final grade of "C" earned twice in the same course will result in recommendation for dismissal (see— Item 3a above)<sup>4</sup>. A student will be recommended for dismissal if a grade of "C" or lower is earned in a clinical course (see item 8).
7. A student with provisional admission status must achieve a grade point average of 3.0 or better in each course within the first nine credits of course work in order to be eligible for regular status. Failure to meet this requirement will result in recommendation for dismissal from the program.
8. Students are expected to earn a final grade of "A" or "B" in all clinical courses. A final grade of "C", "D", or "E" in a clinical course is considered a failure, and will result in recommendation for dismissal from the program.
9. A student may be recommended for dismissal from the College of Nursing for unsafe practice and/or unethical conduct in the program without having been previously warned.

## Unsatisfactory Grade Notification Procedure

### Midterm Notification

At midterm of each semester, the course chairperson shall report to the Program Director and OSSCE each doctoral student who is achieving below a "C" grade in a course. OSSCE will assist in contacting each student and the student's faculty advisor to inform both that the student is achieving below average performance. The notification will be sent in the form of an emailed letter to the student's official university email address.

### End of Term Notification

The College of Nursing provides notification each semester to students who have earned grades of "C" 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 Academic Advisor or a Graduate Coordinator in the OSSCE to review the required steps and timelines. All appeals must be initiated no later than the first five weeks of the regular semester after the semester in which the grade was awarded (e.g., to appeal a Spring 2015 grade, the student must initiate the appeal no later than the 5<sup>th</sup> week of Summer 2015). The College of Nursing follows the established line of communication outlined in the university's policy:

1. The student must discuss the concerns with the course instructor. The student must provide the rationale for questioning the awarded grade. After this discussion, the student will determine whether to file a formal grade appeal.

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<sup>4</sup> Approved by the CIS DNP Committee 5/2017

2. If the student determines that a formal grade appeal is necessary, they should meet with their Academic Advisor or Graduate Coordinator in the OSSCE to review the process and timeline for filing the grade appeal.
3. After meeting with the advisor or coordinator, the student must inform the instructor, in writing, that the student intends to file an appeal.
4. The student will communicate, in writing, the appeal to the course instructor, copying the program director on the email. The instructor has two weeks from receipt of the appeal to inform the student of their decision.
5. If the concerns are not resolved by the instructor, the student shall email the program director, requesting a review of the appeal. The program director has two weeks from receipt of the appeal to inform the student of their decision.
6. If the concerns are not resolved by the program director, the student shall email the Academic Administrator for the PhD program, requesting a review of the appeal. The Academic Administrator for the PhD program has two weeks from receipt of the appeal to inform the student of their decision.
7. If the concerns are not resolved by the Academic Administrator for the PhD program, the student shall contact the Dean of the College of Nursing, requesting a review of the appeal. The Dean will review the student's appeal, university policy and provide a written recommendation.

Failure to follow the proper line of communication and university guidelines may result in a delay or dismissal of the appeal.

### 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. PhD students should discuss with the instructor whether or not 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 OSSCE.

PhD students have a maximum of one calendar year to remove an Incomplete. 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.

### Petitions

A student, who believes with good academic reason, that they deserve redress or exception to the University of Arizona Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Graduate Student Academic Services Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the student's Faculty Advisor, Director of Graduate Studies, or Department Head. Petition forms are available from the [Graduate College](#).

### Leave of Absence (LOA)

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:

- A. **Academic Leaves:** Academic LOAs (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.
- B. **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, LOAs 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 general public can be used during the LOA.
- C. **Personal Leaves:** Graduate students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are 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 general 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 Leave of Absence.

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 an LOA from the College of Nursing is as follows:

1. The student should first discuss their intent with their faculty advisor and propose an updated Plan of Study to complete their coursework.
2. If the faculty advisor supports the request, the student should thoroughly complete the Graduate College Leave of Absence request form located in Doctoral Commons.
3. The form should be forwarded to Graduate Student Services in the OSSCE via email to [advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu).
4. A Coordinator from Graduate Student Services will assist the student with gathering signatures to complete the required form for submission to the Graduate College. This includes the written approval of the Program Director.

5. The student will receive confirmation from the Graduate College if the request is approved.

### 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. Should a student not finish within that time period, he or she 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. The following performance 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 satisfactorily 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. 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
- **Timeline for coursework to comprehensive exams:** Students are expected to successfully complete their comprehensive exams within two academic year semesters following completion of coursework.
- **Timeline for comprehensive exams to dissertation proposal:** Students are expected to successfully defend their proposal within two academic year semesters 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](#), the student must complete a minimum of 30 units of graduate credit in residence at The University of Arizona (18 units of dissertation plus 12 units of regular graded coursework taken at The University of Arizona). "In residence" is defined as units offered by The University of Arizona, whether or not they are offered on campus.

### Continuous Enrollment Policy / Minimum Enrollment

All students must complete the 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 exams and the completion of 18 units of dissertation units. 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 (advanced to candidacy) 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 term. Not all faculty are on contract; students should communicate with faculty prior to submitting the registration request.

A PhD student is eligible to enroll in GRAD 922 if they have completed all 18 required units of NURS 920, and are defending the final Dissertation during the summer term. PhD students may not use GRAD 922 if they intend to continue work toward the dissertation or schedule a defense in the following academic year.

If hired as an assistantship, students must register for six (6) graduate level units (not including audit). Successful completion of the PhD program requires substantial time commitment. Time commitment includes time spent on homework, assigned readings, online discussion participation, and in personal study. The College of Nursing uses the University of Arizona's policies on the [Definition of a Unit of Credit](#) when determining assigned credits relative to course content.

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

Students who have been granted an approved Leave of Absence, and who return within the approved time 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 without prior approval must re-apply for admission. Readmission requires approval by the PhD Committee and PhD Program Director. Only students considered in good standing 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 in the university's systems because of non-enrollment. Graduate Student Services will attempt to contact any student not on an approved Leave of Absence 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, a student may be dismissed from the program.

### **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.

### **Independent Study Requests**

Independent Study requests are required for any course with variable units. This includes Dissertation, Independent Study or Research Preceptorship units. Students wishing to enroll in an Independent Study are required to communicate with the supervising faculty member to finalize arrangements prior to submitting the request.

Students **MUST** submit a request through the College of Nursing prior to registering for courses through UAccess. Students will not be able to self-enroll in Independent Study units.

To ensure timely enrollment, students **must** submit an Independent Study Request for each term by the deadline provided by OSSCE. Late registration requests may result in irreversible late fee.

The process for submitting Independent Study requests is as follows:

1. From the CON home page (<http://nursing.arizona.edu>), click on "Current Students" on the left hand side of the page under Resources.
2. Scrolling to the bottom of the page, you will see "Student Resources." Below this, please click "Independent Study Request."
3. Fill out the form completely, including detailed information regarding the objectives and outcomes, if applicable.
4. After submitting the request, the supervising faculty will have to approve the course (students should have faculty approval **prior** to submitting the request).

Once the request for the course is approved, OSSCE will process the enrollment. This process usually takes a minimum of 5 business days after faculty approval to complete.

## PhD Benchmarks

### Committees

There are three types of committees that are vitally important to PhD students. Students can change committee members at any time. The committee that assists with program planning is often the committee that conducts the written and oral portions of the comprehensive examination. Students always 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. This may occur if the faculty member is retiring, going on sabbatical or if the faculty member is not interested in or feels unqualified in assisting 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 will meet for the first time during the following RISE. The purpose of the Advisory 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 3 committee members if the student's minor is also in nursing. Students with a minor outside of nursing must have a minimum of 4 committee members for the written comprehensive exam.

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) and two additional members must be University of Arizona tenured or tenure-track faculty.
- The fourth member may be tenured, tenure-track or an approved special member.

Procedures for special member approval are below. Any members beyond the fourth can also be tenured or tenure-track, or special approved members. 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. The use of transfer credits for a nursing minor must be approved by the advisor. (See section on "Transfer of Graduate Courses from Other Institutions.") For PhD students from other departments, the nursing minor consists of 9 units taken in the College of Nursing.

College of Nursing students with a minor in nursing do not need a separate minor committee but they do select a minor chair. PhD students from other departments select a minor chair 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. This committee may have identical membership to the comprehensive exam committee, or an entirely new group.

### Dissertation Committee Chair

Criteria for serving as chair of a PhD dissertation committee include current appointment as a College of Nursing faculty member, approval by the Graduate College as eligible to serve on dissertation committees, an earned research doctorate, 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:

1. Student must obtain the approval of the committee chair
2. The chair reviews the special member's Curriculum Vitae (CV), the faculty advisor should review the CV with the DNP Program Director or Program Administrator.
3. If the Program Director or Administrator approves of the special member request, the individual's CV is forwarded as a PDF attachment to Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) in the Office of Student Support & Community Engagement (OSSCE).
4. Graduate Student Services will submit the CV and Special Member Request to the Dean of the Graduate College for final approval.
5. If approved, the Graduate College will send an email to Graduate Student Services with the decision and notification that the special member will be made available for use on relevant GradPath forms.

### NURS 796A Synthesis Seminar

NURS 796A is the final required course prior to the comprehensive exam milestone. Students must establish a comprehensive exam committee prior to registering for 796A. All other PhD coursework should be completed prior to taking NURS 796A.

The following process has been identified to engage students in active program planning by closing communication loops and ensuring student success during comprehensive exams.

1. Requirements prior to enrolling in NURS 796A
  - a. Identify the comprehensive exam committee.
  - b. Complete GradPath forms prior to the planning meeting with the comprehensive exam committee. The required forms include:
    - i. Plan of Study
    - ii. Comprehensive Exam Committee Form
  - c. Schedule a Comprehensive Exam Committee Planning Meeting prior to the end of the spring term. The meeting should:
    - i. Be attended by all members of the comprehensive exam committee
    - ii. Generate a draft "study" calendar or guide for the student to prepare for the exams
    - iii. Discuss the comprehensive exam process and expectations
2. Once the GradPath forms are completed and a date/time established for the committee meeting, the student should submit an Independent Study Request (see Independent Study Request Procedure) including the following information in the "Objectives" section:
  - a. Date of Plan of Study approval in GradPath
  - b. Submission Date of Comprehensive Exam Committee Appointment form in GradPath
  - c. Date and Time of Comprehensive Exam Committee Planning Meeting – this should occur prior to the end of the spring term

3. Upon approval of the request, a GSS Coordinator will contact the Graduate College to process the student's enrollment in NURS 796A. Without approval, students will not be allowed to enroll in NURS 796A.
4. To avoid late registration fees, students should submit the Independent Study Request no later than May 1 of spring term prior to NURS 796A.

### **PhD Comprehensive Examination**

Before advancement to degree candidacy, the student must pass a general examination in the chosen fields of study. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study, and in depth within the area of specialization. Students must have completed all coursework prior to taking the comprehensive examination. Rare exceptions to this policy require prior program director approval.

The examination is composed of two parts, written and oral. The student must be registered during the term in which they take their comprehensive exams.

### **The Written Comprehensive Examination**

The written comprehensive exam covers both the major (substantive) and minor areas of study. The comprehensive examination, including both the written and oral examinations, must be completed at least three months before the final dissertation defense. The written comprehensive exam page limit is not to exceed 45 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 to either:

1. Integrate minor content into the conventional substantive, theoretical and/or methodological questions; or
2. 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 particular minor.

### **Preparation for the Written Examination**

The student's comprehensive exam committee members confer with the student to review the student's 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, method). 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 Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) no less than 2 weeks prior to the exam start date in PDF format.

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

### **Scheduling the Written Examination**

Students should schedule each part of the comprehensive examination only after conferring with their comprehensive exam committee. The student is responsible for contacting Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) at least 3 weeks prior to the exam start date to schedule.

### ***Procedure for the Written Examination***

The written comprehensive examination will take the form of 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. The student should negotiate the exam procedures/format with the minor department if outside of nursing. For students taking an external minor (i.e., not within the College of Nursing), the policies for the minor exam shall be those 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). Graduate Student Services will email the PDF examination to the student on the morning they are expected to begin the exam. Students 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 their completed examination to the 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 Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.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 Graduate Student Services. 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 Graduate Student Services & the PhD Portfolio, the committee chair will receive the following documents from Graduate Student Services: 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 & 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 & 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. The PhD Written Comprehensive Grading Sheet & Summary Results Form are also available in Doctoral Commons under "Faculty Only" for use.

If the minor content is woven into all 3 questions, then the minor chair will also evaluate all 3 questions. If the minor content is a separate question, then the minor chair evaluates only that question.

### ***Results of the Written Examination***

The results will be 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 Graduate Student Services

([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) on this email. This email must include: “pass” or “fail” results in the text of the email using the templates provided in the “Faculty Only” area of Doctoral Commons and the Summary Results Form (saved as a PDF).

Once the student has been notified, Graduate Student Services 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 Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) where the form is saved to the student’s permanent file.

### ***Retaking the Written Examination***

If the examination is not passed, a student 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.

### **The 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.

### ***Scheduling the Oral Examination***

The oral examination must be taken within 3 months of successfully passing the written examinations. The student should consult with all members of their advisory 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.

As soon as a date and time are agreed upon, the student must notify Graduate Student Services via email ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) so that a room may be reserved for the exam. The student should reserve the room at least 3 weeks in advance of their 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 Examination:***

The oral examination will be conducted, either onsite or via teleconferencing, 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 [Oral Comprehensive Examination 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), discussion of the student’s performance is initiated. Each member of the examination committee is expected to evaluate the student’s performance on the basis of the examination **as a whole**, not just on a particular area of questioning or only on his/her own field of specialization.

### **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 not to 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. This form reports the student's planned dissertation committee, dissertation title (subject to change) and the expected graduation term (may be updated as necessary).

Under normal circumstances, submission is expected at least six months before the Final Oral Examination (Final Dissertation Defense). This form must be submitted in GradPath prior to the Defense of the Dissertation Proposal.

### **PhD Dissertation**

After advancement to candidacy, PhD students must complete the dissertation to graduate from the program.

### **Dissertation Proposal**

The PhD Dissertation Proposal consists of Chapters 1, 2 and 3, including references. 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 meeting. The student is to provide major committee members with copies of the proposal at least 2 weeks before the scheduled proposal meeting. Minor committee members may be invited to attend, but their attendance is not required. The proposal must be submitted within two academic semesters following the completion of the written and oral comprehensive exams. The student must



have an approved Doctoral Dissertation Committee Appointment Form on file in GradPath prior to the meeting.

Similar to the oral comprehensive exam, 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.

Following approval of the dissertation proposal, the chair will complete the Dissertation Proposal Defense Form. 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 Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) for inclusion with the student's official academic record. Receipt of this form will allow the updating of the student's Prospectus milestone in GradPath.

### **Completion of Research and Written Dissertation**

Research continues after major committee members approve the written dissertation. The student must be registered for NURS 920 units during this process. If the student's Chair is available, the student may continue coursework during the summer term.

The student should use the Publication Manual of the American Psychological Association (6th ed.) as a format guide in writing the dissertation. Other resources include the University of Arizona's Manual for Electronic Submission of Thesis and Dissertations.

### **Manuscript Option Policy<sup>5</sup>**

At the option of the student and the student's dissertation committee, an alternate dissertation format permitting inclusion of three publishable or published papers in scholarly journals may be used. Papers that have been judged by the dissertation committee as ready for submission to, accepted, or published by a journal for publication are considered acceptable.

### **Overview**

The alternate format for the dissertation is based on the philosophy developed by the Council of Graduate Schools. This format allows the use of published papers as part of the dissertation. The publishable or published work must be logically connected and integrated into the dissertation in a coherent manner. Simply binding reprints or collections of manuscripts or publications together is not acceptable as a dissertation in either format or concept.

The manuscripts or publications represent research or scholarship comparable in scope and contribution to the component of the dissertation it replaces. The research that is described in the publishable or published papers must have been conducted during the time the candidate was enrolled in his or her current degree program and cannot have been submitted toward any other degree at the University of Arizona or elsewhere.

Multiple authorship of papers that are publishable, have been published, or are accepted for publication is allowed. It is the responsibility of the student's doctoral committee to ensure that a dissertation represents the original, individual efforts of the candidate. It is recommended that the majority of the student's committee not be co-authors on papers included in the dissertation.

For papers 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.

### **Order of Dissertation Sections for Publishable or Published Papers Format**

Publishable or published papers should be appended. However, in order to provide coherency, the body of the dissertation must include a summary of the student's contribution and a summary of the research.

1. Title Page
2. Signature Page

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<sup>5</sup> APPROVED by PhD Subcommittee 11/06/2011 (C Merkle, B Brewer, J Crist, M Faulkner, E Jones); Reviewed and updated 5/7/13 by PhD Subcommittee

3. Statement by Author
4. Acknowledgments
5. Dedication
6. Table of Contents
7. List of Figures (from Introduction & Present Study)
8. List of Tables (from Introduction & Present Study)
9. Abstract
10. Introduction

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. A review of the literature
- c. The role that the dissertation author had in the research and production of the publishable or published paper(s) should be clearly specified in this section.

#### 11. Present Study

This chapter summarizes the methods, results and conclusions of the research. 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). This chapter is a summary of the most important findings in this document. (This chapter, with the appended papers, replaces the methods chapter and the results and discussion chapters.)

#### 12. References

References for the two chapters described above. References should follow the 'Present Study' chapter.

#### 13. Appendices (Each Manuscript is a separate appendix labeled A, B, C., etc.) Two types of appendices are appropriate:

- Publishable or published Paper (Each paper in the form of a reprint (if published))
- Supplemental Material (Supplemental materials that are resources to the methods and results. These most often include data tables, graphs, and maps.)

#### 14. Additional Appendices Requirements

The statement of permission for use of copyrighted material must be placed immediately before the reprint (if published).

The title page of the journal in which the article appeared should precede the statement of permission (if published).

Reprints must be numbered in sequence (if published).

### *College of Nursing PhD Dissertation Manuscript Option Guidelines<sup>6</sup>*

These guidelines are meant to help explicate implementation of the Graduate College policy (see page 19 above). They do not change or supersede the policy.

If the PhD Dissertation Manuscript Option is selected, it does NOT change the PhD Proposal process and written requirements. (Please refer to page 18 above)

Advantages of the PhD manuscript dissertation option include the advancement of a student's publication record in preparation for a post-doctoral fellowship or faculty position.

Type and number of manuscripts. Three (published or publishable) manuscripts, at least one of which must be data-based. Manuscripts that have been judged by the dissertation committee as ready for submission to, accepted, or published by a journal for publication are considered acceptable. All research and scholarly work described in manuscripts must have been conducted during the time the student was enrolled in his or her current degree program and cannot have been submitted toward any other degree at the University of Arizona or elsewhere.

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<sup>6</sup> Created by the PhD Program Faculty, approved March 2014 by the CIS-PhD Subcommittee.

*Examples of acceptable data-based manuscripts include.*

- Results paper
- Psychometric testing of a study measure
- Meta-analysis
- Meta-synthesis

*Examples of acceptable manuscripts for the other two manuscripts include.*

- Integrative Review
- State of the Science
- Theoretical Framework
- Concept Analysis
- Methodological paper

Decisions regarding the manuscript option. The decision to pursue the PhD manuscript dissertation option should be made prior to or at the time of the student's PhD Proposal Defense.

Potential content, authorship, journals for submission, and anticipated dates for submission of each paper will be agreed upon by the student and dissertation committee when the committee meets to approve the student's research proposal (see PhD Proposal Defense Stage Form).

With agreement of the committee, planned content of the papers 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 an initial draft of the dissertation is submitted by the student as evidence of readiness for graduation.

Both the PhD Proposal Defense State Form & the PhD Dissertation Defense State Form are available to students in Doctoral Commons, on UA [D2L](#).

Authorship. The student must be the primary author of the papers, with content based on scholarship or research conducted primarily by the student. When determining authorship on papers, 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>

### **Human Subjects & IRB Compliance**

All students must obtain approval for the proposed study through the University of Arizona Human Subjects Protection Program. There are no exceptions to this policy. The proposed study must be reviewed and approved by the College of Nursing Departmental Review Committee before submission to the University of Arizona Human Subjects Protection Program. Students may not submit for review until the proposal is approved by the student's faculty committee. Information regarding the Human Subjects process can be found via the [Office of Nursing Research's](#) website. Students may not commence any study-related activities (recruit, enroll, 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) over the course of their program. If 18 units have been taken and the dissertation is not yet completed, students must register for additional units of NURS 920 each fall, spring, and possibly summer semesters, as determined by the student and the advisor, until the dissertation is complete.

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.

### Final Oral Defense

Each student is required to present the Dissertation in an open forum upon completion. The Final Oral Defense consists of a public presentation of the project, questions from attendees in a forum, and a closed session for the student and committee. The closed session follows the presentation, and allows the committee to discuss the project with the student, and to identify any required revisions prior to submission. 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 all members of the committee are remote, the chair is responsible for identifying another member of the faculty who will attend the presentation in person and host the traditional post-defense toast for the student in the College of Nursing courtyard.

### 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 Office of Student Support & Community Engagement (OSSCE) each term. Additionally, students may not defend after the date established by OSSCE. This date is set by OSSCE 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:

1. OSSCE sends a request for "Intent to Defend" each week 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.
2. 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.
3. GradPath forms must be completed no later than 2 weeks (10 business days) prior to the defense date.
4. Once GradPath forms are completed, OSSCE will send a college-wide announcement with the student's dissertation information. 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 OSSCE. 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. For instructions on accessing GradPath, please visit Graduate Student Services within Doctoral Commons on D2L. 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:

- All parts of the dissertation: title page, table of contents, abstract,
- Chapters 1 – 5 (or format for "manuscript option"), references, appendices
- Narrative completely typed
- Tables and illustrations typed or ready for professional drafting
- A copy of the Human Subjects Committee Approval form

## Results of the Final Oral Defense

The defense is conducted according to the [Graduate College's policies](#), with the Dissertation Chair presiding. There is no minimum time limit for the Final Oral Examination, 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. 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. OSSCE provides sparkling water for the student, committee, and any special guests the student has invited (friends, family, etc.). Weather permitting, OSSCE coordinates taking pictures of the student & committee. Each student is also presented with a certificate signed by their chair indicating the graduate number (i.e. 75, 102) they are from the PhD program. The student also has the opportunity to ring the college's memorial bell.

## Completion Requirements for the PhD

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

### College of Nursing Scheduling & Submission Requirements

The following are the requirements of the College of Nursing for students scheduling the final defense for degree completion. These instructions are also sent by Graduate Student Services once the student completes the "Intent to Defend" form in a given term.

**1. Determine a date/time for the final presentation with the committee.** Once a date and time are established, email OSSCE ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) for assistance in scheduling. **The College of Nursing's Final Defense week will be announced each semester. Students must identify a date and notify OSSCE no later than the announced scheduling deadline.** Students are encouraged to schedule as soon as possible.

**2. Complete all GradPath forms.** Prior to the PhD Dissertation Defense, please 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. **The Announcement form must be submitted by the announced date each term.** Failure to submit prior to this deadline will result in the defense being cancelled.

**3. Submit the dissertation for College of Nursing formatting review.** All students must submit a copy of the final dissertation to either Melinda Burns ([gmfletch@email.arizona.edu](mailto:gmfletch@email.arizona.edu)) - Administrative Associate, Community and Systems Health Science Division or Alanna Connelly ([ajinaz@email.arizona.edu](mailto:ajinaz@email.arizona.edu)) – Administrative Associate, Biobehavioral Health Science Division for review of formatting compliance with College of Nursing guidelines. **Your chair should make the appropriate referral for you.** Students are encouraged to contact Melinda or Alanna **immediately** for assistance with formatting. **Please make sure to**

**note which format you are using (refer to formatting templates available in Doctoral Commons) when emailing Alanna and Melinda.** All students must use the approved templates in Doctoral Commons.

4. **Confirm IRB Compliance.** Students must verify that the required arrangements have been made regarding Human Subjects/IRB. All signed consent documents must be submitted to the Office of Nursing Research (Dr. Alice Pasvogel; [apasv@email.arizona.edu](mailto:apasv@email.arizona.edu)) for storage. Submit to Dr. Pasvogel a copy of the approval notice received from the University of Arizona Human Subjects Protection Program (UA IRB) or the College of Nursing. Dr. Pasvogel will let you know if additional paperwork is needed to conclude your project. **Dr. Pasvogel will notify OSSCE once IRB requirements have been satisfied.** Students are encouraged to submit the required documentation prior to the defense if at all possible.
5. **Complete all Graduate College requirements (see PhD Program Handbook).** This includes electronic submission of the final PhD Dissertation by the published deadline on the [Graduate College's website](#). The link for submission is included in the attached PDF document. Miss this deadline, and the PhD degree will not be awarded for the current term. Students are encouraged to submit prior to the deadline to prevent last-minute errors. Please contact Elise Bowler ([elisebowler@email.arizona.edu](mailto:elisebowler@email.arizona.edu)) for any questions related to the Graduate College's processes.
6. **Final College of Nursing submission.** Students must submit an electronic copy of the final, revised PhD Dissertation to the OSSCE ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)). The document must be submitted as one complete file in a PDF format. This document should be submitted AFTER the Graduate College has cleared the submission of formatting checks.
7. **Final Portfolio submission.** After submitting the final PDF to OSSCE, students must upload the same copy to their PhD Portfolio. The student's portfolio is not considered complete until the final document is received.
8. **NFLP Exit Interview (loan recipients only).** Students who have received NFLP monies are required to schedule an exit interview via phone with Dr. Mary Koithan, Associate Dean, prior to the end of the semester in which they complete the final defense. The interview should take place during the last month of the term (Fall graduates – December, Spring graduates – May, Summer graduates – August). NFLP recipients must email Dr. Koithan ([mkoithan@email.arizona.edu](mailto:mkoithan@email.arizona.edu)) to schedule this 15-minute phone call.

**These steps must be completed in order to satisfy all College of Nursing requirements.**

### Graduate College Submission Requirements

1. **Submit the final Dissertation to the Graduate College.** Submission occurs electronically by the published deadline on the [Graduate College's website](#) to <http://dissertations.umi.com/arizona>. Your Graduate College degree counselor (Elise Bowler) will do a format check and will e-mail you to let you know whether changes are needed. This e-mail will be sent to the account you use in the submission profile you establish – be sure to check the spam folder in case the message goes there. Note: If you elect to copyright your work, you will be charged a fee for filing the copyright. Students are encouraged to submit prior to the deadline to prevent last-minute errors. Please contact Elise Bowler ([elisebowler@email.arizona.edu](mailto:elisebowler@email.arizona.edu)) for any questions.

The Graduate College can only help with formatting questions. Technical questions such as how to upload files, combine files, change page numbers, etc., should be addressed to Office of Student Computing Resources (OSCR) at <http://www.oscr.arizona.edu/>. Should you have trouble converting WORD to PDF, please contact ProQuest (who maintain the submission site) at [etdsupport@proquest.com](mailto:etdsupport@proquest.com).

2. **Complete the Distribution Rights Form.** You can access this form on the Graduate College web site at <https://grad.arizona.edu/forms/gsas>. This form should be signed and dated and submitted to the Graduate Student Academic Services office. Use the current date unless you are delaying release of your archived work to the public. You can bring the signed form to Administration 316 or fax it to (520) 621-4101. You may also scan a copy to Elise Bowler.

- 3. Complete the Survey of Earned Doctorates (PhD only).** The ‘Survey of Earned Doctorates’ online survey should be completed when you submit your dissertation to the Graduate College. Please go to <https://sed-ncses.org>. You will receive a PIN and password via email should you need to leave and return to the survey. Please notify your degree counselor (Elise Bowler) upon completion.
- 4. Complete the Graduate College’s Exit Survey.** Complete our survey at <https://grad.arizona.edu/gcforms/degree-certification/graduate-exit-survey>. Please notify your degree counselor (Elise Bowler) upon completion.

## Graduation

### Graduation Ceremony Participation Policy

Graduating candidates who successfully complete requirements for their degree from the College of Nursing by the Spring or Summer terms are eligible to participate in the Spring University of Arizona Commencement and College of Nursing Convocation. Graduating candidates who successfully complete degree requirements during Fall are eligible to attend the next available Spring UA Commencement and the associated or any intervening College of Nursing Convocation.

Students who wish to defer College of Nursing Convocation so they may jointly attend the Spring University and College ceremonies must notify OSSCE by the final defense/presentation deadline. Hooding of doctoral candidates by the DNP Project or Dissertation Chair and Dean only occurs at the College of Nursing Convocation. If the student’s chair is unable to attend convocation, it is the responsibility of the chair to designate another member of the committee to hood the graduating candidate. The chair is also responsible for notifying the Program Director if they will be absent from Convocation. In the notification, the chair should also include the name of the individual hooding the student.

### Graduate Information

Graduates may have access to transcripts of their academic and clinical achievements and upon their request have verified copies furnished to institutions, agencies, and other programs as specified by the graduate. A fee may be charged for photocopying or processing of all transcripts and records. Records retained by the program after graduation may include grades, special awards or honors, licenses, etc.

Students must meet Graduate College filing deadlines for participation in University Commencement and to ensure their name appears in the official graduation program.

		Term of Graduation (if deadlines met)		
		Spring	Summer	Fall
Ceremony Participation Policy	University of Arizona Commencement	Spring	Prior Spring	Next Spring
	College of Nursing Convocation	Spring	August or Prior Spring (if attending commencement only)	Fall or Next Spring

### Additional Graduation Information

University of Arizona Commencement information is available online at: <http://commencement.arizona.edu/>.



## 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 third 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<sup>7</sup>

PhD students may transfer/substitute credits from previous graduate programs for use toward the PhD degree. Students entering the PhD program with a BSN or with previous Master's level work may transfer in up to 9 units of coursework. DNP to PhD students may be eligible to transfer up to 17 credits from their DNP degree, as approved by the College of Nursing.

Students who wish to transfer credit must follow the procedure as outlined below:

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

- 1) **Transfers:** courses from previous programs used to meet elective course requirements
- 2) **Substitutions:** courses from previous programs used to replace a CON-required corecourse

Transfer and 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 the **Course Transfer Evaluation Worksheet** or **Course Substitution Evaluation Worksheet** (available on Doctoral Commons in D2L, under Graduate Student Services), and provide the required course syllabi documentation. All documents must be received via email as PDF documents, or they will not be reviewed.

In order to be eligible for transfer or substitution, coursework must meet Graduate College requirements<sup>8</sup> including:

- 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 UA and Graduate College prohibit a course from counting toward the requirements for more than two degrees.

The process for transfer or substitution requests is as follows:

1. Student meets with faculty advisor to discuss transfer or substitution. Prior to this meeting, the student must provide the faculty advisor with copies of the full syllabi and either the **Course Transfer Evaluation Worksheet** or **Course Substitution Evaluation Worksheet**.
2. This meeting must also include a review of how the transferred or substituted courses would fit into the student's plan of study.
3. Faculty advisor will identify CON Core courses for Substitution.
4. After obtaining the advisor's approval, the student makes any edits requested to the Course Transfer/Substitution Evaluation Worksheet, then re-submits to faculty advisor.
5. The faculty advisor signs the Course Transfer/Substitution Evaluation Worksheet.

<sup>7</sup> G: Academic Affairs\_ DNP Program\_ Transfer of Graduate Courses from Other Institutions Policy. Approved by Office of Student Affairs, Director of DNP Program & Administrator of DNP Program \_9-22-11.

<sup>8</sup> Memo from Dean Sturman, Graduate College, June 8, 2015

6. The student forwards the completed worksheet to OSSCE at [advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu) - attaching PDF copies of full syllabi for all listed course(s).
7. OSSCE saves a copy of the worksheet and syllabi to the student's folder.
8. OSSCE verifies that the requested course(s) appear on the student's transcript and that they are eligible by university & college policy.
9. OSSCE forwards the worksheet, syllabi and transcript verification to the Program Director for review.
10. The Program Director reviews the information and emails OSSCE their approval or denial to move forward.
11. After receiving approval from the Program Director:
  - Substitutions**
    - A. OSSCE forwards the syllabi and request to the appropriate course chair for review and a decision.
    - B. Course chair returns their decision to OSSCE via email, OSSCE updates the worksheet and saves a copy to the student's file.
  - Transfers-** no additional steps.
12. Once all evaluations are completed, OSSCE sends the finalized worksheet as a PDF to the student, CC'ing the advisor.
13. OSSCE includes instructions, for student, on completing the Transfer Credit Form in GradPath, which is required for the courses to appear on the student's official university record.

### 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:

- PhD Annual Report (updated annually; due July 1; format can be found in D2L)
- CV (updated annually; due July 1)
- 796A Synthesis Paper
- Comprehensive Exam Papers
- Dissertation Proposal (final approved copy)
- Dissertation (final approved copy)

### GradPath

[GradPath](#) is the Graduate College's nearly paperless process that will make tracking and monitoring the required Graduate College paperwork much easier. Students will be able to fill in and submit forms online through UAccess Student. Forms have automatic checking built in that will prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). The automated workflow engine will route the electronic forms to everyone who needs to see or approve each form (faculty advisor, program chair, etc.)—each approver is notified by email when a form is awaiting review and approval. Students may log into UAccess at any time to review the status of individual forms.

Completing forms in GradPath is required to progress through the PhD program, and for ultimate awarding of the PhD Degree. A full explanation of GradPath, including detailed access and use instructions, can be found in the College of Nursing's Doctoral Commons in D2L, under Graduate Student Services.

### 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 faculty advisor to discuss the transfer, and then the following documentation must be provided to the appropriate program committee for review:

- A. 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 Project
  - e. Question to be answered by research or DNP Project
- B. The student's advisor provides a letter of support.
- C. An identified potential mentor in the "receiving" option provides a second letter of support, indicating their willingness to mentor the student.
- D. Requests for transfer must be submitted no later than one month prior to the end of the semester.
- E. 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 OSSCE of the change and schedule a meeting with their advisory committee to discuss any changes in the Plan of Study. The transfer will take effect the semester following the approval.

### Procedure for Changing to Dual Degrees (DNP, PhD) Option<sup>9</sup>

Currently enrolled PhD or DNP students who request admission to the dual degrees (DNP, PhD) option must be in good academic standing in the currently enrolled doctoral program and must satisfy both the DNP and PhD admission and enrollment requirements. Students should first meet with their faculty advisor to discuss their interest in seeking dual degrees, and then meet with both the DNP and PhD program directors.

Students requesting admission to the dual degree should submit the materials listed below to Graduate Student Services ([advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) in the Office of Student Support & Community Engagement (OSSCE). The materials will be forwarded to the appropriate committee for approval. For example, DNP students requesting admission to the dual degrees option will be reviewed by the PhD committee. PhD students requesting admission to the dual degree will be reviewed by the DNP committee.

### Application Procedure

- A. The student writes a letter that includes the following:
- a. Request to complete the dual degree
  - b. Essays addressing the following questions. Each essay should be no longer than 250-300 words.
    1. What are your professional goals? Please tell us briefly how the dual degree from the University of Arizona College of Nursing will help you reach your goals. In particular, address how adding the PhD (or DNP) will help you meet these goals.
    2. (For those applying to add the PhD): Please describe your research area of interest. Briefly outline the research problem. In addition, include the following:
      - a. Your rationale for choosing the problem
      - b. Background and significance of the problem
      - c. Purpose of your research study
      - d. Potential impact of your research
      - e. Fit with the UA CON areas of research emphasis
        - i. Biobehavioral neuroscience
        - ii. Health disparities and illness self-management
        - iii. Population health & wellness: Health promotion, systems, & informatics

<sup>9</sup> Drafted 10/15/10 by Terry Badger, Judith Effken, Carolyn Murdaugh, & Vickie Radoye  
 Discussed and Supported by Admission and Progression of Students-Advanced Specialty Practice Subcommittee on 10/19/10  
 Discussed and Supported by the Joint Advanced Specialty Practice and Advanced Science Committees on May 3, 2011.

3. (For those applying to add the DNP): Please describe your area of interest. Briefly outline a gap in practice to include the following:
  - a. Your reason for choosing this practice problem
  - b. Describe practice gap identified
  - c. Background and significance of problem
  - d. Potential practice implications
- a. Potential research advisor for the proposed research
- B. The student's advisor writes a letter of support.
- C. The identified potential research advisor also writes a letter of support, indicating his/her willingness to work with the student. Note: if the student's current advisor and identified research advisor will be the same person, only one letter is needed.
- D. Resume or CV.
- E. The request is submitted to the Chairperson of the appropriate committee no earlier than the first four weeks of student's second semester in the program.
- F. The designated committee reviews all relevant materials at the next scheduled meeting and notifies the student, advisor, OSSCE and the other doctoral committee of the decision to recommend admission to the Graduate College to the dual degrees option.

### Post-Approval Procedure

- A. Apply to the Graduate College for Fall term admission to the doctoral program to which he/she is not officially admitted (e.g. if currently enrolled in DNP, application is for PhD or vice versa). This means that submission of an additional Graduate College application is needed; however new transcripts may not need to be resubmitted if copies were submitted earlier to the Graduate College.
- B. Schedule a meeting with the new advisory committee to revise the current Plan of Study to incorporate the added doctoral coursework.

### Dual-Degree Program Requirements

Students pursuing the dual degree (DNP/PhD) option must adhere to additional requirements to complete the program. Effective Spring 2012, the University will be charging students in multiple majors with program fees/differentials all applicable program fees/differentials.

### Committees

Dual Degree students will have the same committee membership and structure as PhD students. Committee membership is outlined in detail in the PhD Student Handbook.

### Plans of Study (POS)

Dual Degree students must review the information regarding the Plan of Study (POS), available in either the PhD or DNP student handbooks.

Because the Dual Degree student is completing both the PhD and DNP, a POS for each degree is required. If the student is seeking specialty as a Nurse Practitioner, a third document will be required. The following requirements must be met for the Doctoral POS:

- 45 units of coursework, which includes the minor units (PhD Plan of Study)
- 34 units of coursework (DNP Plan of Study; regardless of BSN or MS entry into the program)

MS POS for NP Specialty is 31 units (3 units are dual reported between DNP and MS POS)

Dual Degree students may use up to 17 units in common between both the DNP and PhD POS.

Coursework and Dissertation units are reported on the Plan of Study. Dual Degree students must also complete:

- 18 units of Dissertation (NURS 920)
- 4 units of DNP Project (NURS 922)

The student should complete no less than 86 units total.

### Portfolio Completion

The Dual Degree student must complete both the PhD and DNP Portfolios. Specific requirements for each program's portfolios are available in the DNP and PhD Student Handbooks.

### Comprehensive Exams

The student will take a single set of comprehensive exams to include both written and oral components. The written exam will consist of an evaluation of the DNP Portfolio (practice components) and written questions that examine theoretical, substantive and methodological content of the major, and content of the minor. If the minor is nursing, the content may be added to the other 3 questions or be a 4th question. This "minor" content may focus on the DNP essentials and DNP program outcomes. After successfully completing the written comprehensive exams, the student will schedule an oral exam to be examined using the same procedure as outlined by the Graduate College. The committee structure will be the same as any PhD comprehensive examination committee, to include faculty that represent the major and the minor. One faculty member will be a doctorally-prepared Advanced Practice Registered Nurse because of the combined nature of the examination. All knowledge gained from coursework, including practice coursework, may be examined in the orals.

### Dissertation (Final Project)

Dual Degree students complete the PhD Dissertation. Dual Degree students are expected to integrate clinical relevance into the dissertation, and include both DNP and PhD perspectives.

### University of Arizona BSN Honors Students Direct Admission to Doctoral Programs (PhD and/or DNP)<sup>10</sup>

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

1. Earn a BSN with Honors (satisfying all College of Nursing and Honors College graduation requirements)
2. Must complete all NURS coursework with a minimum GPA of 3.0
3. 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)
4. Must meet all University of Arizona Graduate College admission requirements
5. 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: a May 2012 graduate may apply as late as the December 1, 2013 application for Fall 2014 start)

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<sup>10</sup> Approved by College of Nursing Administrative Council 12/4/2014