



College of Nursing

**Doctor of Philosophy (PhD)
Student Handbook**

2012-2013

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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 Affairs (OSA) 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](#).

Mission¹

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.

¹ 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.

Vision²

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.

² Adopted 5/98, Reaffirmed 3/01

Academic Policies and Procedures for PhD Students

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

Student Code of Conduct

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 or Director of Student Affairs
Dean

The Director of Student Affairs is available to assist the student in this process. Contact the Office of Student Affairs at 520-626-3808 or 800-288-6158.

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. In addition to Graduate College policies, the CON requires adherence to the following Graduate Academic Progression policies to reflect high standards of scholarship:

- A. A student must earn an overall grade point average of 3.0 or better to be awarded the PhD degree.
- B. 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 for graduate students.
- C. A student with regular status achieving less than a 3.0 grade point average at any point in the program will be placed on academic probation. Students on probation are required to meet with their Faculty Advisor to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action to be submitted to the Director of the PhD Program and the Graduate College.
- D. 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.
- E. A student shall be dismissed from the program if more than two final grades of "C" are earned as a final course grade. All instances of "C" grades are considered in this policy, including all attempts of repeated courses.³
- F. A student may petition the Director of Student Affairs to 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 dismissal (see item E).⁴
- G. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course.
- H. A student with provisionary 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 dismissal from the program.
- I. A student may be dismissed from the College of Nursing for unsafe practice and/or unethical conduct in the program without having been previously warned.

Grade Appeal

Grades given in graduate courses may be appealed on the basis of fundamental fairness. To initiate the appeal procedure, the student must contact the course instructor no later than the end of the fifth week of classes of the first regular semester after the semester or summer term in which the grade was awarded. The entire procedure to be followed is described in the [University of Arizona Online Catalog](#).

³ Re: email from T. Dickson 11/1/2011

⁴ Re: email from T. Dickson 11/1/2011

The College of Nursing has the following significant modifications:

- A. Pending appeal or review, a student who has been awarded a failing grade in or been withdrawn from a course on the basis of failing to provide safe patient care may not attend either the theory or clinical portions of the course.
- B. Pending appeal or review, a student who does not complete a required nursing course satisfactorily is not eligible to progress in the professional nursing major.

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 Dean of Students Office. Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course.

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:

- A. which assignments or exams should be completed and when
- B. how this work will be graded
- C. how the student's course grade will be calculated.

Both the instructor and student sign this agreement and forward the agreement to the Office of Student Affairs.

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".

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.

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 degree program but have not been officially enrolled for one regular semester or more must re-apply for admission. Readmission requires approval by the Director of the Office of Student Affairs. Only students in good standing will be reviewed for readmission. The student must also reapply for admission to the Graduate College.

If the student was in good standing at the time of departure and now wishes to return and enroll in a course or Master's level role option in which there is unlimited space, then readmission is likely to be approved. However, if there are any reservations about readmitting the student, the Director of OSA may consult with the PhD Committee. Before a student can be readmitted to enroll in any course or role option in which there are space limitations, recommendation for approval from the faculty member teaching the course or coordinating the role option must be forwarded to the Director of the PhD Program.

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 Degree Certification Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the student's Major Advisor, Director of Graduate Studies, or Department Head. Petition forms are available from the Graduate College.

Leave of Absence

Students may request a leave of absence 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.

Leaves of Absence (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 Continuous Enrollment policy requirements.

To request a Leave of Absence from the College of Nursing, the student should first discuss their intent with their faculty advisor and propose an updated Plan of Study to complete their coursework. If the faculty advisor supports the request, a formal written request should be forwarded to Graduate Student Services in the Office of Student Affairs. The procedure and forms are available in the appendix, and online. Once the request is completed, it will be forwarded to the Program Director for approval. The request should include the Plan of Study and a time line to complete coursework or other degree requirements.

Time Limitations for Degree Completion

All requirements for the degrees of Doctor of Philosophy 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 or practice inquiry.

Student Resources

E-mail

Students are required to have basic computer knowledge prior to beginning the first semester of a graduate program in nursing. Students receive a personal e-mail account on the College's computer network (__@nursing.arizona.edu). E-mail sent to this address can be accessed within the College of Nursing and from remote sites (via the Internet) and must be checked daily, as it is the official source of communication between faculty, staff and students. All technology related issues should be directed to the Information Technology Group, located in room 351 at the College of Nursing. E-mail help@nursing.arizona.edu or call 520-626-5053 or 1-866-278-1427.

Faculty Advisor

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.

Office of Student Affairs & Graduate Student Services

The Office of Student Affairs works collaboratively to support the educational mission of the College of Nursing. The Office of Student Affairs 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 Office of Student Affairs in the College of Nursing. The Graduate Student Services Coordinator assists students with non-academic procedures and concerns. The Coordinator complements the role of the faculty advisor to ensure students' timely completion to graduation. The Coordinator assists students with admissions and progression issues, paperwork and procedures for comprehensive exams, dissertations/practice inquiries, and graduation, as well as coordinating student events.

Human Subjects Procedures

Please see the College of Nursing website for information regarding [Human Subject Procedures](#).

General Doctoral Student Information

Doctoral Transfer of Credits

The maximum amount of credits accepted for transfer credit is 9. Students who wish transfer credit must submit [Evaluation of Transfer Credit form](#) to the Graduate College before the end of their first year of study. The procedure is outlined in the appendix for easy reference.

Continuous Enrollment Policy / Minimum Enrollment

All students must maintain continuous enrollment and complete their plans of study as developed. If students wish to change their Plan of Study in a way that will impact the timeline to complete their coursework, after consultation with the faculty advisor, the student will forward a request to the DNP committee. The DNP committee must review and approve changes to the Plan of Study that may result in unsatisfactory progression in completing the coursework.

If faculty is advising students during the summer, 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 Practice Inquiry during a summer session.

Additional Enrollment Policies for Doctoral Students:

- A. If hired on an assistantship, students must register for six (6) graduate level units (not including audit).
- B. If degree requirements are not completed, i.e., still need to complete one or more of the following: course requirements, comprehensive exam, and 18 units of dissertation, students must register for three (3) graduate level units (not including audit courses).
- C. If the student has completed the course requirements, passed the Oral Comprehensive Exams, and has completed the required 18 units of dissertation, and is using University resources such as the library, faculty services or computer services and/or receiving scholarships, fellowships or grants through the University of Arizona, the student must register for three (3) 900 level units (not including audit courses).
- D. If the student has completed the course requirements, passed the Oral Comprehensive Exams, and has completed the required 18 units of dissertation, and is **NOT** using University resources such as the library, faculty services or computer services and is **NOT** receiving scholarships, fellowships or grants through the University of Arizona, the student may register for one (1) 900 level unit.
- E. 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 practice inquiry is complete.

Doctoral Residency Requirement

To meet the minimum Graduate College residence requirement, 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.

RISE

For PhD students, RISE means "Research Intensive Summer Experience." RISE is held on the University of Arizona campus in Tucson for 5-10 days in August, prior to the beginning of the fall term. During RISE, students are immersed in intensive scholarly research or role experiences punctuated with time for meeting with advisors and committee members. Students have opportunities to become acquainted with other students, faculty and staff, to learn to use a variety of

instructional technologies and to learn more about their program and the College of Nursing. PhD students are required to attend RISE for three years.

Plan of Study

All doctoral students need to complete and submit a doctoral Plan of Study to the Graduate College by the end of their 3rd semester. The form is available at the Graduate College [MyGradColl](#) website for students to complete. Instructions are emailed to students specific to their previous education (BSN or MS).

Benchmarks for Satisfactory Progression through Doctoral Programs

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 satisfactory may result in dismissal from the program.

- A. Completion of coursework per Plan of Study: Students are expected to maintain enrollment and to complete their plans of study as outlined. If a student wishes to change their plan of study in a way that will impact the timeline to complete their coursework, after consultation with their advisor and advisory committee, the student will forward the request to the PhD Committee. The PhD Committee must review and approve changes to the plan of study that may result in failing to complete the coursework on time.
- B. Time line for coursework to comprehensive exams: Students are expected to successfully complete their comprehensive exams within two academic year semesters following completion of coursework. See comprehensive examination policy for specifics about the exams.
- C. Time line for comprehensive exams to dissertation proposal: Students are expected to successfully defend their proposal within two academic year semesters following completion of comprehensive exams.
- D. Time line for practice inquiry proposal to IRB process: Students are expected to submit for IRB approval for their dissertation within six months following their proposal defense.
- E. Time line for dissertation (final) defense: Students are expected to successfully defend their dissertation within two years following their proposal defense.

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.

Completion of Annual Report

Students in the doctoral programs must submit an annual report of work completed towards their degree into their portfolio. The [PhD Annual Report](#) is available on the College of Nursing website and must be completed or updated in April of each academic year. The PhD Program Committee reviews individual Annual Reports to determine adequate progression toward degree completion.

National Research Service Awards

See your advisor and the Office of Nursing Research for information.

Doctoral Progression

Committees

There are 3 types of committee 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.

- A. **Major / Comprehensive Exam Committee:** Formed at the end of the first year of coursework. The committee will meet for the first time during the following RISE.

The Graduate College and the College of Nursing require a minimum of three dissertation committee members. Three members, including the chairperson, all of whom must be University of Arizona tenured, tenure-track, or approved as equivalent. If a committee has only three members, all must approve the dissertation. A fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members. All dissertation committee members are expected to attend the final defense. The purpose of the Advisory Committee is to guide the student through the coursework in the Plan of Study and to supervise the Major and Minor Comprehensive Examinations.

- B. **Minor Committee:** Every PhD student must have a minor committee consisting 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. The number of units required for a minor varies and is strictly up to the minor department. Minimum units are 9 and maximum are 18. 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.
- C. **Dissertation Committee:** Formed during before/during comprehensive examinations. The only exception to this is if the student elects to submit a National Research Service Award (NRSA). See more under "National Research Service Awards". All dissertation committee members are expected to attend the final defense.

The Dissertation Committee consists of at least four members: a chairperson, and three members representing the student's area of research and minor content. The Dissertation Committee may be the same as the Major/Comprehensive Exam Committee, or an entirely new group of faculty.

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. 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.

Preparation for the Written Examination

The student's advisory 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 advisory 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. The exam is coordinated by the chairperson of the comprehensive examination committee. The committee chairperson forwards the examination questions to the appropriate Graduate Student Services Coordinator at least one week prior to the exam.

Scheduling the Written Examination

Students should schedule each part of the comprehensive examination only after conferring with their advisory committee. The student is responsible for contacting their Graduate Student Services Coordinator at least 3 weeks prior to the exam start date to schedule.

Procedure for the Written Examination

The written comprehensive examinations 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. 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 7 days to complete each portion of the written examination (if not combined). The student's Graduate Student Services Coordinator will email the examination to the student. Students may contact the advisory 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 period, the student will email their completed examination to the Graduate Academic Advisor. Doctoral students are required to submit written comprehensive exams to Turnitin® for an originality report. Students receive instructions regarding Turnitin® with their examination questions.

Grading of the Written Examination

The student's Graduate Student Services Coordinator will forward the student's completed materials to the committee chair, along with the PhD Written Exam Grading Policy. The committee chair will forward the information to the rest of the committee as needed. The committee has 10 business days to review student responses. Members use a grading sheet to score the examination and then confer with each other to determine the final outcome. To successfully "pass" the major comprehensive examination, a student must receive a rating of "pass" by a majority of the advisory committee on each of the three questions.

Results of the Written Examination

The committee chair notifies the student by email or phone of the results, and forward's the committees grading sheets with comments to the student via email. The student's Graduate Student Services Coordinator is copied on the email, and saves the results to the student's permanent file. Upon completing exams, the Coordinator will notify the PhD Program Director, who will send a letter to the student as official notification of the results.

Retaking the Written Examination

If the examination is not passed, a student may take an alternate version of the examination. The alternate examination must be taken within 3 months of the initial examination. 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.

As soon as a date and time are agreed upon, the student's Graduate Student Services Coordinator in the Office of Student Affairs must be notified so that a room may be reserved for the exam. The student should reserve the room at least 6 weeks in advance of their scheduled exam.

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. The oral examination must be at least one hour in length. All committee members must be present for the entire examination. The Office of Student Affairs provides the committee chairperson with the appropriate paperwork for 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. If the student fails, the Committee has two options which need to be noted on the **Results of the Oral Comprehensive Examination** form. 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

Regardless of the outcome of the Oral Comprehensive Examination, a committee member must return the "Results of the Oral Comprehensive Examination for Advancement to Candidacy" and the ballots to the student's Graduate Student Services Coordinator in the Office of Student Affairs for submission to the Graduate Degree Certification Office.

Retaking the Oral Examination

The oral examination may be repeated once if not passed initially. Failure to pass the second examination will result in the student's disqualification from the program. No student will be permitted a second attempt to pass the Oral Comprehensive Examination unless it is recommended by the examining committee, endorsed by the major department, and approved by the Dean of the Graduate College. The second examination, if approved, may not take place until four months after the date of the first examination.

No further course work is required from students before a re-examination. If a re-examination is recommended, the committee members must be the same as those present at the first 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.

A full pamphlet of Graduate College procedures and policies is available online for download.

Advancement to Candidacy & Committee Appointment

When the student has an approved doctoral Plan of Study on file with the Graduate College Degree Certification Office, 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 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.

After completion of the comprehensive examination and before submitting the practice inquiry proposal, it may be appropriate to review the composition and chairmanship of the committee that will guide the practice inquiry. Students must make any changes prior to submitting the Committee Appointment Form.

The Committee Appointment Form must be submitted to the Office of Student Affairs within one month of completing the Oral Comprehensive Exam. OSA will obtain the necessary signatures to submit the document to the Graduate College.

PhD Dissertation and Final Oral Examination (Dissertation Defense)

After advancement to candidacy, PhD students have several steps to completing the dissertation and successfully graduating from the CON. These steps are:

1. Dissertation Proposal
2. Completion of research & written project
3. Final Oral Defense
4. Submission of Dissertation to the Graduate College

A detailed checklist is available in the appendix of this handbook.

Graduation

After completion of all degree requirements, graduates are “Hooded” by their Practice Inquiry advisor and the Dean during the College of Nursing Convocation. Attendance at convocation is voluntary, but faculty and students are encouraged to attend. Hooding of doctoral students occurs at the December and May ceremonies.

Commencement and College Ceremony information is available online at: <http://commencement.arizona.edu/>.

Appendices

Appendix A: Transfer of Graduate Courses from Other Institutions⁵

- 1) The **faculty advisor** directs the student to contact the correct person in the Office of Student Affairs (OSA). That is currently, Amanda Selby, Academic Advisor, Senior. Then, the OSA can advise the student appropriately, about what they need to obtain from the prior institution. Importantly, the OSA can help the student problem-solve issues that may interfere with securing the necessary documents from the prior institution, e.g. a course no longer listed in that institution's course catalog. It also allows the OSA to initiate the necessary paperwork and verify that the course the student wishes to transfer is, in fact, on the student's transcript and is a graduate level course.
- 2) Once the **student** has obtained the proper documentation (as verified by the OSA), the OSA sends those materials to the faculty advisor.
- 3a) The **faculty advisor** reviews the materials to assess if they meet UA requirements (refer to the Graduate College website: <http://grad.arizona.edu/>).
- 3b) If the transfer request is for a course that meets a PhD program core requirement, the **faculty advisor** confers with faculty teaching the comparable course at the CON regarding suitability of the course being considered for transfer. (The OSA maintains a list of who teaches core courses, modified annually, as needed and they will supply that information to the faculty advisor, as needed.)
- 4) The **faculty advisor** informs the OSA if the course has been approved or denied for transfer.
- 5) The **OSA** informs the student if the course has been approved or denied for transfer.
- 6) The **OSA** provides this information to the appropriate administrator for review, obtains the necessary signatures and forwards this documentation to the Graduate College.
- 7) The **faculty advisor** notes this process in the student's advising records.

⁵ 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.

Appendix B: Procedure for Changing to Dual Degrees (DNP, PhD) Option⁶

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 advisors to discuss their interest in seeking dual degrees.

Students requesting admission to the dual degree should submit the materials listed below to Amanda Selby in the Office of Student Affairs. The dual degrees application 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 contains the following:

1. Request to complete the dual degrees
2. Rationale for requesting the dual degrees option, documenting:
 - a. Career plans
 - b. How the two degrees will help attain career goals
 - c. Planned area of research
 - d. 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. 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.

E. The designated committee reviews all relevant materials at the next scheduled meeting and notifies the student, advisor, Office of Student Affairs and the other doctoral committee of the decision to recommend admission to the Graduate College to the dual degrees option.

Following approval, the student will:

1. 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.
2. Schedule a meeting with the new advisory committee to revise the current Plan of Study to incorporate the added doctoral coursework.

⁶ 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.

Appendix C: 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:
 1. Requested option
 2. Rationale for changing options:
 - a) What they plan to do after obtaining their doctoral degree
 - b) Anticipated area of research or practice inquiry
 - c) Question to be answered by research or practice inquiry
- 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.

The PhD committee will review the request at their next scheduled meeting and notify the student and advisor of their decision. The student should then notify the Office of Student Affairs 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.

Appendix D: Steps to the Dissertation

Overview

After advancement to candidacy, PhD students have several steps to completing the dissertation and successfully graduating from the CON. These steps are:

- Dissertation Proposal
- Completion of research & written project
- Final Oral Defense
- Submission of Dissertation to the Graduate College

Dissertation Proposal

The PhD Dissertation Proposal consists of a draft 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.

Following approval of the dissertation proposal, student progress will be monitored by their dissertation chair and annually by the PhD Committee. If the PhD Committee, in consultation with the dissertation chair, determines that satisfactory progress has not been made, the student may be dismissed from the program.

Completion of Written Dissertation

After major committee members approve the written dissertation proposal, the student must process the proposed study through the Human Subjects Committee, before beginning data collection. The student must be registered for NURS 920 units during this process. If the student's Dissertation Chair is available, the student may continue coursework during the summer term.

Final Oral Defense

Each student is required to present the Dissertation in an open forum upon completion. The Final Oral Defense consists of a presentation of the project, questions and a closed session for the student and committee. The student's presentation and questions will be open to the public. The closed session follows the presentation, and allows the committee to discuss the project with the student, and to identify and required revisions prior to submission.

Scheduling the Final Oral Defense

Once the committee feels the student is ready to present the dissertation, the student should coordinate a time and date for the presentation. It is the student's responsibility to contact OSA via their Graduate Student Services Coordinator to reserve a room and the necessary technology for the event. Students are encouraged to reserve room space within the first four weeks of the semester to ensure availability. If a student delays the final defense, reservations can be cancelled. The student must complete the "Announcement of Final Oral Examination" form at least 10 business days prior to the scheduled defense.

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, 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 Final Oral Exam 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 dissertation chairperson needs to approve the dissertation following revisions)
- Pass with major dissertation revisions (the entire committee needs to approve the dissertation following revisions)
- Fail

Submission of the Dissertation to the Graduate College

Students should check the [Graduate College's deadlines](#) to ensure timely submission of the Dissertation for graduation. The Dissertation should be submitted after all revisions are completed. Directions are available both at the Graduate College, and from OSA.

Helpful Tips:

- The student should use the Publication Manual of the American Psychological Association (6th ed.) as a format guide in writing the practice inquiry. Other sources include the University of Arizona's Manual for Electronic Submission of Thesis and Dissertations.
- The student must be registered for at least one unit (NURS 920) during semester in which the examination is held.
- All students have revisions to make after the final defense. Students should allow a few weeks between defense and submission to make the appropriate edits.

College of Nursing Submission Requirements

All graduate students completing their degree requirements must satisfy the following College of Nursing requirements for their Dissertation:

1. Students will submit a copy of the final, revised dissertation for review of formatting compliance with Graduate College / College of Nursing guidelines.
2. You must verify that you have made the required arrangements regarding Human Subjects. All signed consent documents must be submitted to the Office of Nursing Research (Dr. Alice Pasvogel) for storage. For projects with human subjects approval, submit the appropriate paperwork to conclude your project. If your project did not have human subjects approval, contact Dr. Pasvogel (pasvogel@nursing.arizona.edu, 626-6656) with the following information: the title of the project, the nature of the project (literature review, developed educational material, etc.) and how it was determined that IRB approval was not needed. Dr. Pasvogel will notify Student Affairs once you have satisfied IRB requirements.
3. Students must submit an electronic copy of the final, revised dissertation to the College of Nursing. The dissertation must be submitted as a single Portable Document Format (.pdf) file.
4. Students must complete the online 'Thesis and Dissertation Agreement' on the CON website at: <http://www.nursing.arizona.edu/scripts/ThesisLibraryAll.asp?qttype=DocTitle>. (Select "Submit My Document" and sign in using the CON username and password.) This online form **must be** filled out and students must either grant or deny permission for the dissertation to be included in the digital repository of the library.
5. Students must submit the final, revised dissertation to the Graduate College by **the posted dates on the Graduate College website** at: <http://grad.arizona.edu/current-students/deadlines>). The dissertation must be submitted as a Portable Document Format (.pdf) through the *UMI ETD Administrator* at: <http://www.etdadmin.com/cgi-bin/school?siteId=63>. Students who miss the submission deadline will be both unable to participate in graduation ceremonies and will not be awarded a diploma until the next graduation cycle.

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