

University of Louisville
School of Nursing

**DOCTOR OF PHILOSOPHY IN
NURSING**

**STUDENT
HANDBOOK**

FALL 2011-SUMMER 2012

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Dear Student:

This handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you need to know in order to be a successful student.

This publication is intended to be a supplement to the University of Louisville Graduate Catalog. There may be policy or curriculum changes in the Handbook that differ from those in the Catalog. In these cases, the Handbook supersedes information contained in the Catalog. Additional University student policies can be found in the University of Louisville Student Handbook, the University of Louisville Schedule of Courses, and the University of Louisville web site: <http://www.louisville.edu>.

It is the student's responsibility to read the Catalog, student handbooks, and official notices; to be informed about grades, credits, and requirements; and to abide by the regulations of the University and the SON.

I hope this Handbook will be helpful to you. If you have any suggestions on ways it can be improved it, please let me know.

The faculty and staff are here to provide assistance to all nursing students. We look forward to getting to know you and wish you success in your nursing program.

Best wishes for a very successful academic year!

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Section I: Information for All Nursing Students

School of Nursing Philosophy, Vision, and Mission

Philosophy

The faculties of the School of Nursing, in accordance with the mission statement of the University of Louisville, prepare individuals for professional nursing at the generalist and advanced practice levels; and for the generation of nursing science and knowledge. The faculty contributes to the nursing profession and to meeting the health needs of the metropolitan community and the Commonwealth of Kentucky through teaching, research, and service.

The faculty holds the following beliefs about environment, health, person, nursing, teaching-learning and nursing education.

Environment is both internal and external to the individual, family, group, aggregate, or community. The environment is composed of varied elements (e.g., physical, economic, political, cultural, social and technological) and is integral to each individual's quality of life. Society, as a component of the environment, is a diverse social system composed of individuals, families, aggregates, groups, and communities. The purposes of a society are to enculturate, to educate, to promote optimal development, and to protect its members. Members of society influence, and are influenced by, the society in which they live. A democratic society values an environment in which human rights, diverse beliefs, and goals are respected. The rapidly changing and increasingly complex nature of a global society influences all aspects of the environment.

Health is a dynamic state that is influenced by biological, spiritual, psychological, cultural, economic and sociological factors. It is defined by each individual, family, group, aggregate or community and therefore must be viewed from an environmental perspective. Optimal health is the achievement of maximum health potential from the perspective of those being served.

Person is a holistic being, possessing intrinsic worth and dignity with interrelated, inseparable biopsychosocial and spiritual dimensions, the whole being more than the sum of the parts. The person is in constant, mutual interaction with the environment, affecting the environment and being affected by it. Individuals are always in transition and are free agents whose behaviors reflect self-chosen values and ethical decisions. Individuals have the right to make free choices and are responsible for these choices.

Nursing as a professional discipline is both an art and a science. The art of nursing emanates from the commitment to utilize nursing expertise to provide empathy, comfort, support and advocacy for those with health concerns. Health is the focus of nursing. The science of nursing is composed of a growing body of theoretical and empirical knowledge. Nursing science, behavioral and natural sciences, the humanities, and the arts provide foundations for critical thinking and actions in professional nursing. Nursing practice directs health promotion, maintenance, restoration, and palliative care. Nursing is enacted through use of communication, assessment, nursing interventions, evaluation, professional behavior, and system management. The practice of nursing is a collaborative process involving nurses, clients, and other members of the health care team.

The teaching-learning process is a collaborative relationship between the teacher and the student with active participation in mutual learning. This process includes the acquisition of knowledge and the sharing of experiences, values, beliefs, and perceptions resulting in the development of personal and professional competency, and accountability. The teaching-learning process contributes to the professional socialization of baccalaureate, master and doctoral level nurses resulting in development of norms, values, knowledge, skills, and behaviors shared by members of the discipline.

Nursing education is based on nursing science, behavioral and natural sciences, the humanities, and the arts. The goal is to produce knowledgeable, competent professional nurses who promote the optimal health of individuals, families, groups, aggregates and communities. Students contribute to the development of nursing science. They are self-directed, life-long learners who influence and collaborate in the development of policy and who collaborate with others to promote health and the health care agenda. Graduates are encouraged to view nursing education as the basis for a lifetime commitment to nursing that requires ongoing study, continuing education and professional development.

Baccalaureate education in nursing prepares generalists to function in a variety of settings, assisting individuals, families, groups, aggregates and communities to attain, retain, and/or regain optimal health throughout their lifespan. Baccalaureate graduates use critical thinking to act autonomously and collaboratively with clients and other health team members to promote optimal health. They are educated to use knowledge, theory, and research findings synthesized from nursing science, behavioral and natural sciences, the humanities, knowledge, and the arts to implement the role of the professional nurse. Inherent in the professional role is acceptance of legal and ethical responsibility and accountability for nursing judgments and actions. Baccalaureate nursing education provides a foundation for graduate education in nursing.

Graduate education in nursing has an outcome of master-, post-master-, and doctoral-prepared nurses, all of whom make distinct contributions to nursing. Graduate education resulting in a Master of Science in Nursing (MSN) degree is built on the knowledge and competencies acquired in baccalaureate education in nursing and previous nursing experiences. The goal of the graduate program is to prepare professional nurses for advanced nursing roles. Advanced education in nursing science, in behavioral and natural

sciences, in ethics and in research are integral to educational development. MSN graduate education provides the knowledge base necessary to engage in advanced clinical practice, critical analysis of research findings to support evidence-based practice toward improving nursing care, and provide a foundation for doctoral education in nursing. Graduate education resulting in a Doctor of Philosophy (PhD) in nursing prepares nurse scientists to: a) generate knowledge, test interventions and evaluate outcomes to reduce risks of illness/disability and promote quality of life, b) collaborate with other disciplines to improve the delivery of health care, c) assume research, leadership, executive, public policy and/or teaching roles, and d) affect health policy through the application of scientific knowledge. The doctoral degree is the terminal degree in nursing.

Revised and Adopted in Faculty Organization Meeting: August 1997

Revised and Adopted in Faculty Organization Meeting: September 22, 2000

Revised and Adopted in Faculty Organization Meeting: May 26, 2006

Revised and Adopted in Faculty Organization Meeting: September 12, 2008

Vision Statement

The University of Louisville School of Nursing affirms and builds upon our strengths and accomplishments as we move forward to meet the challenges of excellence. We will be recognized as a nursing program of national stature for the integration of teaching, research, practice and service. Our purpose is to enrich lives through the improvement of health care. We will be guided by the mission of our metropolitan university in serving the diverse needs of students, clients, and community.

Mission Statement

The University of Louisville School of Nursing is an essential partner of a research intensive academic health science center in a nationally recognized University serving a metropolitan community.

The School of Nursing is a community in which faculty, staff and students collaborate to promote excellence in the profession of nursing. This is accomplished through research and scholarship that inform undergraduate and graduate education, support evidence-based practice and foster advances in nursing science.

Students are prepared to demonstrate excellence in nursing science, practice and leadership in a variety of settings for the benefit of clients across the lifespan and to meet the evolving health care needs of society.

As a citizen of the larger community, the emphasis of the School of Nursing is to address the complex health needs of diverse and dynamic populations through nursing education, research, scholarship and service.

Important Academic Web Pages

- School of Nursing: <http://www.louisville.edu/nursing>

- U of L Student Handbook: <http://louisville.edu/dos/policies-and-procedures/student-handbook-table-of-contents.html>
- U of L Graduate Catalog: <http://louisville.edu/graduatecatalog>

Communication

Communication with Faculty/Staff

E-Mail

The most efficient method of communication with all faculty and staff is to use e-mail. All faculty and staff have e-mail accounts; e-mail addresses are available using the CardMail address book. All students are expected to regularly check their CardMail account since this is the primary method of communication

Telephone Messages

All full time faculty and staff have voicemail. If you need to communicate a voice message, please use voicemail. You may leave a message for faculty or staff with the SON receptionist if there is an urgent need at 502-852-5825 or 502-852-3848.

Faculty Mailboxes

Students are not allowed to place assignments or any other information directly in faculty or staff mailboxes. All documents and/or assignments (late or otherwise) should be placed in the large brown mailbox located just outside the SON reception area on the 3rd floor of K-Wing. In the rare case that an assignment will not fit in the brown mailbox, it can be left with the receptionist. The brown mailbox is emptied twice a day (9:30 a.m. and 3:00 p.m.).

E-mail Communication with Students

All students are required to have and use their student e-mail accounts for all e-mail communication. Faculty will only respond to University e-mail accounts.

***Note:** You will be unable to send or receive emails if your mailbox storage size exceeds its limits.*

Student Blackboard Academic Suite™ Guide

Blackboard Academic Suite™ is the Web technology that will be used as the primary source for communicating information to all undergraduate and graduate students in the SON. Guidelines for using Blackboard are as follows:

I. General Information

Blackboard Academic Suite™ is a software platform used for course management, including Web-based integration. All undergraduate and graduate nursing students will be entered in Blackboard Academic Suite™ by their program code, which will be used to communicate announcements to all students in that particular program. Organizations you will see on your Blackboard Academic Suite™ home page include the specific organizations for which you are a member:

- BSN Upper Division - all upper division nursing students;
- MSN Students- all Master's level graduate nursing students;
- PhD Students - all doctoral level graduate nursing students;
- All Nursing Students - all undergraduate and graduate nursing students;
- BSN Lower Division – all lower division nursing students.

Throughout the semester, students will receive information by announcements posted on their Blackboard Academic Suite™ home page and e-mails sent to their University account. It is critical that students develop a routine for regularly checking both their Blackboard Academic Suite™ home page and university e-mails for important information from the SON.

If you have difficulty with Blackboard Academic Suite™ login, contact the Helpdesk by phone at 852-7997 or by email at helpdesk@louisville.edu. For a student training manual and to view a list of Frequently Asked Questions about Blackboard, visit:

<http://delphi.louisville.edu/help/student>.

II. Blackboard Login

1. Go to the web page: <http://blackboard.louisville.edu/>
2. Enter your User ID and Password for GroupWise then select the “Login” button or hit “Enter” on the keyboard. If you do not know/remember your ID and password you must go to an IT Computing Center with a picture ID to get a new password.

III. Navigation

1. On the right hand side of the home page under “My Courses” is a listing of all courses in which you are enrolled.
2. Click on the specific course that you want to perform an action e.g., check grades, send an e-mail, or retrieve a course document.
3. In the center of the home page under “organizations” are your nursing specific organizations.

Mail Folders/Bulletin Boards

Mailboxes/ Bulletin Boards

Mailboxes for doctoral students are located inside the doctoral student lounge on the 4th floor, room 4042. General correspondence, messages and other pertinent information are placed in the student mailboxes. Students should check their mailboxes on a regular basis.

The Office of Student Services bulletin board on the 2nd and 3rd floor has scholarship information, registration deadlines, counseling and student health information, information regarding changes in classes, and other important announcements.

Emergency Telephone Messages

There is no paging system available on the Health Sciences Center campus. In an emergency situation the receptionist will make every effort to contact the student in class. However, since nursing students often engage in learning experiences away from campus, it is wise to give a copy of your schedule to your family, child's school or day care, employer, etc. so they will know how to reach you should an emergency situation arise. If you are expecting an important phone call, please leave word with the receptionist where you may be reached.

Student Organizations and Leadership Opportunities

The SON encourages students to become active in student organizations. Many employers inquire about leadership roles and student involvement when considering applicants for employment. Additionally, several of the honors and awards presented at graduation are based on student involvement and service to the School, the University, and/or the nursing profession. Being active provides the opportunity to share ideas and opinions on important issues and helps develop valuable leadership qualities that are beneficial both personally and professionally.

Graduate Student Organization

The Association of Graduate Nursing Students

Graduate Academic Affairs Committee

The Graduate Academic Affairs Committee annually seeks representation from students enrolled in the doctoral program to serve in an advisory role. If you are interested, please contact the Director of the PhD program.

Emergency Alert System

The University has developed a system to notify faculty, staff, and students of emergency situations. For more information including how to receive text messages, please visit <http://louisville.edu/alerts/>.

General Information

Delayed Class Schedule for Bad Weather

The SON follows University guidelines. The provost is the only person in charge of class cancellation. When weather conditions are bad, and uncertainty exists (if class and/or clinical will be held) **do not phone** the School of Nursing. Official announcements will be on the main U of L web site at www.louisville.edu, through the University Information Center at 852-5555, on radio station WHAS-840 AM, and the four network television affiliates (WHAS-TV, WAVE-TV, WLKY-TV, and WDRB-TV). If the University cancels classes, no class or clinical are held. Classes on a delayed schedule for bad weather, classes typically will begin at 10:00 am. If you have a class that begins before 10:00 am and runs until after 10:00 am, it is expected that you come to class at 10:00 am. If the University is on a delayed schedule on the day a clinical session is scheduled, you must communicate with your clinical instructor related to attendance at clinical.

Student Lockers

Lockers are available for students. If you are interested, please see the School of Nursing receptionist in room 3019 of the K building.

Course Syllabi

Course syllabi for nursing classes are available via Blackboard Academic Suite™. Course syllabi are posted in the “Course Documents” section of the specific nursing course, generally 2 weeks prior to the beginning of class. Syllabi for doctoral students may be posted earlier due to the volume of reading required. Students are required to obtain course syllabi prior to the beginning of the semester in order to complete assignments and/or readings for the first class of each course. You must be registered for the specific nursing course in order for it to be listed on your Blackboard Academic Suite™ home page, which then allows you access to the course syllabus.

Course syllabi can be accessed at home or at work if you have a personal computer and internet access available to you. Easy access or ownership of a personal computer is highly recommended. Consult the University website <http://www.louisville.edu> for information on obtaining a university remote account.

Students are strongly encouraged to retain their syllabi after completion of each course as they may be needed in the future for course transfer purposes or for application for further graduate work.

Parking and Security

Security is an important issue and should be taken seriously. Public Safety officers patrol the HSC campus and are available to assist students with stalled cars, keys locked in cars, and emergency situations. An escort service is available at any time for students walking to parking lots. Please take advantage of this service, especially after hours. To request this service call 852-6111. The Department of Public Safety (DPS) is located on the first level

of the Abell Building, next to the SON. To report suspicious activity or request assistance, the number to call is also 852-6111.

Secure Access to Buildings: For the safety of students, faculty and staff, a security system has been installed in the K- Building. A keypad is located on a post near the entrance to the building. The four digit code is changed periodically by the Department of Public Safety and is announced to students in class. The building access code or your Cardinal Card will be required to enter K-Building, HSC Instructional Building, and Kornhauser Library. The Chestnut St. Fitness Center requires your Cardinal Card be scanned for entry at all times.

Parking Permits and maps of student lots can be obtained in the parking office located in the Chestnut Street parking garage. The hours of operation are 8:00 a.m. - 1:00 p.m. and 2:00 p.m. – 4:00 p.m. Monday through Friday. The phone number is 852-5112 if you have any parking questions. Students must have a valid ID to purchase permits.

University Parking provides a shuttle service to the HSC community from the parking lots to the campus Monday-Friday from 6:00am until 10:00pm. No service will be provided on the weekends or on University recognized holidays. To see a map of the routes and more information, go to the website at <http://louisville.edu/parking/shuttle>. Shuttles are available from Belknap to HSC. See parking website for details.

Kornhauser Library

The Kornhauser Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Hours of operation and additional information on the Kornhauser library can be found at <http://louisville.edu/library/kornhauser/>

HSC Bookstore

The Health Sciences Center Bookstore, operated by Barnes & Noble, carries textbooks and supplies for courses taught on the HSC campus. It is located on the Floyd Street side of K Building. Textbooks, lab coats, pens, binders and other supplies are also available for purchase, as well as novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy, etc. Hours of operation are:

9am-5pm	Monday-Friday
11am-2pm	Saturday

Gray's College Bookstore, located at 6565 Second Street off Broadway, also carries textbooks and supplies.

Postal Services

A postal office is located on the ground level of the HSC Library & Commons Bldg.
Hours of operation

Monday – Friday: 9:00 a.m. – 11:00 a.m. and 12 Noon – 3 p.m.
Phone number: 852-5339.

Photocopying

Personal copy requests may **NOT** be requested of the SON receptionist or the Office of Student Services staff. Copy machines are available in the Kornhauser Library.

School of Nursing Resources

Office of Student Services

The Office of Student Services (OSS) is available to assist students in planning their academic program and to provide students with information regarding policies, procedures, and general information.

The office is located in Rooms 3023-3066 in the K-Building. Office hours are 8:30 am to 5:00 pm Monday through Friday. The phone number is (502) 852-1196.

Staff:

Trish Hart, MA, Director of Student Services	Room 3060
Becky Bailey, BA, Academic Counselor, Sr.	Room 3063
Megan Larkin, MEd, Academic Counselor, Sr.	Room 3064
Natalie Davis, Med., Academic Counselor. Sr.	Room 3061
Patricia Moon, BA, Program Assistant, Sr.	Room 3025

It is the student's responsibility to be knowledgeable of the policies and procedures, and to take the initiative in seeking help and advice. Students are encouraged to make an appointment with a member of the OSS staff whenever they have a question, a problem, or they do not know where to go for assistance. In addition, SON faculty members are available to counsel students on professional nursing concerns.

Name/Address Changes

Name and address changes are made through the REGISTRAR'S OFFICE so they are corrected in the PeopleSoft system that is the official source of name and address information for all correspondence between the SON and students. To change your name, you must take your new Social Security Card that verifies your new name to the Registrar's office in the Houchens Building on the Belknap Campus and complete required forms requesting the official change. To change your address and/or phone number use the following procedure:

Log in to ULink using your UserID and password at <http://ulink.louisville.edu> then click on the 'STUDENT' tab at the top of the page; scroll down to 'Personal Info' in the center column and click on 'Home and Mailing Addresses' or 'Phone Numbers' to update personal information.

Cardinal Card

The Cardinal Card serves as your student identification card. It can also serve as your building access card, library card, meal plan card and ATM card (if banking with US Bank). Money can be stored in two different places on the card: in a Chartwells Food Service meal plan account or Cardinal Cash purse. Meal plans can be opened in the Campus Card Office or online. You can store up to \$500 in your Cardinal Cash purse. Cardinal Cash can be used to make purchases at select vending machines, dorm laundry, printers and copiers, Copy IT Centers, University Bookstores, Food Service Locations, and at the Art and Music schools. The Cardinal Cash purse is an online secure account. Please notify the Cardinal Card Office if your card is lost or stolen. For more specific information on the Cardinal Card use, visit the website at: <http://louisville.edu/campuscard/students>

How to get a Cardinal Card: Students who attend Orientation Day will have the opportunity to get a card made at the Abell Building that day. On other days, cards are made in the Campus Card main office in the lower level of the Houchens Building in Room 08K (Belknap Campus) or at the satellite office in the Abell Building, First Floor Security Station (HSC campus) on Tuesdays. Please visit the Cardinal Card website at <http://www.louisville.edu/campuscard/> for office hours and to print out an agreement form.

What to bring with you when getting a new card:

- Student ID or Employee ID
- Photo ID
- Completed Cardinal Card agreement with signature

Learning Resource Center (LRC)

The Learning Resources Center (LRC) is located in Rooms 3003, 3009 and 3010 of the K Building. These rooms are available for nursing students to learn and practice skills and participate in simulation experiences. The skills/simulation labs are available for course work and by appointment for remediation or practice.

The Coordinator of Educational Simulation & LRC is Heather Owens, MSN, RN. Her phone number is 852-0830.

Hazardous Waste Disposal

Procedures for correct disposal of mercury spills, disposal of sharps, IV bags, tubing, exam gloves and glass are located in the Learning Resource Center Skills Lab.

Financial Aid

University of Louisville financial aid information can be obtained at <http://www.louisville.edu/student/services/fin-aid/>. All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Office of Financial Aid (502-852-5511) or at www.fafsa.ed.gov.

Often financial assistance programs for nursing students require that a FAFSA be completed prior to application. You can obtain a Guide to Financial Assistance for Nursing Students from the OSS, an unofficial but useful summary of potential financial assistance opportunities.

The Office of Student Services maintains scholarship information available from various organizations/agencies. This information is located in the Information Resources Center outside the reception area on 3rd floor of the K-Building. Consult the University of Louisville Undergraduate and Graduate catalogs for other scholarship information.

The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks. Applications are available in the Office of Student Services.

Wireless Access

Students may bring and use their own laptops in the School of Nursing and take advantage of wireless access. Faculty, staff and students can set up secure wireless access using the built-in features of the Windows and Mac operating systems (also known as PEAP). Configuration instructions are available for Windows XP-SP2, Windows Vista, and Mac OS Leopard. Additional configurations will be available in the future for other systems such as handheld devices. Follow the link below to download configuration instructions for your operating system. Note: The "quick install" instructions do not include screen shots.
<http://louisville.edu/it/services/network/wireless/help.html>

If you experience any problems or have questions regarding this, please contact the IT Help Desk at 852-7997. This is a 24 hour service. Students must contact the Help Desk by phone before going to an IT Computing Center for help. When using the University's wireless network the University's policies in regards to electronic communication are in effect. See IT Policies and Guidelines at <http://www.louisville.edu/it/ITpolicies.html>

Software

The university's IT Store can be accessed at: <http://louisville.edu/it/services/software>. Within the IT Store you will find a variety of software products, computer accessories and more. The IT Store offers faculty, staff and students a suite of regularly priced, discounted and free products.

Research Requirements

Each student must comply with the current student health policy of the Health Sciences Center. All costs associated with compliance are the responsibility of the student. Because of contractual agreements with agencies and the changing needs of society, this policy is updated periodically. The current health policies are listed below. It is the responsibility of the student to maintain his/her health in order to insure safety for other students and clients. If faculty or

the agency deems that any student creates a health risk, the student may be removed from the clinical site and/or the program.

Individual health care facilities, used as clinical and research sites by the SON, may have additional requirements. In this event, the student is required to comply with any additional requirements of that facility.

Note: Health policies are constantly under review by faculty based on CDC changing requirements and community expectations. Students will be notified of any policy changes, and compliance will be required.

Guidelines for Clinical Compliance:

1. All new students will receive a digital version of the Clinical Health Requirements packet at Orientation. Health and clinical requirements will be explained in detail during Orientation.
2. Student must turn in all requirements prior to enrolling in any research methods course at the doctoral level. (Discussed in the next section Descriptions of Clinical Requirements and summarized in Table A).
3. If applicable, submit an online Health Insurance Waiver form. (See Health Insurance section of this Handbook).
4. List of students not meeting requirements will be sent to Instructors to assure compliance.
5. Noncompliance with any health or clinical requirement may preclude the student from participating in courses/research and/or be grounds for dismissal.
6. The student is responsible for submitting updates of health or clinical requirements to Campus Health Services (CHS) and Office of Student Services (OSS) respectively throughout the semester. For updates that need to be submitted to OSS, students should place a copy in the brown mailbox on the 3rd floor lobby of the School of Nursing.

Note: Continuing a clinical/research experience while being out of compliance with any health/clinical requirement will be subject to dismissal from the program.

Descriptions of Clinical/Research Requirements

When you submit a copy of any required document, make sure you keep a copy for your records.

Required Immunizations

All immunization records are submitted to the Campus Health Services office.

If for any reason you are unable to undergo the required testing and/or subsequent immunizations, documentation from your health care provider is required.

Students who are pregnant or suspect pregnancy must check with their health care provider prior to receiving immunizations.

The term documentation means a statement from your health care provider, on letterhead, indicating the name of the agency or provider. The date and signature must also be included. Students enrolled in any clinical course will be expected to meet these requirements. Also, students enrolling in nursing electives, special topics, or independent study courses that have a clinical component will be required to meet these health requirements.

All questions about immunizations are directed to Student Health Service at 852-6446.

- Tetanus-Diphtheria
1 dose of Td within the past 10 years
- Varicella (Chicken Pox)
Serological proof of immunity, or 2 adult doses of vaccine followed by serological titer. Varicella (chickenpox) is highly contagious. The same virus that causes chickenpox is also transmitted from individuals with herpes zoster virus infection (shingles). This virus is called varicella-zoster virus (VZV). The incubation period is 10 to 21 days from exposure. The period of communicability extends from 1-2 days before the onset of rash through the first 5-6 days after rash onset. This time frame could seriously compromise a student's ability to complete the clinical requirement of a course due to restriction from the clinical area

Chickenpox during pregnancy is associated with maternal illness, preterm labor, transplacental viral transmission, and birth defects.

- Hepatitis B
 1. Three doses of vaccine followed by a titer 4-8 weeks following third dose – quantitative (titer number) not qualitative (immune)
 2. Serological proof of immunity.
 3. Documentation of chronic active Hepatitis.

Note: Minimum of 1st dose required prior to beginning the first clinical course. Student is responsible for completing the entire series, including titer within the first semester.

- Tuberculosis Skin Test
 1. Negative TB skin test (reported in millimeters) within 12 months
 2. If greater than 12 months, (2) negative TB skin test (reported in millimeters) at least 2 weeks apart but not more than 12 months
 3. TB skin test (reported in millimeters) at least 2 weeks apart but not more than 12 months apart if history of BCG (Tuberculosis immunization)

4. If history of (+) PPD or active tuberculosis, please provide documentation of treatment, if any and latest CXR report.

Note: BCG recipients are still required to obtain PPD testing as recommended by the Centers for Disease Control (CDC).

Measles, Mumps, Rubella: for those born after 1957 2 doses of vaccine given at least 30 days apart or serological proof of immunity.

Recommended Immunizations

The following immunizations are recommended, but may not be required for all agencies:

- Influenza: Annual vaccine usually available in mid-October (optional, but highly recommended)
- Hepatitis A: a primary dose is followed by a booster 6 to 12 months after the initial dose.

A copy of each of the following documents should be directly submitted to Office of Student Services at the SON. Please place a copy of each document in the brown mailbox on the 3rd floor lobby of the SON prior to the beginning of the regular semester start date. DO NOT MAIL COPIES OF ANY DOCUMENT.

CPR Certification:

CPR for the Health Professional is required. The following two courses meet the SON requirement:

- Red Cross: CPR/AED for the Professional Rescuer
- American Heart Association: BLS for Healthcare Providers
- *Requirement is fulfilled by submitting a copy of your card.

U of L HIPAA Training

All students must complete the University of Louisville's HIPAA Privacy Fundamentals and the HIPAA Security Fundamentals training courses.

To complete the courses:

- Go to <http://blackboard.louisville.edu/>
- Log in using your university/GroupWise ID and password.
- You will find the courses in a box labeled "My Organizations." The HIPAA training is located in two organizations. Within the Privacy Training organization, you will see a course named PRIVACY – HIPAA Basic Privacy Awareness. Within the Information Security organization, you will see a course named HIPAA Security Fundamentals. Both courses must be completed in order to be compliant for clinical work.
- The courses each have four lessons and tests. You must receive an 80% or better on all eight tests in order to receive credit for both courses.

- If you will be involved in human subject research, there is one additional course you must take. Please contact the Privacy Office at the address below to get enrolled in this course.
- Upon completing the required reading material and corresponding tests, you can view your completion status by clicking on the “Organization Tools” link in the box on the left side of the screen. Within the “Organization Tools” you can click on “My Grades” in the main part of the screen. This will bring up the tests within the organization and your grade. You can print this out for your records.

If You Have Trouble

If you do not see the courses in Blackboard (or have other difficulties), you probably have not yet been enrolled. Contact one of the offices below:

Privacy Office: 852-3803; privacy@louisville.edu

Information Security Office: 852-4363; isopol@louisville.edu

Health Insurance

All students must have health insurance and are responsible for submitting proof of health insurance. Every HSC student will be assessed the comprehensive plan of the University sponsored health insurance. Students who already have health insurance that includes hospitalization coverage can waive the fee by completing the Insurance Waiver form.

Detailed Online Student Health Insurance Waiver Process & Deadlines to Waive:

1. Go to <https://www.academichealthplans.com/louisville>
2. Click on appropriate academic year
3. Click online waiver under Enrollment heading
4. Enter information for Personal Health Insurance Submission. You will need your insurance policy information.
5. Submit waiver
6. Print copy of email confirmation for your files.

If you have questions or need assistance please contact Linda Westenhofer, Student Insurance Advocate. (852-6519 or lawest02@gwise.louisville.edu)

- Submit Insurance Waiver forms each July or early August. This helps to assure that you are not assessed the automatic health insurance fee.
- Students admitted for spring term will submit online waiver in December and then again in July or August for the next full academic year.

Bloodborne Pathogen Compliance

It is required annually by the University for anyone who will be working with patients either in the hospital or community setting to take a training course in Bloodborne Pathogen Compliance. The course is offered online by the University, takes approximately

25 minutes to complete and provides a certificate of completion that must be in your file in the Office of Student Services.

Instructions for online training follows:

1. Go to U of L Homepage, search EHS training
2. Click on EHS training- U of L
3. Under "online training courses" click on bloodborne Pathogen (or click directly onto the link). <http://hpassist.louisville.edu/Ehstrn/ehstrainwebisapi.dll/EXEC>
4. Type in first and last name and hits submit button
5. Complete necessary fields with inclusion of employee or student Id number; under research/supervisor, click "other"
6. Review modules
7. Takes quiz
8. Print and email confirmation after quiz completion and

Table A: Summary of Clinical Requirements by Nursing Program

Requirements and deadlines for submission are listed below by nursing program

	New upper division	Continuing upper division	Master's	PhD
Immunizations & TB Records Deliver to Campus Health Services	Required for all nursing programs			
Submit documentation of immunizations to CHS to allow a minimum of two weeks before deadline.				
	New upper division	Continuing upper division	Master's	PhD
Deadlines Submit all items listed below to the SON brown mailbox	Deadlines are provided at orientation	All requirements must be current and documentation must be provided to either CHS or OSS as specified.	Deadlines provided at SON orientation for new master's students. For continuing master's students, all requirements must be current and documentation must be provided to either CHS or OSS as specified	For new doctoral students, the deadline is the end of the first semester. For continuing doctoral students, all requirements must be current and documentation must be provided to either CHS or OSS as specified.
RN license	Required for RN-BSN students	Required for RN-BSN students	Required	Required
CPR	Required for all nursing programs			
Liability Insurance	Not required for PhD Students.			
Health Insurance Waiver	Complete if you do not want the automatic coverage Submitted on line			

HIPAA training Submitted on line	Required HIPAA training must be renewed every three years		
Human Subjects			Required if in research that involves human subjects
Ethics Training	Required of all employees on the HSC (i.e. students paid as research and teaching assistants)		
Blood Borne Pathogen Exposure	Required of all students and faculty		

Health Services Fee

Every HSC student will be assessed the \$52.50 Health Services Fee each semester.

Service provided under the \$52.50 fee:

1. All pathogen exposure (TB and needle stick) to include outside labs, x-ray, and medications
2. All visits to the Student Health Services (Belknap and HSC)*
3. Mental Health Services*

**Medications, lab, or x-ray costs that might be associated with these visits are not covered by the \$52.50 fee.*

Background Check

Due to Kentucky Legislature House Bill 136, hospitals and clinical sites across the commonwealth are now requiring that we conduct background checks on all students. This background check is part of the application process to the SON. The School of Nursing also requires this of faculty.

As of August 2007 the SON requires all students to have a background check through certifiedbackground.com which will be at the federal level. You will deal directly with the company to have this check performed. Instructions for accessing the CertifiedBackground.com system are available through the Office of Student Services. The results will then be sent to the SON to keep on file as required by our affiliation agreements with the hospitals and community agencies. The cost you will submit directly to the company and is approximately \$40.00. If you have questions about the background check, please contact Trish Hart, Director of Student affairs at 852-8298.

Information for Students with Criminal Convictions in School of Nursing

It is critical to note that all nursing students are required to have background checks. As a result, the Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please read carefully these guidelines at the URL below and speak with Dean Marcia Hern at 852-8300 should you have any questions:

http://www.kbn.ky.gov/license/exam/students_convictions.htm

Removal from Clinical/Research Settings

A student who is unsafe in a clinical or research setting is subject to academic action, including dismissal from the program.

Students are responsible for being aware of all academic policies and achievement guidelines as printed in the current University of Louisville Undergraduate or Graduate Catalog

Policies and Procedures

No Smoking

The Health Sciences Center campus has been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site or anywhere on the grounds of the Health Science Center campus.

University of Louisville Code of Student Conduct

Students are required to abide by the University's Code of Conduct as indicated in the University of Louisville current Undergraduate and Graduate Catalog. Students can read the policy at: <http://louisville.edu/graduatecatalog/code-of-student-conduct>

Disability Statement

Students with disabilities, who are requesting modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the course coordinator as early as possible to identify and plan specific accommodations. If determined necessary, students will be directed to the Disability Resource Center. Any identified modification(s) deemed necessary must be documented in writing by the Disability Resource Center and provided to the SON. The Disability Resource Center must re-evaluate and provide documentation each semester. Undergraduate students should also refer to the "Technical Standards for Performance in the Professional Nursing Educational Programs" are in the Undergraduate Catalog.

Work-Restricted Religious Holidays Policy

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course.

Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term. Deans and department chairs must investigate

and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines.

Note: A calendar of typical work-restricted holidays is available at <http://www.louisville.edu/calendars/> This list is not exhaustive. Information about specific holidays is also available by phone from the University Multicultural Center at 852-8867.

Academic Dishonesty Policy

The term “academic dishonesty” means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities).

After identifying suspected academic dishonesty occurring in any academic program at the University Of Louisville School Of Nursing, the following steps will be taken:

1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.
2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Program Director or his/her designee, if possible, within five working days of completion of investigation of the academic dishonesty. The faculty member’s letter shall include (1) a detailed description of the academic dishonesty; (2) copies of supportive material; and (3) a recommendation commensurate with the seriousness and circumstances of the academic dishonesty.
3. The appropriate Program Director or his/her designee will schedule a meeting with the involved parties prior to making a decision.
4. The appropriate Program Director or his/her designee will respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.
5. The appropriate Program Director or his/her designee will send a letter to the student(s) regarding the outcomes of the investigation and/or consequences, if possible, within five working days of notifying the faculty member of his/her written recommendation. Copies of this letter will be sent to the student’s Office of Student

Services advisor and the Dean of the School of Nursing. The letter to the student(s) shall include a copy of this procedure.

6. All records and documents obtained, prepared or related to the investigation and disposition of a charge of academic dishonesty will be maintained in the student's Office of Student Services file.

Impaired Student Policy

The University of Louisville SON, in compliance with federal law, University of Louisville policy, and professional responsibilities, support a drug free environment for its students. The purpose of the SON is to provide quality education and quality client care in a safe environment. The intent of these procedures is to help students and faculty: a) define impairment; b) identify signs and symptoms of impairment; c) obtain interventions and treatment; and d) provide follow-up of students. (See Impaired Student Policy in the appendices.)

Jury Duty

Students who receive a summons for jury duty but determine that the reporting date conflicts with their educational responsibilities should follow instructions on their summons for requesting a deferral. A letter confirming status as a student in good standing may be required and can be provided by the Office of Student Services. Students are not routinely excused from fulfilling their civic responsibility, but may be deferred to an alternate, later date.

Overseas Travel

The University's Provost's Office asks that all U of L students who travel overseas to study, or attend to any University business while overseas, inform the University, through the International Center, of the destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In case of any emergency, the traveler should call the Department of Public Safety (502-852-6111) immediately. The Department of Public Safety will relay the information to the staff of the International Center so that they may call your emergency contacts. To ascertain additional information for traveling abroad and a list of required documentation:
<http://www.louisville.edu/provost/travel/>

Official and Unofficial Transcripts/Records Verification

Students may request official transcripts on-line through the University Registrar's office. Students may also print unofficial transcripts. To request an official transcript, or to print an unofficial transcript, please visit:

<http://www.louisville.edu/student/services/registrar/services.htm>

Official transcript requests usually take 3-5 business days to be processed and mailed. Students may also request transcripts by going directly to the Registrar's office on Belknap campus.

Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, you should plan ahead and allow at least 24 hours for a request of this nature to be processed.

The student diploma and transcript will not be released until ALL financial obligations to the School of Nursing and/or University are settled. This includes replacements of lab equipment, short term loans, parking tickets, etc.

Privacy of Student Records

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education.

The University has adopted a student records policy that explains in detail the procedures to be used by the University for Compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be found at www.louisville.edu/library/uarc/stupriv.htm. Questions concerning the policy may be referred to the Director, University Archives and Records Center.

NOTE: Student e-mail addresses are considered “directory information” and can be made available online or in a printed directory. Students wishing to prevent disclosure of directory information must submit a written request. For assistance, contact the University Archives and Records Center, 852-6674.

Registration Procedures

Students are strongly encouraged to take advantage of early registration to help ensure that space is reserved in the required courses for each semester. Failure to register early may result in delaying degree completion. Master’s students should note that clinical courses have strict enrollment maximums and are filled on a space available basis. Early registration for spring semester courses is in October/November, and early registration for summer and fall semesters is in April/May.

The University has an online registration system. Students register for courses according to the total number of credit hours and an alphabetic rotation established by the University’s Office of Registration. Specific registration instructions are available on the web: <http://www.louisville.edu/student/services/registrar>

Students are encouraged to meet with their faculty advisor prior to registration if they need assistance in course selection. All newly admitted students to the graduate nursing program are required to be advised prior to registration. Students in conditional or probationary status are required to be advised by their faculty advisor before they will be allowed to register for any course (see section entitled Program of Study). Students who do not have an approved Program of Study on file must also be advised by their faculty advisor prior to registration.

Students who register for courses without having met the prerequisites will have their registration canceled and will be required to re-register on a space available basis. Registration will also be canceled for continuing students who fail to complete a Program of Study, or for students on probationary status who fail to meet with their advisor prior to registering.

Re-registration will be on a space available basis.

Drop/Add Procedures

Students wishing to alter their schedule of courses in any way must make the changes with the University's Registrar's Office. Failure to officially withdraw from a course may result in a grade of "F" and tuition charges for that course.

Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. The online ULink systems must be used for drop/add. See <http://www.louisville.edu/student/services/registrar/reginfosu.htm> for current instructions for Drop/Add after classes begin.

IMPORTANT NOTICE: Check the U of L Website to confirm that your student schedule is accurate after making any changes. If it is not accurate, repeat the change request. If this fails, contact the Office of Student Services at 852-1196 or the Registrar's Office at 852-6522.

Late Complete Withdrawal after the Deadline

Upon proper documentation of extreme circumstances, decision for approval of late complete withdrawals may be made by the Associate Dean of Graduate Programs of the School of Nursing. Late complete withdrawals are those requested after the published deadline has passed and before the instructor has assigned a grade.

Students may not withdraw from any course after the published deadline in the online Schedule of Courses without the approval of the Associate Dean of Graduate Programs of the School of Nursing. This is granted only because of illness or conditions beyond the student's control. The grade report would reflect a grade of "W".

Petitions

A student who wishes to be exempted from a standard school policy should make an appointment with their academic advisor for advice on filing a petition. The advisor will submit the request to the Graduate Student Affairs Committee. After hearing the petition, the Committee makes a recommendation to the Dean, who makes the final decision.

A student may not petition to the Graduate Student Academic Affairs Committee for a change of grade in a course. However, the student may petition to the Committee regarding the fairness in which a grade was calculated. The Committee does not have the authority to recommend grade changes.

Grievance Procedures

The University of Louisville also has a Student Academic Grievance Policy to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty as a whole, a faculty member, or the unit. Students who believe they have been treated unfairly, discriminated against or have had their rights abridged may initiate a grievance which shall be processed in accordance with the Student Academic Grievance Procedure pursuant to The Redbook: <http://www.louisville.edu/provost/redbook/> (The Academic Grievance Policy is published in the University of Louisville Student Handbook).

Leave of Absence

A student may need to request a leave from coursework for a brief time period to handle personal or financial problems. The student must request this leave in writing from the Director of the PhD Program. Approval of a leave of absence is at the discretion of the Dean as well as any conditions associated with it. Subsequent matriculation in the nursing program will be on a space available basis. See the current University of Louisville Undergraduate or Graduate Catalogs for additional detail related to Leave of Absence.

Application for Degree

The following is required in order for the student to receive their nursing degree:

- Graduate students: Satisfactory completion of the required courses (No grade of C+ or below allowed) with a cumulative program grade point average of 3.0 or above;
- File an online application for degree prior to the date specified in the online Schedule of Courses. Online applications for degrees are available on ULink at ulink.louisville.edu. Log on to ULink and click on the Student tab, scroll down the right hand column to Registration/Student Records and then Degree Application. This application must be submitted by the published deadline or the student will not graduate that semester.

Commencement and Convocation for Graduate Students

The School of Nursing holds convocation in May and December.

The U of L commencement ceremony features a commencement speaker, awards, doctoral hooding, and authorization for conferring of degrees.

Persons participating in the commencement ceremonies must file intent to participate and must order academic apparel. All graduating students must apply for their degrees according to deadlines stated in the online Schedule of Courses.

Information is available at <http://louisville.edu/commencement/> for all students participating in graduation activities.

Graduation Apparel

All students participating in the May and December Commencement and/or Convocation activities must wear appropriate graduation apparel. Information regarding graduation apparel is also found at the above commencement website.

Section II: PhD Student Section

Goal of the Doctor of Philosophy Program

As is stated in our philosophy at the University Of Louisville School Of Nursing, the PhD program is designed to prepare nurse scientists who will assume a variety of roles in education, research, leadership and health policy. These nurse scientists will be prepared to generate knowledge, test interventions and evaluate outcomes to reduce risks of illness/disability and promote quality of life. Graduates will have the ability to perform interdisciplinary research and have the opportunity for numerous professional collaborations across the Health Sciences Campus and beyond. Practicums have been developed to allow the student the opportunity for development and application of knowledge in the areas of leadership, education, public policy and research methods.

Required Courses

BSN Students will complete 18 hours of required master's level courses.

Note: These courses are pre-requisites to any doctoral level courses

NURS 605: Foundations for Advanced Practice (3 credit hours)

NURS 606: Health Care Systems (3 credit hours)

NURS 609: Research and Professional Writing (3 credit hours)

NURS 652: Statistics (3 credit hours) OR ELFH 601: Applied Statistics (3 credit hours) OR

PHST 500: Biostatistics (3 credit hours)

NURS 657: Health Promotion and Illness Prevention Across the Lifespan (3 credit hours)

NURS 654: Informatics in Health Care (3 credit hours)

BSN and MSN Students will complete the following required doctoral level courses

Advanced Statistics (9 credit hours) – The statistics courses are offered through other university departments. Courses may include topics such as analysis of variance and multivariate statistics. The final statistics course selected will be consistent with the student's research focus. Please see your major professor for a complete listing of acceptable statistic courses.

N610: Philosophy of Science (3 credit hours)

N700: Theoretical Basis of Nursing (3 credit hours)

N720: Seminar in Advanced Nursing Leadership (3 credit hours)

N710: Research Methodology I: Qualitative Research Methods (3 credit hours)

N711: Research Methodology II: Quantitative Design (3 credit hours)

N712: Research Methodology III: Nursing Measurement (3 credit hours)

N730: Health Policy: An Evidence-Based Approach (3 credit hours)

N740: Dissertation Seminar (3 credits)

Electives (9 credit hours) – Must be taken external to the School of Nursing.

Practicums

N713: Research Methods Practicum: (2 credit hours)

N721: Leadership Practicum: (1 credit hour)

N731: Health Policy Practicum: (1 credit hour)

DOCT 600 (2 credits)*

**Prerequisite: Completion of course work and successful completion of qualifying exam*

Frequently Asked Questions

What is the focus of the PhD program? The program is designed to prepare nurse scientists who may assume a variety of roles in education, research, leadership and health policy.

Is the program online? No; however several of the core courses at the MSN level are online.

How many hours are required? The PhD in Nursing consists of at least 64 credit hours of coursework beyond the baccalaureate degree or 46 credit hours beyond a master's degree. Students must then continuously enroll for DOCT 600 continuously for 2 credits each semester until dissertation defense.

How long does it take to complete the program? Full-time students" post-MSN complete coursework in two calendar years and then focus on completion of their dissertation. For part-time students, generally, three years are needed to complete coursework. After the coursework, students focus on completion of their dissertation.

Can you be a part-time student? Yes. Please review residency information below.

Is there a requirement for full-time residency? To assure that students have the opportunity to utilize the educational facilities properly and to participate in the intellectual life and research atmosphere of the University, at least two years of study must be spent at the University of Louisville and at least one must be spent in full-time residency. To be considered in full-time residency, a student must be registered for 18 credit hours in one calendar year.

Can I transfer in hours? Yes. The maximum number of semester hours transferable, upon request, is six. Up to six additional hours may be requested and considered for special approval by the Office of the Provost. Credits which have been applied toward an earned degree may not be applied toward the doctoral nursing degree.

Are there any courses required prior to starting the program? Applicants accepted into the PhD program are strongly advised to have completed a three-credit masters-level statistics course (applied descriptive and inferential statistics) with a grade of B (3.0) or higher within five years before the date of enrollment. Applicants who do not meet this requirement will be advised of available statistics courses to take in the summer prior to beginning fall PhD coursework in statistics.

In order to do a self-assessment of knowledge in statistics, the following represents anticipated basic competencies from previous statistics coursework:

- Design of research
- Frequency distributions
- Central tendency and variability
- Probability theory
- Normal distributions
- Correlation Simple linear
- Regression Statistical inference
- Decision, error, and power
- T-tests
- One and two-way ANOVAs
- Nonparametric tests

Academic Advising and Support

The Office of Student Services works to ensure timely registration, advising, and the dissemination of policies and procedures. It is the student's responsibility to be knowledgeable of the policies and procedures, and to take the initiative in seeking help and advice. Students are encouraged to contact the assistant to the PhD Program Director whenever they have a question, a problem, or they do not know where to go for assistance. In addition, School of Nursing faculty members are available to counsel students on professional nursing concerns.

Students are **REQUIRED** to meet with their academic advisor or Major Professor for the following:

- Complete withdrawal from all courses or from the School of Nursing
- Leave of Absence Request
- Completion of a Program of Study
- Advising at the beginning of each semester
- Assistance resolving any procedural concerns the student may encounter.

Students are **DIRECTED** to meet with the Office of Student Services for information on Student Financial Aid.

Doctoral Student Offices

The SON will provide doctoral student offices on the fourth floor. Please see the business office for a key to your assigned office. Each office will be shared with at least 2 other doctoral students. Information in orientation will be provided regarding your assigned office.

Doctoral Student Lounge

Room 4042 is the designated Doctoral Student lounge. Doctoral student mailboxes are housed here.

Computer Access

Computer labs are located on the 3^{ed} and 4th floor, the K building.

Academic Policies and Progression Issues

Expectations of Doctoral Students

Doctoral education requires a high level of consistent commitment in order to be successful. Doctoral education is not just higher level master's education, but instead involves a different philosophical approach to teaching and learning. The learner is active and is expected to be prepared for all class meetings. Traditional lecture is used infrequently. Many of the doctoral courses are taught as seminars, and the faculty will facilitate the learning and discussion of the group. To obtain a PhD in Nursing, a minimum of 3 years of full time study is needed (may attend on part time basis – see below for residency requirements).

Participation in Scholarly Opportunities

The School of Nursing plans scholarly colloquia for the graduate student population at least twice a year. Doctoral students are expected to attend and participate in these activities. Visiting faculty may be brought to the university to speak on topical issues related to their expertise. Doctoral students are expected to take advantage of these forums where they can dialogue with experts. Other opportunities include weekly seminars and open lectures in Schools and Centers throughout the university as well as dissertation defenses. Announcements about these opportunities will appear on Blackboard and as email announcements to students. Students are expected to participate in opportunities outside of regular class time that will enhance their research and career goals.

Courses Applicable to the PhD Degree

University designated undergraduate and master's level courses may not be applied to the doctoral degree except for those master's courses required for the BSN-PhD option. Transfer of credit from constituent schools and colleges of the University of Louisville are not subject to the above limitations but require the recommendation of the student's unit and the approval of the Dean of the Graduate School. Credits which have been applied toward an earned degree may not be applied toward the doctoral nursing degree. Independent studies do not count towards degree requirements.

Academic Progress in the Doctoral Program

Satisfactory academic progress in a program involves maintaining the academic and professional standards expected in a particular discipline or program and may include demonstration of the ability to function as a professional. Failure to maintain these standards or demonstrate such abilities may result in the termination of the student's position in the program.

All graduate students are expected to make steady and satisfactory progress toward the completion of the degree. Course work in which a grade of "C+" or below is obtained will not be considered a passing grade in the doctoral program.

The degree is not awarded solely upon completion of a curriculum of prescribed course, even though the student has done superior work in them; rather, it is awarded in recognition of creative scholarship as demonstrated by a substantial contribution in the candidate's chosen field.

Residency Requirement

In order that the student may be assured of an opportunity to utilize the educational facilities properly and to participate in the intellectual life and research atmosphere of the University, at least two years of study must be spent at the University of Louisville and at least one must be spent in full-time residency. To be considered in full-time residency for one year, a student must be registered for 18 or more credit hours in a 12 month period.

The Academic Advisor

The Academic Advisor represents a vital link between the entering student and the doctoral program. This advisor plays an important role in orienting the student to the school and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in and adjustment to doctoral study. The advisor will interpret the program requirements and policies to the students and assist in setting objectives for doctoral work. The advisor will facilitate the initial plan of study in accordance with program requirements and individual interests and will monitor student progress during the first 18 hours of doctoral study post-master. In the case of the BSN-PhD student, the advisor will monitor progress during the 18 hours of master's level work and up to 18 hours of doctoral level work. The advisor will make the student aware of opportunities for professional development, scholarship, collaboration and financial assistance. Finally, the advisor will assist the student in selection of a major professor.

Programs of Study

The initial program of study is developed in consultation with the student's academic advisor using the appropriate *Program of Study* form. Any subsequent revisions to the program of study should be completed and documented with the academic advisor or the major professor. All courses required for the degree are listed in the program of study. Cognates (electives) must be taken external to the SON.

The Major Professor

Before the end of the first year of full-time doctoral coursework (no later than the completion of 18 hours of doctoral coursework), students are expected to select their major professor. The Major Professor will be the student's research advisor, and will serve as chairperson of the student's dissertation committee. New doctoral students are encouraged to meet with a variety of faculty to become acquainted with and to learn more about their research activities. This is done by attempting to talk with as many faculty as possible, beginning in the first semester. Students should discuss research possibilities with several professors, including all those with expertise in one's intended major area of concentration. Additionally, a document titled *Research Interests of Faculty* is available on the SON website to the students to determine a good academic fit. This document can be accessed at: <http://louisville.edu/nursing/research/faculty/>

Criteria for Major Professor/Chair

- Chair must have a 50% or greater assignment in the SON
- Chair must be at the rank of Associate or Full Professor
- Chair must be tenured or previously tenured in a research university
- Chair must have recent experience conducting research with subsequent data based publications
- Chair must have an earned doctorate.

After identifying a potential major professor, the student will complete the form *Request for the Approval of a Major Professor* contained in this handbook. Once completed and the student's vitae attached, the form will be forwarded to the Director of the PhD Program.

The Major Professor will assist the student in finalizing the formal program of study in accordance with program requirements and individual research interests as well as provide ongoing support and assistance in professional development. This may include support for research funding applications such as an NRSA grant and scholarships. Shortly after selecting the Major Professor, the student and the Major Professor will work together to develop an appropriate committee. The Major Professor will serve as the Chairperson of the student's Qualifying Comprehensive Examination and will determine the student's readiness to take the examination and the ability to proceed to dissertation. After successful completion of the qualifying examination, the Major Professor will guide the student throughout the dissertation research process and serve as Chairperson of the student's Dissertation and Final Oral Examination Committee.

Student Responsibilities

In general, it is the student's responsibility to plan a program that is unified rationally with all parts contributing to a coherent program of study and research. Specifically, the student is responsible for:

1. Communicating regularly with the Academic Advisor regarding progress, goals, and plans.
2. Initiating contact with the faculty member being considered as a Major Professor.
3. Selecting a Major Professor, in consultation with the Academic Advisor.
4. Regularly seeking consultation from the Major Professor.
5. Initiating contact with the faculty members whom the student is considering as members of the Dissertation Advisory Committee.
6. Selecting, with the approval of the Major Professor, members of the Dissertation Advisory Committee.
7. Communicating to the Academic Advisor and Associate Dean for Graduate Programs and Research a desire to change advisors as necessary.

Dissertation and Final Oral Examination Committee

Once the student has selected a Major Professor, the student, with the assistance of their Major Professor, will select their dissertation committee consisting of at least three faculty members from the School of Nursing and one or two members from an allied department outside the School of Nursing in a complementary field, for a total of four or five members. The Major Professor, in consultation with the student's committee, will be responsible for approving the student's plan of study and administering a qualifying comprehensive exam once coursework is complete. The committee will have a total of four or five members and will serve to guide the student through the proposal process and the implementation of the dissertation, will serve as a reading committee for the dissertation, and will be present at the oral defense of the dissertation. The University of Louisville School for Interdisciplinary and Graduate Studies (SIGS) requires that the dissertation advisory committee members be graduate faculty members. Approval of the committee structure must be obtained by the Dean of SIGS upon the advice of the PhD Program Director the School of Nursing. The student completes the Thesis/Dissertation Advisory Committee form (<http://graduate.louisville.edu/pubs/theses-dissertations>) with the Major Professor and forwards it to the PhD Program Director. The student should have at least one called committee meeting prior to completion of coursework and the qualifying exam.

Criteria for Committee Members

- Committee members from within the SON must have an earned doctorate.
- External committee members must have an earned doctorate. Committee members outside of the University of Louisville need to have an ad-hoc appointment on the U of L Graduate Faculty.
- Ex-officio committee members are non-voting members of the doctoral committee and must be approved by the committee chair.

Qualifying Examination

When the student and the Major Professor feel that the student is ready for the qualifying examination, the student will complete an Application for Written Doctoral Qualifying Examination no later than the third week of the semester in which the qualifying exam is to be taken. The completed form should be forwarded to the PhD Program Director.

The purpose of the qualifying exam is to verify that the student has sufficient understanding of and competence in the chosen field to become a candidate for the degree. The qualifying exam will be a written exam consisting of 4-6 questions. The content of the exam will be finalized by the Major Professor with input from the student's dissertation committee. The examination will include questions relating to both core courses and the student's research focus. The exam will be given to the student to take home and complete within 14 days. The exam is graded by the Dissertation Committee. An oral defense of the qualifying examination may be required. If the student receives an unsatisfactory grade, the student may only retake the exam once. To be eligible for the qualifying exam, the student must have successfully and satisfactorily completed all doctoral course work. The qualifying exam must be completed within six months of completion of course work. The form *Results of PhD Qualifying/Comps Exam* should be forwarded to the PhD Program Director who will forward it to SIGS by the Graduate Program faculty. Successful completion of the qualifying examination will be entered on the student's transcript and the Graduate School will send the student an official letter. Once the student has successfully completed the qualifying examination, the student is eligible for candidacy.

Dissertation Proposal

According to SIGS policy, a dissertation is required of all candidates for the degree of Doctor of Philosophy. It is to be a scholarly achievement in research and should demonstrate a thorough understanding of research techniques in the field of inquiry and the ability to conduct independent research.

The student will begin to work on the dissertation proposal in discussion with the Major Professor and feedback from the committee.

The dissertation proposal will be the first three chapters of the dissertation. The student will schedule a defense of the proposal with the committee. Once the proposal has been successfully defended, the student may progress with the dissertation research.

Approval of Research

The student will develop any research proposals in consultation with the Major Professor. If funding is involved, the Associate Dean for Research must approve all proposals. The University of Louisville Human Studies Committee reviews all proposals for research carried out with human subjects. Investigator Guidelines may be obtained from the Human Studies Committee website: <http://research.louisville.edu/UHSC/index.htm>

Degree Candidacy

According to SIGS a doctoral degree student must have been admitted to candidacy not later than the end of the ninth month prior to the awarding of the degree, that is:

August graduation – November 30 of preceding year

December graduation – March 31 of same year

May graduation – August 31 of preceding year

Degree Candidacy, enrollment in DOCT600, is intended to meet the enrollment need of students who have completed all formal course work, successfully completed the qualifying exam and are ready to perform a dissertation. It is the responsibility of the student and the Major Professor to maintain contact throughout the program of study to ensure continuous progress towards the timely completion of the degree. Doctoral students may not enroll in Degree Candidacy until successful completion of the qualifying exam. Although a student must complete all required courses before entering Degree Candidacy, students have the option of taking additional specialized courses, e.g. courses offered by visiting or new faculty, while in Degree Candidacy (in those cases payment of both the candidacy fee and the course tuition will be required).

Enrollment in Degree Candidacy requires the approval of SIGS. Once a student is admitted to candidacy, enrollment in Degree Candidacy status must be continuously maintained year round (i.e. fall, spring, and summer) until the degree is awarded. The only exception to this policy of continuous enrollment is if the Associate Dean of Graduate Programs of the School of Nursing has granted the student a formal leave of absence.

Once a student enrolls in Degree Candidacy, the Registrar will automatically enroll the student in Degree Candidacy until the student applies to graduate. Failure to pay the candidacy fee will be cause to cancel a student's Degree Candidacy. In order to restore Degree Candidacy, the student must receive approval of the PhD Program Director and Graduate Program faculty. To re-establish Degree Candidacy, the student will be required to pay the candidacy fee for each semester during which candidacy was voided and/or not maintained.

Dissertation Policies

The dissertation is to be submitted in completed form to the PhD Program Director thirty days before the end of the term in which the candidate expects to be graduated, and the candidate is not eligible for final defense until the dissertation has been approved.

The dissertation shall be read by the Dissertation and Final Oral Examination Committee, chaired by the Major Professor, and appointed by the Dean of SIGS upon the advice of the PhD Program Director.

One unbound copy of the dissertation, signed by the dissertation committee, must be deposited with SIGS before graduation.

The document, Standards for the Preparation of Thesis and Dissertations, is available on the SIGS website under “Programs and Publications”. (<http://graduate.louisville.edu/pubs>) Alternate standards must be approved if in conflict with this standard. Prior to submission of the final copy of a dissertation/thesis, students must contact SIGS to schedule a review of the document.

Dissertation Defense and Oral Examination

This examination is to be a defense of the dissertation and a demonstration of the candidate's mastery of the chosen field. The examination will be given by the Dissertation Committee.

Once the defense is scheduled, the administrative assistant to the PhD Program Director will send the Request to Schedule Thesis/Dissertation Final Oral Examination form to SIGS pending request by the major professor. After checking that the student has met all requirements, SIGS will email approval or disapproval of the request to the SON and the student. The Dean of SIGS shall notify all members of the Graduate Faculty at least one week in advance that they are invited to participate in the examination, but only members of the committee may vote.

The examination must be taken at least fourteen days before the end of the semester in which the degree is to be granted. To be passed in this examination, the student may not receive more than one abstention or dissenting vote. The vote of any faculty participating remotely via audio or visual technology will be counted as an abstention.

Time Limit for Completion of Doctoral Degree

In all cases, the student must adhere to SIGS policy to complete all requirements for the Doctor of Philosophy degree within four calendar years after passing the qualifying examination. In exceptional cases, the Dean of the School for Interdisciplinary and Graduate Studies is empowered to grant limited extensions of this four-year period.

PhD Graduate Student Assistantships

Description – Assistantships provide a wonderful opportunity to study full-time and also participate in the academic life of the school in teaching and research roles. A PhD Graduate Student Assistantship is a financial award to a full-time PhD student for the period of one year, generally from August 1st to July 31st. To be eligible for the award the student must be admitted to the PhD degree program and/or be a continuing PhD student. For the full year, the award includes tuition, health insurance, and a stipend of \$20,000. The student is required to maintain full-time study during the award period and participate for 20 hours/week in Research Assistant or Teaching Assistant activities in the School of Nursing. These activities serve to augment and enrich the student's academic program. **Assistantships are awarded on a competitive basis.** Applications are due by February 15th (submission of application electronically by 5 p.m. on February 15th or postmarked on February 15th).

Eligibility Criteria

1. Accepted as a student in the PhD Nursing program.
2. Graduate student in good standing with a GPA of 3.00.
3. Agree to and enroll in full-time study during the fellowship period, 9 credit minimum, but may take up to 12 credits per semester. In order to receive summer tuition support, must take 6 credit hours.
4. Required to participate for 20 hours/week in Research Assistant or Teaching Assistant activities in the School of Nursing.
5. Completion of the PhD Graduate Assistantship Application Form. The form may be submitted electronically. The online form is located at:
<https://louisville.edu/nursing/assistantships>

Selection Process

1. Applications will be reviewed by the Graduate Program faculty.
2. Interviews may be requested with applicants.
3. Assistantship recipients will be notified by mail of the award.

Graduate Research Assistant Responsibilities

Graduate Research Assistants (GRAs) will spend 20 hours per week in the Research Office or be assigned to work with a faculty member on a specific program of research. Their primary goal is to assist Research Office staff in the support of faculty research. Their primary activities when in the office will include functions such as performing literature searches, retrieving articles from the library, transcribing interview tapes, entering study data, making copies, assisting in the compilation of grant proposals for mailing, and other research-related duties as required.

An orientation is required for all GRAs. GRAs will report to staff in the Research Office and will be evaluated annually.

Graduate Teaching Assistant Responsibilities

Graduate Teaching Assistants (GTAs) will spend 20 hours per week in activities to achieve the two primary goals of:

1. Assisting with implementation of the curriculum. Most assignments are at the undergraduate level.
2. Developing personal classroom and/or clinical teaching skills.

Example of assignments to assist the undergraduate curriculum include attending course team meetings, assisting with exam proctoring and scoring; assisting with health assessment and skills lab sessions, assisting with grading course quizzes and written assignments, assisting with special projects from the Office of Student Services; and providing tutoring for math, pathophysiology, and pharmacology.

An example of assignments to develop personal teaching skills include: teaching a clinical group, a freshman campus culture course, facilitate simulation experiences and/or individual course content; and attending monthly faculty development sessions. These students will report to the Dean of the School of Nursing and will be evaluated annually.

Note: Graduate Teaching and Research Assistants will not be expected to participate in research or teaching experiences more than 20 hours per week.

Students that accept assistantships are not allowed to work in addition to the work requirement of the assistantship.

Appendix A

Forms

Request for Approval of Major Professor
University of Louisville School of Nursing

Name of Student: _____

Proposed Area of Student Research:

I request that the following person be appointed as my major professor:

Faculty Name: _____

Rationale for Selection:

Student Signature: _____ Date: _____

**Note: Attach current doctoral student curriculum vitae

Faculty Signature: _____ Date: _____

Student routes signed form to the PhD Program Director.

PhD Program Director Signature: _____ Date: _____

PhD Program Director will file original in student file and provide signed copies for faculty and student.

University of Louisville Graduate School
Thesis/Dissertation Advisory Committee Appointment

This form is on the Graduate School web site at:

<https://graduate.louisville.edu/sigs/Programs/theses-dissertations>

Application for Written Doctoral Qualifying Examination

University of Louisville, School of Nursing

_____ (student name) has successfully completed all of the required course work as specified by the curriculum of the School of Nursing, SIGS and the Major Professor.

Major Professor

Date

PhD Program Director

Date

Evaluation of the Written Qualifying Examination

University of Louisville School of Nursing

Student Name: _____

Instructions: The criteria below are appropriate across all areas of study. Unacceptable ratings should be accompanied by rationale. An oral defense of the qualifying examination may be required. Each member of the committee completes this form and submits it independently to the Major Professor who will make a final decision on success of the qualifying examination.

Criteria	Meets Expectations	Does Not Meet Expectations
1. Demonstrates depth of knowledge in the specialty focus area.		
2. Integrates doctoral program focal areas into discussion (i.e., leadership, research methodology, healthcare systems and policy).		
3. Demonstrates ability to appropriately select, apply, and evaluate the components of scientific inquiry in nursing (i.e., theory development, conceptualization, measurement, research design, and analysis).		
4. Presented the answer logically, derived logical consequences based on evidence.		
5. Supported the answer with pertinent references and resources (current, classic, significant).		
6. Evidence of student ability to express, in writing, the knowledge, values, and commitments associated with being a nurse scientist.		
7. Applies principles of scientific integrity to discussion and recommendations associated with field of inquiry.		
Overall Candidacy Exam		

Additional Comments:

Overall Rating: Meets Expectations [] Does Not Meet Expectations []

Faculty Signature _____ Date _____

Return form to the Committee Chair

Request to Schedule Thesis/Dissertation Final Oral Examination

This is a Graduate School form that is submitted by the SON PhD Program Director to SIGS.

Request to Schedule Thesis/Dissertation Final Oral Examination

To view the form, follow this link: <https://graduate.louisville.edu/sigs/Programs/theses-dissertations>

Appendix B

Qualifying Examination Procedures: Development, Administration, and Evaluation

University of Louisville, School of Nursing

The Major Professor serves as coordinator of the process to develop, administer and evaluate the qualifying examination.

- The qualifying exam must be completed within six months of completion of course work.
- When the student and the Major Professor feel that the student is ready for the qualifying examination, and all coursework has been completed, the student and the Major Professor will complete the Application for Written Doctoral Qualifying Examination no **later than the third week** of the semester in which the qualifying exam is to be taken (form in handbook). This form is submitted to the PhD Program Director.
- If the student is unable to take the exam at the completion of a semester, the student must register for an independent study, NURS 796, to allow for a focused review and preparation for the exam.
- A date is set for the qualifying examination.
- The Major Professor will obtain input from all committee members to develop questions relating to both core courses and the student's research focus. The exam will have 4-6 questions in the areas of Theory, Methods, State of the Science in the student's area, and Policy/Leadership.
- After input, the Major Professor will develop the qualifying examination.
- The Major Professor will distribute the qualifying examination to the committee members for final review and suggestions.
- After the final review, the Major Professor readies the qualifying examination for administration.
- The exam is given to the student as a take home exam. It is to be completed in APA format. The student has exactly 14 days to complete the exam and resubmit to the Major Professor.
- The Major Professor will distribute the completed exam to the Dissertation Committee for evaluation using the form Evaluation of the Written Qualifying Examination (form in handbook) and indicate the deadline for completing the form and returning it to the Major Professor.

- The Major Professor collates all of the input and grades the examination.
- If an oral defense is required, the Major Professor will inform the student regarding the areas of concern. The Major Professor will schedule the oral defense with the student and the committee.
- The Major Professor will inform the student that they have successfully completed the qualifying examination or they have failed the qualifying examination.
- The Major Professor will then inform the PhD Program Director that the student has passed the exam.
- The form Results of PhD Qualifying/Comps Exam will be forwarded to SIGS (or the appropriate body) by the PhD Program Director.
- The student is now eligible for candidacy.
- If the student receives an unsatisfactory grade, the student may only retake the exam once.

Progression Checklist for PhD Students

University of Louisville

School of Nursing

This checklist is intended as a brief summary of the steps required to progress from admission to graduation. Detailed information is contained in the PhD Student Handbook and students should be knowledgeable about that information. All forms are contained in the PhD Handbook or a website link to the form is provided in the handbook. The handbook is updated on a regular basis.

The student and Major Professor should work closely to assure that all steps in the process are completed and applicable timelines are met.

- Admitted and an academic advisor assigned by the PhD Program Director or the Associate Dean for Graduate Programs.
- Program of Study
 - **Before the beginning of the first semester**, the student and academic advisor should meet to develop the Program of Study.
 - A copy should be provided to OSS for the student's file.
 - There should be a meeting each semester with academic advisor to update the Program of Study, or at a minimum once per academic year.
- Selection of major professor (with assistance from academic advisor)
 - No later than the completion of 18 hours of doctoral coursework.
 - Major professor meets criteria for major professor as outlined in the PhD Handbook.
 - Student completes the SON form Request for the Approval of a Major Professor and submits to the PhD Program Director.
- Selection of Dissertation Advisory Committee
 - Student works with the Major Professor to identify committee members.
 - Student completes the University form Request for the Approval of the Dissertation Advisory Committee with all of the appropriate signatures.
 - Form is sent to the PhD Program Director and then forwarded to the SIGS.
 - Student convenes at least one meeting of the committee after it is formed and before the qualifying examination.
- Student completes all required coursework

Qualifying Exam –see “Procedure for Development, Administration, and Evaluation of the Qualifying Examination”
- Degree Candidacy
 - After the student has successfully completed the qualifying exam, they are considered a degree candidate.

- The student must have been admitted to candidacy not later than the end of the ninth month prior to the awarding of the degree. (See dates listed in handbook.)
- Student enrolls in DOCT 600 for 2 credit hours and maintains continuous enrollment until a successful dissertation defense. The candidate must complete all requirements for the degree of Doctor of Philosophy within four calendar years after passing the qualifying examination
- Dissertation Proposal
 - The proposal may be the first three chapters of the dissertation.
 - The student must schedule a defense of the proposal with the committee.
 - Once the proposal is approved, the student moves forward with the dissertation work.
- Apply for degree
 - Student applies for degree through ULink.
 - Student must adhere to deadlines for degree application for the semester in which they plan to graduate. **Deadlines to apply are approximately three months before commencement.**
 - If you plan to participate in commencement, visit the U of L web site for information on the Requirements to Participate. Information on ordering academic apparel will also be found on the web site.
- Submission of dissertation
 - Follow the Guidelines for the Preparation and Processing of Theses/Dissertations on the SIGS website.
 - Dissertation is to be submitted to the Director of the PhD Program **at least 30 days** before the end of the semester in which the candidate expects to graduate.
 - Candidate obtains signature of all committee members on the Approval/Signature page. The candidate is not eligible for final defense until the dissertation has been approved by the committee.
 - Student meets with SIGS Senior Academic Coordinator to review formatting of dissertation and complete the Survey of Earned Doctorates.
 - Student submits required unbound copy signed by the dissertation committee to the Provost's office.
 - Student submits copies to committee as specified.
- Defense of the dissertation.
 - Administrative Assistant to the PhD Program Director schedules the defense with the student and committee members.

- She then submits the university form Request to Schedule Thesis/Dissertation Final Oral Examination. The form must be submitted **no later than two weeks** before the oral defense is to be scheduled
- The oral examination must be completed **at least 14 days** before the end of the semester in which the degree is to be granted.
- After checking that the student has met all requirements, the Provost's office will email approval or disapproval of the request to the SON and the student.
- The Provost's office shall notify all members of the Graduate Faculty at least one week in advance that they are invited to participate in the examination, but only members of the committee may vote.
- The student defends the dissertation before the committee. To be passed, the student may not receive more than one abstention or dissenting vote. Committee members participating in the defense by conference call will be considered an abstention.
- Major Professor informs the SON PhD Program Director that the candidate has successfully defended the dissertation.
- The SON PhD Program Director notifies the Provost's Office.

Graduation, Commencement – Congratulations!!!!!!!!!!!!!!!!!!!!!!