U of L SCHOOL OF NURSING

PhD STUDENT HANDBOOK

FALL 2023 – SUMMER 2024

Revised August 2023

The PhD program faculty may need to make changes to this PhD Student Handbook.
The handbook is updated on at least an annual basis.

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LOUISVILLE.
SCHOOL OF NURSING

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Dear PhD Student:

Welcome to the PhD Program at the University of Louisville School of Nursing. This handbook contains policies, procedures, and important information you need to know to be a successful PhD student.

This publication is intended as 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 the information contained in the Catalog.

Additional University student policies and important information can be found in the University of Louisville Graduate Catalog, the University of Louisville Schedule of Classes, and on the University of Louisville website.

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 School of Nursing.

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

The faculty and staff are here to assist all nursing students. We look forward to getting to know you and wish you success in your PhD Program. Best wishes for a very successful academic year!

Sincerely,

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Section I: School of Nursing Information

School of Nursing Mission, Vision, and Values

Mission

To role model professional excellence *and* to educate professional nurses who are prepared to achieve distinction in: 1) **leadership**, 2) **innovation**, 3) **practice**, 4) **research/ scholarship**, 5) **engagement**, and 6) **service**, to meet the evolving health needs of a diverse society. The School of Nursing's mission is congruent with the University of Louisville Mission Statement as identified at http://louisville.edu/about/.

Vision

"To improve health and health outcomes by transforming health care and healthcare systems in partnership with consumers, stakeholders, and other healthcare professionals."

Core Values

Accountability
Professional responsibility to Nursing and society that is the foundation for our core values which are:

Compassion
The ability to acknowledge others' perspectives with concern for their wellbeing

Curiosity
A strong desire to learn and to know more as a life-long learner

Engagement
Mutual, collaborative relationships/partnerships focused on students, faculty, staff, professionals, consumers, and community stakeholders

Integrity
Behaving in an ethical, reliable, and accountable way in personal and professional environments

Respect
Demonstration of esteem for, or a sense of worth or value toward**,** others through communications and actions

Innovation
Application of novel solutions to meet new requirements, as well as unaddressed or emerging needs

SON CORE VALUES

COMPASSION · CURIOSITY · ENGAGEMENT · INTEGRITY · RESPECT · INNOVATION

ACCOUNTABILITY

Approved by Faculty Org 5.17.17

Communication

Communication Methods

Email

Email is the most efficient method of communicating with faculty and staff. All students are expected to regularly check their email account. All students are required to have and use their student email accounts for all email communication. Faculty will only respond to University of Louisville email accounts. You will be unable to send or receive emails if your mailbox storage size exceeds its limits.

Telephone Messages

All full-time faculty and staff have voicemail. You may leave a message for faculty or staff with the receptionist if there is an urgent need at 502-852-5825 or 502-852-3848.

Blackboard

Blackboard is the software platform used by the SON for course management. All graduate nursing students are entered in Blackboard. Course syllabi for nursing classes are available in Blackboard. Syllabi are generally posted two weeks prior to the beginning of class. You must be registered for the specific nursing course to access the syllabus in Blackboard. Upon receipt of your acceptance and welcome email from the Graduate School, you should be able to activate your Blackboard account. Blackboard uses UofL's Microsoft Single Sign-On (SSO) system. Click here for the Blackboard SSO tutorial.

Emergency Alert System

The University has 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

Official Information Regarding Severe Weather

The School of Nursing (SON) follows University guidelines regarding class schedules during inclement weather. The University 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 SON.

When weather conditions warrant a decision to remain on regular opening schedules or to deviate, UofL administration, when possible, will announce schedule changes for morning classes by 6 a.m. and for evening classes by 3 p.m. For the purpose of severe weather announcements, evening classes are those that begin at or after 4:15 p.m. When administration announces a delayed schedule, it will cancel classes up to a certain time and begin with the full class schedule at that point. A delayed opening until 10 a.m., for instance, means that classes that end before 10 a.m. will be canceled. Students who normally would be in class at or after 10 a.m. should go wherever they would be at that time unless they have received other instructions from their instructor in advance. Those should be included in the course syllabus.

UofL will provide official information on deviations from normal schedules via:

- A notice on the university home page.
- Text messages sent to students, faculty, and staff who sign up for UofL Alerts.
- Alert messages sent to all dorm and office VoIP phones.
- E-mails sent to students and employees on their university accounts.
- A recorded message at 502-852-5555.

Local media also will be contacted, but the most reliable sources are those above.

Public Safety

UofL takes your safety seriously. The Department of Public Safety and University of Louisville Police Department's HSC office is on the ground floor in the Abell Building across from the School of Nursing. University security measures include:

- 24-hour officer patrol
- An officer escort service for up to four (4) blocks off campus available by calling 502-852-6111
- The UofL Alert System which sends the most up-to-date information direct to your mobile device. Sign up for alerts today.
- The CardSafe program's Rave Guardian phone app which allows you to instantly call 911 or UofL police, send a tip if you see a crime happening, or set a timer to alert your friends and police if you are late in arriving to a pre-determined destination. Learn more about the Rave Guardian App by reviewing the Frequently Asked Questions (DOCX).
- Maxient anonymous incident reporting is the nation's premier public safety incident reporting software for universities and colleges.
- The HSC is a secure access campus. Your Cardinal Card is required to enter the K Building, HSC Instructional Building, Kornhauser Library, and Chestnut Street Fitness.
- University Parking provides a shuttle service to the HSC community from the parking lots to the campus Monday-Friday from 6:00 am until 9:00 pm. No service is provided on the weekends or on university-recognized holidays.

Parking & Transportation Services

Public Transportation

Through a partnership with the Transit Authority of River City (TARC) the University provides **free** transit throughout Louisville. Visit TARC's website to plan your trip or click here for a .pdf of UofL TARC routes. You can also take your bike on any TARC bus. TARC even provides a route that services Belknap and HSC campuses, Route 28.

Parking

The University Parking & Transportation Services website is very useful. It allows you to buy parking permits, get Belknap and HSC parking maps, and pay or appeal citations. Parking permits and maps are also available at the parking office located in the Chestnut Street parking garage.

Bicycles

UofL Parking Services also maintains a bike registry. Please remember to always lock your bicycle to a designated rack with a secure lock (a "U" lock is recommended) and be diligent about avoiding pedestrians and obeying traffic laws.

Kornhauser Health Sciences Library

The Kornhauser Health Sciences Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Physical and digital resources related to the health sciences, professional journals and periodicals, and other publications are available to students, as are reservable study rooms. There is also a Nursing Portal which puts nursing-specific resources at your fingertips.

HSC Bookstore

The Health Sciences Center Campus Bookstore is closed permanently. All course material orders will need to be placed online at www.louisvillehscshop.com for in-store pickup at the Belknap Campus or delivered straight to you. There will be a locker pick-up coming soon to the HSC Campus. You may also add any merchandise to your cart at the same time for delivery. Many more options are available online. All textbooks will be delivered from the Follett warehouse, so please allow time for shipping to store or home with your class start date in mind. For questions, email books@louisville.edu or 1543mgr@follett.com.

Postal Services

All mail services are provided by Canon, the University of Louisville's print and mail services vendor. The Canon Print and Mail Services office for HSC campus is in the basement of the School of Dentistry, at 501 S. Preston St., and is open Monday-Friday 8:00 a.m.-4:30 p.m.

Photocopying

A valid Cardinal Card with an available Cardinal Cash balance is required to operate the photocopiers. Copiers are available within the SON. Additional copy machines are available in the Kornhauser Library.

Contact Information Changes

To update your mailing address or phone number, log in to ULink, 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.

Name Changes

Last Name

To change your **last name,** complete the Registrar's Office Name Change Authorization form, print the form, and mail it, along with copies of your supporting documents, to the Registrar's Office. Completion of the Authorization form is the only way to officially change your last name with the University.

First or Middle Name

To change your **first or middle name** you set a "preferred name" in ULink. Go to https://ulink.louisville.edu, log in to the student system, select "Profile", select "Personal Details", click the plus (+) under "Names", and set the desired preferred name. The new name should show up in the list of names after clicking save. After approximately 24 hours, a third entry will appear under "Names" labeled "Directory". It will automatically be set to the same value as "Preferred".

Cardinal Card

The Cardinal Card is the official identification card for the University of Louisville students, faculty, and staff. **An active Cardinal Card is required to access the School of Nursing K Building**. Your first Cardinal Card is free. Cardinal Cards are issued to students enrolled in the current semester. Students must be registered in the current semester *at least one day* prior to getting a Cardinal Card.

For information on when and where to get your Cardinal Card, what to bring with you, and what to submit ahead of time, check out the Cardinal Card website **or** Cardinal Card Brochure (pdf). **Currently, the HSC campus location is only open two hours per week.**

Information Technology Services (ITS) for Students

The School of Nursing has in-house Information Technology support in addition to the University's ITS resources. Through the School of Nursing and main University sites, students can easily access information, services, and products such as how to connect to the SON wireless network, connect to SharePoint, connect to the self-help ITS Knowledge Base, download free software and storage, get password assistance, get purchasing information and assistance, and access the HelpDesk.

School of Nursing Guidelines, Resources, & Requirements

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. In addition, 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 (AGNS) is the student governing body of the School of Nursing and is affiliated with the Graduate Student Council (GSC) in the Graduate School.

Office of Student Services

The academic counselors and support staff of the Office of Student Services (OSS) serve as advocates for both the students and the university and want your transition and progress at the School of Nursing to be as smooth and successful as possible.

It is the student's responsibility to be knowledgeable about 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.

Counseling Services

Clinical counseling, psychiatric referrals within the campus health system, crisis management, and case management referrals are offered. **Counseling is free and confidential.** To schedule an appointment call the UofL Outpatient Care Center at 502-852-6446.

Hazardous Waste Disposal

The University of Louisville is dedicated to the protection and conservation of the environment. Established Federal and state regulations require that the University ensure that hazardous, bio-hazardous, radioactive, and universal wastes be properly managed "cradle-to-grave". The Department of Environmental Health & Safety (DEHS) Environmental Operations & Hazardous Materials (EOHM) group is directly responsible for the management of these wastes for the University. https://louisville.edu/dehs/waste-disposal

Simulation Lab

The Simulation Lab is located on the third floor. Rooms are available for nursing students to learn and practice skills and participate in simulation experiences. The simulation lab is available for student use with direct faculty supervision.

Financial Aid

University of Louisville Student Financial Aid Office website has important information for students about financial aid options and ScholarshipUniverse. Often financial assistance programs for nursing students require that a FAFSA be completed prior to application.

There are several different types of funding you may pursue; all with different criteria and deadlines. The University of Louisville Graduate School provides links to many opportunities on their website at Financial Support for Graduate Students. The site has information about both internal and external funding opportunities. There are also funding opportunities specifically for students of the School of Nursing.

Graduate Student Assistantships

Many PhD students are especially interested in Graduate Student Assistantships (also commonly referred to as the "Graduate Research Assistantship (GRA)" program). Graduate student assistantships provide a wonderful opportunity to study full-time and participate in the academic life of the school through teaching and research roles. A Graduate Student Assistantship is a financial award to a full-time graduate student for the period of 10-12 months. The award includes health insurance and a stipend.

Some good things to know about the GRA program are: the GRA program is not part of the PhD program; GRAs complete work as assigned by the program administrator and do not work solely for a particular faculty member; the GRA program is open to other SON graduate school students, though PhD students are given preference; the program is competitive; and, the program has a deadline of February 15th for PhD students, though you can apply throughout the year. There may be non-GRA program research assistantships advertised by individual faculty. SON faculty and staff regularly share information about opportunities for funding via Blackboard.

Eligibility Criteria
- Accepted as a student in the PhD Nursing program.
- Graduate student in good standing with a GPA of 3.00.
- Agree to and enroll in full-time study during the fellowship period, 9 credit minimum, but may take up to 12 credits per semester. To receive summer tuition support, you must take 6 credit hours.
- Required to participate for 20 hours/week in Graduate Research Assistant or Graduate Teaching Assistant activities in the School of Nursing.
- Completion of the Graduate Assistantship Application Form.

Selection Process
- Applications will be reviewed by the appropriate associate dean.
- Interviews will be requested with selected candidates.
- Assistantship recipients will be notified of the award by email.
- Priority is given to PhD and DNP students.

Graduate Research Assistant Responsibilities
Graduate research assistants will spend 20 hours per week from August 1 through July 31 working in the Research Office. Their primary goal is to assist Research Office staff in the support of faculty research.

Their primary duties consist of:
- 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
- may be assigned to work on a faculty member's program of research
- other research-related duties as required

Graduate Teaching Assistant Responsibilities
Graduate teaching assistants will spend 20 hours per week from August 1 through May 31 working to achieve two primary goals:
- Assisting with implementation of the undergraduate nursing curriculum.
- May also be asked to support a graduate course
- Developing personal classroom and/or clinical teaching skills.

Examples of assignments to assist the undergraduate curriculum: 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.

Examples of assignments to develop personal teaching skills: teaching a clinical group, a freshman campus culture course, and/or individual course content; and attending monthly faculty development sessions.

Research Requirements & Clinical Compliance

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 to ensure 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 (e.g., individual professional malpractice/liability insurance). 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 changing CDC requirements and community expectations. Students will be notified of any policy changes and compliance with the updated policy will be required.

Guidelines for Clinical Compliance:

- **Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs) must demonstrate clinical compliance by August 5th, for fall term start, or December 10th, for spring term start, and maintain compliance until graduation. GRA/GTA compliance is not governed by the PhD program.**
- **Effective Spring 2023, non-GRA/GTA PhD students' need for clinical compliance is determined by their major professor/dissertation chair and Assistant Director for the PhD program on a case-by-case basis prior to the Qualifying Exam. Students needing clinical compliance must demonstrate compliance prior to entering DOCT 600 and maintain compliance until graduation.**
- **Compliance for all PhD students is through OnBase and compliance for students who are also faculty is satisfied through the faculty compliance process.**
- If applicable, submit an online Health Insurance Waiver form. (See the Health Insurance section of this handbook).
- A list of students not meeting requirements will be sent to the PhD program director to assure compliance.
- Non-compliance with any health or clinical requirement may preclude the student from participating in courses/research and/or be grounds for dismissal.
- The student is responsible for submitting updates of health or clinical requirements to Campus Health Services (CHS) and the Office of Student Services (OSS), respectively, throughout the semester. For updates that need to be submitted to the OSS, students should submit using the PhD Document Submissions Webform available on the School of Nursing webpage.

Note: Continuing a clinical/research experience while being out of compliance with any health/clinical requirement is grounds for dismissal from the program.

PhD Student Clinical Compliance Requirements
PhD student clinical compliance requirements are also found on the PhD Program website. You are required to submit your clinical compliance documents electronically to the School of Nursing by the appropriate deadlines. It is the student's responsibility to maintain clinical compliance. The links at the bottom of this page provides detailed instructions and access to upload the required documents.

1. **CPR Certification**
   Must complete CPR training through the American Heart Association: BLS for Healthcare Providers. *Requirement fulfilled by submitting a copy of the CPR card.*

2. **Student Consent and Release Form**
   Complete the University of Louisville School of Nursing Student Consent and Release form. *Requirement fulfilled by submitting a copy.*

3. **Immunization Compliance**
   This must be completed at the Campus Health Services office. Check with the immunization specialist at 502-852-2708 to confirm you are in compliance. Click here for a list of required immunizations. *Requirement fulfilled through notification from Campus Health Services to the School of Nursing. No document submission required by student.*

4. **Proof of Registered Nursing Licensure**
   Requirement fulfilled by submitting a verification from the KBN registry or state/country where you are licensed.

5. **Professional Liability Insurance**

Effective date of policy should be the first day of semester. Student coverage with limits of $1,000,000 to $3,000,000 should be purchased. This requirement will be determined on a case-by-case basis by the PhD Program Director. Determination of insurance needs will be based upon the research site(s) and research topic.

6. **HIPAA Training Courses**
Registering for HIPAA courses offered via the CITI platform (www.citiprogram.org) *Requirement fulfilled by submitting a copy of the Completion Page.*
Registering on CITI for the first time:
- Go to CITI website: www.citiprogram.org
- From the home screen, click on Register under "Create an Account."
- Select Your Institution or Organization: Under Participating Institutions: select University of Louisville. Continue to Step 2.
- Personal Information: **Enter your first and last name, as recorded with the university. Under email use your U of L email (userid@louisville.edu) as the email address**. You can add another preferred address to the Secondary email address field, if you like. If you do not use your primary UofL email address (not your PEA) in the first email field, your training results could be delayed in posting to iRIS. Please note: the email addresses entered here are the ones that any future password requests will be sent to; you are encouraged to use addresses that are stable and make sure to enter them without any typos. Continue to Step 3
- Create Your Username and Password: Follow the instructions on the page regarding size and criteria. The username and password can be anything of your choosing that is accepted by the system. Continue to Step 4
- Gender, Ethnicity and Race: Enter your answers to the questions on the screen. While you are required to answer the questions, there is an option of no disclosure, if you prefer. Continue to Step 5.
- Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses? You can sign up for these if you choose. Please note: any fees associated with CME/CEU credits are paid by the individual, not the institution. Can CITI Program contact you at a later date regarding participation in research surveys? Answer yes or no based upon personal preference. Continue to Step 6
- Information requested by U of L: Complete the demographic information. Fields that are marked by an asterisk are required by the system. If you have a University of Louisville ID (Employee or Student), please enter it in the Employee Number field. Continue to Step 7.
- Select Curriculum: The next set of screens will guide you through selecting the correct course. (You are to do the Information Privacy and Security (IPS) curriculum—Course Learner Group HIPAA Privacy-Students and Instructors   Stage 1- Basic Course.)
- Direct Selection: Click all of the checkboxes appropriate to your activities at U of L. (skip to item 6)
- Guided Registration: This path is designed to describe the activities you might participate in at U of L. At each screen, answer the questions related to your role(s) and click NEXT. Based upon your answers, the appropriate courses will be assigned.
- When you finish with the group assignment, you will be directed back to the main menu and the needed courses will be available for you to complete.
- Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; Click on the name of the Module to start each module.

- Upon completion of all required modules and achieving 80% overall correct, a link will appear on the Grade Book page with your Completion Report. Print this report for your records. The Research Integrity Program will be automatically notified of your successful completion and the data will be transferred to the master database for access by the University reporting software. Data updates are loaded each morning. If you need help, please call the Office of Research Integrity at 502-852-2454.

7. **Bloodborne Pathogen Compliance**
   Course offered online by the university on the Department of Environmental Health and Safety DEHS website. Provides a Certificate of Completion. *Requirement fulfilled by submitting a copy of the Completion Page.* Required Yearly.

   Instructions for the on-line training: Go to www.louisville.edu/dehs/training. This will take you to a log in page; use your U of L username and password to log in.

   - Click on BioRaft.
   - Under "on-line training courses" click on Bloodborne Pathogens.
   - This will take you to a log in page; use your U of L username and password to log on.
   - After you are logged in, click "Launch."
   - Review modules.
   - Take quiz (if you miss any, it will take you back to those questions until you receive 100%).
   - To get the certificate, you can go to www.louisville.bioraft.com, log in with your U of L username and password, go to "My Training". This will list all of the training you have taken that is provided by DEHS. You can print a certificate from there.
     If you have problems contact DEHS at 502-852-6670.

8. **Drug Screening**
   Please go to the following website for instructions on how to register for the test: https://portal.castlebranch.com/IP65. Use the same account that you used when you established your background check. If you don't know your account information, contact the CBC Customer Service Department at (888) 666-7788 ext. 7194. **Your package code for the UofL Doctoral Drug Test is VG77dt.** Drug test required within six (6) months prior to the start of clinicals. Please keep your login and password in case it is needed for future use. Students will be required to pay for the testing. *Requirement fulfilled upon the SON receipt of test results from the Castlebranch company*. All results will be kept confidential.

9. **COVID Verification**
   One of the following is required:

   - Proof of COVID-19 vaccination(s) documented on the CDC card. NOTE: The CDC COVID-19 Vaccination Record is the only acceptable vaccine documentation. Vaccine documentation must include the vaccine manufacturer. Provide COVID vaccine card (submit even if you have only received 1st of a 2-dose series, must re-submit updated card upon 2nd vaccination),
     OR
   - An Exemption note approved by UofL Campus Health. Exemption Form available on Campus Health webpage. Instructions for uploading the COVID immunization record (outside KY only) or Request for Exemption form to Campus Health are listed below.

   All students must also submit appropriate COVID vaccine documentation to the School of Nursing (see

link below based upon enrollment.)

Directions for submitting out-of-state COVID vaccine or exemption form to Campus Health:
- Proceed to Campus Health patient portal: https://louisvilleportal.pointnclick.com
- Log into the site using ULINK@louisville.edu and ULINK password.
- Confirmation page will open, enter your date of birth.
- Patient portal will open.
- Click on Immunization Upload at the bottom of the menu.
- Click on Add Immunization Record button to upload vaccine records from outside Kentucky (if vaccinated in KY, you do not need to submit.) OR Click on Downloadable Form on the left side of the page.
- Download COVID Vaccine Religious Exemption Form OR Medical Exemption Form.
- Complete your exemption form.
- On the Immunization Upload page, click the Add Immunization Form to upload your exemption form.
- Once finished uploading your form, click SAVE.

Directions for submitting COVID vaccine documentation and clinical compliance documents to School of Nursing:
SUBMISSION OF CLINICAL COMPLIANCE
Consult the PhD Clinical Compliance Submission webpage for instructions and a link to upload your proof of compliance documents to OnBase.

Health Insurance/Major Medical Fee

The SON complies with university requirements regarding health insurance. All students must have health insurance and are responsible for submitting proof of health insurance. Every HSC student will be assessed the fee for the comprehensive plan of the University-sponsored health insurance. Students who already have health insurance that includes hospitalization coverage may waive the fee. For more information consult the Frequently Asked Questions section of the Campus Health Services website.

Waive/Enroll in Health Insurance Process
A charge for Major Medical Insurance will automatically be placed on your tuition bill after you register for classes. You will receive an email in your UofL account from Academic Health Plan (AHP) giving you details on how to enroll or waive the medical insurance for the semester. You cannot submit a waiver prior to receiving this email. The deadline for your response will be given in the email.

All non-GRA/GTA Nursing students, including those in GS 799 or DOCT 600, must either ENROLL or WAIVE student health insurance for the fall semester and spring semesters each academic year. The summer term is covered by your spring semester election unless you have a program change that takes effect in the summer term. No action is required by GRA/GTA students. **A non-response to waive or enroll will be interpreted as an "ENROLL" response, and the charges will remain on your tuition bill**. Click here for more information on the waiver process.

Health Professional Fee

Every Health Science Campus student will be assessed the Health Professional Fee each semester. The mandatory health fee is charged to students enrolled on the Health Sciences. It is designed to meet the special needs of students in the healthcare professions.

The Mandatory Health Fee IS NOT insurance. It is a discount program to lower "out of pocket" expenses associated with care for certain services at Campus Health.

Background Check

Due to Kentucky Legislature House Bill 136, hospitals and clinical sites across the Commonwealth require that we conduct background checks on all students. This background check is part of the SON application process. The School of Nursing also requires this of faculty. If you are working at a clinical site as part of your studies you will deal directly with the company CastleBranch to have this check performed. Instructions for accessing the CastleBranch system are available at https://portal.castlebranch.com/IP65 or 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. If you have questions about the background check, please contact the Office of Student Services at 502-852-1196.

Drug Testing

The use of substances which interfere with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose unacceptable risk for patients, the University (faculty, students, and staff), and health care agencies. Therefore, use of alcohol, use of illegal drugs, and/or the misuse of legal therapeutic drugs and/or substances by nursing students while engaged in their educational experience affiliated with the SON is strictly prohibited. Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and "for cause" if a student demonstrates impaired behaviors. (See Student Exhibiting Impaired Behavior Policy.)

The student is responsible for all costs related to the drug screening process including repeated testing and "for cause" testing.

Refusal by a student to submit to testing will result in denial of admission or dismissal from the School of Nursing.

Criminal Conviction Notification Requirement

The Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to the Kentucky Board of Nursing. The guidelines may be found at the following URL https://kbn.ky.gov/General/Documents/reporting-criminal-convictions-brochure.pdf. Please contact the director of the PhD program for any questions.

Removal from Clinical/Research Settings

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

Technology Requirements

Refer to the School of Nursing's Technology for New & Current Nursing Students webpage for important information such as: minimum laptop requirements; disk encryption, Microsoft 365, and virus protection software guidance; learning management support and internet connection information.

Policies and Procedures

The School of Nursing follows University of Louisville policies and procedures.

No Smoking

All University of Louisville campuses are 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 Student Conduct as indicated in the University of Louisville's current Graduate Catalog.

Title IX/Clery Act Notification

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6446). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a university-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct Resource Guide.

Sexual Harassment Statement

Delphi Center Sample Syllabus Statement (provided by PEACC)
The University of Louisville strives to maintain the campus free of all forms of illegal discrimination as a place of work and study for faculty, staff, and students. Sexual harassment is unacceptable and unlawful conduct and will not be tolerated in the workplace and the educational environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, even when carried out through computers or other electronic communications systems.

Students and Instructors are protected from Sexual Harassment according to the Affirmative Action policy, the Student Code of Conduct, and the UofL Computer Account Usage Agreement. Anyone experiencing Sexual Harassment should refer to the links above and/or contact the PEACC Program at 852.2663 and an advocate will explain your choices. This is a free and confidential service. Anyone who would like to receive more information or provide training to a classroom can contact a PEACC representative at 852.2663 and may use the educational modules provided by the PEACC Program.

Students with Disabilities

Delphi Center Sample Syllabus Statement (provided by the Disability Resource Center)
The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify us immediately and contact the Disability Resource Center (Stevenson Hall, 502.852.6938) for verification of eligibility and determination of specific accommodations.

For more information, visit the [Disability Resource Center](#).

Religious Holy Days and Observances

The School of Nursing follows [university policy regarding religious holy days and observances](#). Federal law and university policy prohibit discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days.

Students: Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodations under these guidelines.

For more information, view the [Calendar and Policy on Religious Holy Days and Observances](#).

Academic Dishonesty Policy

Statement found in the Code of Student Rights and Responsibilities:
Academic dishonesty is prohibited at the University of Louisville. It 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.

For more information, visit the [Code of Student Rights and Responsibilities](#) (Sections 5. and 6.).

Statement on Diversity

The School of Nursing intentionally fosters equity, diversity, and inclusion through educational opportunities, raising awareness, and providing strategies to bring to life the vision of inclusion excellence both within nursing and in our communities.

Social Media

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students at the University of Louisville School of Nursing have an ethical and legal obligation to protect the privacy and

confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined below. The National Council of State Boards of Nursing (2011), *White Paper: A Nurse's Guide to Social Media*, is recognized as a primary resource by the American Nurses Association (2011) and the Kentucky Board of Nursing (2011) in regard to social media use. In accordance with this paper, students at the UofL SON are required to follow these guidelines:

- Refrain from posting any information which may lead to the identification of a patient or patient's family member. Any use or disclosure of information may constitute a violation of the Health Insurance Portability and Accountability Act, the Patient Bill of Rights, and the UofL SON Student Handbooks.
- Refrain from transmitting any patient-related information by means of any electronic device except for assignments through approved UofL communication applications. Privacy settings within websites are not sufficient to protect patient confidentiality and privacy.
- Maintain professional boundaries and behaviors with patients, clinical or university staff members, faculty members, and other students via social media, even if the individual cannot be identified. Disrespect and harassment will not be tolerated and includes, but are not limited to, verbal threats, sexual harassment, and indecent conduct.
- Obtain written permission to take pictures, videos, or audio recordings in academic settings. No distribution of these materials or course materials (e.g., PowerPoint, lab materials) is permitted.
- Report immediately any suspected breach of confidentiality or privacy related to social media use to the appropriate faculty member.

Non-adherence to these guidelines will result in disciplinary action as noted in the UofL Student Handbook. Consult the University's Code of Student Conduct found at http://louisville.edu/dos/students/policies-procedures/code-of-student-conduct.html for further information. The Procedure for Suspected Academic Dishonesty found in the UofL SON Student Handbooks will be followed for all suspected incidents of academic dishonesty using social media.

Student Exhibiting Impaired Behavior Policy

Student use of alcohol and/or substance use which impairs the student's ability to perform in the educational or clinical setting will be cause for appropriate discipline including referral for evaluation and treatment, immediate suspension or dismissal from the School of Nursing.

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

International Travel procedures, as set forth by the Office of the Provost, must be followed by all employees and students traveling abroad on University business, regardless of funding source. Out-of-country travel will not be reimbursed unless procedures are followed as stipulated in the University of

Louisville Travel Policy. Failure to comply with the out-of-country travel procedures will result in disapproval of any reimbursement request. For more information, please refer to The University's Office of the Provost "Out of Country Travel Procedures".

Official and Unofficial Transcripts/Records Verification

Students can review current unofficial transcripts and request official transcripts via ULink. Students may also request official transcripts online through the University Registrar's office.

If a "proof of good standing" letter is needed from the School of Nursing Office of Student Services, please email nursserv@louisville.edu.

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 School of Nursing follows University of Louisville policy regarding FERPA and the Office of University Counsel maintains information regarding open records and FERPA. The Family Educational Rights and Privacy Act of 1974 (sometimes referred to as the Buckley Amendment, but more often by its acronym, FERPA) affords students certain rights concerning their education records. Under FERPA, UofL students have the right to:
- inspect and review their education records;
- seek to have their records amended; and
- have some control over the disclosure of information from their records.

No one, not even a UofL student's parent or legal guardian, will have access to a student's education records, nor will their contents be disclosed, without the written consent of the student, except as provided by the Act.

UofL may release certain categories of "directory information," however, unless a student asks that some or all of that information not be disclosed. FERPA, as amended, may be found at 20 U.S.C. 1232g; its final revised regulations may be found at 34 CFR 99.

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.

Registration Procedures

Before registering, please review the "Academic Advising and Support" section of the handbook. Students must meet with their faculty advisor prior to registration for assistance in course selection. All newly admitted students 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. Students who do not have an approved Program of Study on file must also be advised by their faculty advisor prior to registration.

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. Early registration for spring semester courses is in October/November, and early registration for summer and fall semesters is in April/May. Schedule of Classes. The University has an online registration system. Consult the Registrar's Office registration website for information.

Drop/Add Procedures

Consult with your faculty advisor, review the "Academic Advising and Support" section of this handbook, and consult the Registrar's Office registration website for information on drop/add procedures **before dropping or adding a class**. You can drop or add via ULink during the drop-add period. Consult the calendar section of the Registrar's Office website for information on the current period.

IMPORTANT NOTICE: Check ULink 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 +1-502-852-1196 or the Registrar's Office at +1-502-852- 6522.

Withdrawals

The School of Nursing follows the university withdrawal policies. Students may withdraw from a course until the withdrawal deadline established by the university and published in the official registration calendar. In extraordinary circumstances, students may petition for a late withdrawal from an individual course after the withdrawal deadline. A late withdrawal will only be considered when the student has provided documentation of an extenuating circumstance which occurred after the withdrawal deadline and prevents the student from successfully completing the course. Course faculty will be contacted for recommendations regarding the withdrawal petition.

Petitions

A student who wishes to be exempted from a standard school policy should make an appointment with their faculty advisor in the Office of Student Services for advice on filing a petition. The advisor will submit the request to the PhD Academic Affairs Committee. After hearing the petition, the Committee makes a recommendation to the dean, who makes the final decision.

A student may not petition the PhD Academic Affairs Committee for a change of grade in a course. However, the student may petition the Committee regarding the fairness with 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 Graduate Student Academic Grievance Procedure 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.

Leave of Absence

The School of Nursing follows university policy regarding leave of absence for graduate students. If circumstances arise that may cause an interruption in graduate study a student may apply for a leave of absence by requesting such a leave from the unit dean. A requested leave cannot exceed one year; however, under

extreme circumstances, a second, subsequent request may be granted by the Vice Provost for Graduate Affairs. Students must be considered in good standing for the request to be considered. Subsequent matriculation in the nursing program will be on a space-available basis.

If a leave of absence is granted to a doctoral student in candidacy, the time limitation of completing all other requirements within four years after passing the qualifying examination shall be extended by the same time as the length of the leave. However, an appeal for an extension of this time limit, specifying the exact circumstances, can be included in the request for a leave or submitted as a variance request submitted to the department for their review and recommendation to the unit dean; the final decision rests with the Vice Provost for Graduate Affairs.

Application for Degree
The following are required for PhD students to receive their degree:
- 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.
- Filing of an online application for a degree **prior to the date specified** on the Registrar's Office website. Online applications for degrees are available on ULink. Log on to ULink and click on the "Student" tab, scroll down the righthand 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.
- Students must be enrolled in the semester they apply for their degree.

Commencement and Convocation for PhD Students
The School of Nursing holds Convocation in May and December to celebrate graduates from all programs. PhD graduates are hooded by their chair at this event. School awards also are given. Graduates must RSVP to participate in this event.

The UofL Graduate School Hooding Ceremony is a separate, university-wide, event where graduating PhD students are hooded by their doctoral chair. Graduates must RSVP to participate in this event.

The UofL Graduation Ceremony, also called "commencement", is a university-wide celebration for all graduates that features a commencement speaker, awards, and authorization for conferring degrees. Persons participating in the commencement ceremony must file an intent to participate/RSVP.

Students must order regalia (academic apparel) to participate in any of the above ceremonies.

Graduation Academic Regalia (Apparel)
All students participating in commencement and/or convocation activities must wear appropriate graduation academic regalia (apparel). Information regarding graduation apparel is found on the university commencement website. Currently, the School of Nursing does not award honors cords for graduate students. All PhD students wear the dark blue tassel/hood which signifies a Graduate School Doctor of Philosophy.

Section II: The PhD Program

About the PhD Program

Goal of the Doctor of Philosophy Program

The PhD Program is designed to prepare nurse scientists who will assume a variety of roles in education, research, leadership, and health policy. The goal of the program is to prepare nurse scientists to:
- generate knowledge, test interventions, and evaluate outcomes to reduce risks of illness/disability and promote quality of life.
- collaborate with other disciplines to improve the delivery of health care.
- assume research, leadership, executive, public policy and/or teaching roles.
- affect health policy through the application of scientific knowledge.

Expectations of PhD Students

Doctoral education requires a high level of consistent commitment 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. The traditional lecture is used infrequently. Many of the PhD courses are taught as seminars, and the faculty will facilitate the learning and discussion of the group. The PhD in Nursing consists of at least 40 semester credit hours of coursework beyond an MSN degree or 55 semester credit hours beyond a BSN degree plus dissertation credit hours.

Participation in Scholarly Opportunities

The School of Nursing holds scholarly colloquia and students are expected to attend and participate in these activities. Visiting faculty may be brought to the university to speak on topics related to their expertise. Doctoral students are expected to take advantage of these forums where they can dialogue with experts. Other opportunities include 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, as these will enhance their research and career goals.

Academic Advising and Support

Office of Student Services
Please consult the "Office of Student Services" entry in this handbook for important information on academic advising and support.

Faculty Advisor
The faculty advisor represents a vital link between the entering student and the doctoral program and 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 faculty advisor will interpret the program requirements and policies for the student and assist in setting objectives for doctoral work.

The PhD program director will serve as each student's first faculty advisor. Acting as the academic advisor, the program director will facilitate the initial program of study in accordance with program requirements and individual interests and will monitor student progress during, approximately, the first 18 hours of doctoral study post-master. In the case of the BSN-PhD student, they will monitor progress during, approximately, 18 hours of master's level work and up to 15 hours of doctoral-level work.

Students may transition to a different faulty advisor when they identify their major area of concentration. The faculty advisor will make the student aware of opportunities for professional development, scholarship, collaboration, and financial assistance. The faculty advisor may serve as the student's Major Professor/Dissertation Chair or assist the student in selecting a different Major Professor/Dissertation Chair as appropriate. In addition, the program director and graduate faculty members are available to counsel students on professional nursing concerns.

Students are responsible for: communicating regularly with their faculty advisor regarding progress, goals, and plans; selecting a Major Professor, in consultation with the faculty advisor; and initiating contact with the faculty member being considered as Major Professor/Dissertation Chair.

Students are REQUIRED to meet with their faculty advisor/Major Professor/Dissertation Chair for the following:
- Leave of Absence Request
- Completion of a Program of Study
- Assistance resolving any procedural concerns the student may encounter
- Complete withdrawal from all courses or from the School of Nursing

Students are responsible for communicating to the faculty advisor and PhD program director a desire to change advisors, as necessary.

The Major Professor/Dissertation Chair
The Major Professor or Dissertation Chair 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 the faculty's research activities. This is done by attempting to talk with as many faculty members as possible, beginning in the first semester. As a starting point, students may consult the Research Faculty Interests section of the website to determine which professors' interests are a good academic fit. Students should discuss research possibilities with several professors, including all those with expertise in one's intended major area of concentration.

Criteria for Major Professor/Dissertation Chair
- Chair must have a 50% or greater assignment in the SON
- Chair must be at the rank of Assistant, Associate, or Full Professor
- Chair must have recent experience conducting research with subsequent databased publications
- Chair must have an earned doctorate

After identifying a Major Professor, the student will complete the Request for the Approval of a Major Professor form. Once the form is completed and signed by the student and Major Professor it is submitted, along with the student's current curriculum vitae, to the PhD program director.

Students are required to regularly seek consultation from the Major Professor. 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 grants 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 Examination and will determine the student's readiness to take the examination and the ability to proceed to the 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.

PhD Academic Affairs Committee Student Representative

The PhD Academic Affairs committee (PhD AAC) invites student input in matters related to the PhD Program and the SON. The Student Representative:

- Is elected by Ph.D. students, for a two-year term, each odd year in August.
- Attends the monthly PhD AAC meetings, held August-May, as a non-voting member.
- Gives input on items discussed at committee meetings.
- Serves as an advocate for the students in all academic matters.
- Shares student and/or curriculum issues and/or suggestions with the committee.
- May serve more than one term.

PhD Blackboard Site

The PhD Blackboard site serves as a key communication tool with PhD students. Throughout the semester, important information for PhD students is sent via announcements and email through Blackboard. In addition, the Blackboard site contains all current forms and documents pertinent to the PhD program including this handbook. For more information consult the "Blackboard" entry in the Communication section of this handbook.

Degree Progression and Academic Policies

Annual PhD Student Evaluation

The Graduate School requires that doctoral students be evaluated annually with respect to their progress toward their degree. Evaluations should take place in April as the form is due first week in May. The annual evaluation form is completed by the PhD student and then submitted with an updated CV to the faculty advisor or Major Professor. The completed PhD Student Evaluation is then submitted to the PhD program director. Copies of annual evaluations must also be sent to the Graduate School for any student funded by a University Fellowship, Diversity Scholarship and Assistantship or Doctoral Dissertation Completion Award.

Courses Applicable to the PhD Degree

University designated undergraduate and masters courses may not be applied to the doctoral degree except for those masters courses required for the BSN-PhD option. The School of Nursing follows Graduate School policies regarding graduate courses including the transfer of credit. Transfer of credit from constituent schools and colleges of the University of Louisville is not subject to the above limitations but requires the recommendation of the student's unit and the approval of the Dean of the Graduate School. Credits applied toward an earned degree may not be applied toward the PhD degree in nursing. Independent studies do not count towards degree requirements. Six (6) credit hours may be transferred from a previously earned master's degree toward a doctoral degree or a second master's degree, subject to the approval of the degree program and the unit dean.

Graduate Grading Scale

Courses in the PhD Program use a plus/minus scale consistent with the Graduate School at the University of Louisville.

100-98 = A+	89-87 = B+	79-77 = C+	69-67 = D+
97-93 = A	86-83 = B	76-73 = C	66-63 = D
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-
			Below 59 = F

Grades	Quality Points	Grades	Quality Points	Grades	Quality Points	Grades	Quality Points
A+	4	B+	3.3	C+	2.3	D+	1.3
A	4	B	3	C	2	D	1
A-	3.7	B-	2.7	C-	1.7	D-	0.7
						F	0

At the end of the semester, the final course average will be rounded to the nearest whole number. Grades of 0.50 of higher will be rounded up to the nearest whole number. Grades 0.49 and lower will be rounded down to the nearest whole number. Grades will not be rounded prior to calculation of the final course average.

Academic Progress in the Doctoral Program

Satisfactory academic progress is defined in the SON's PhD Program Progression, Retention and Completion

Policy. 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. A minimum grade of a B- is required to be considered a passing grade for each course.

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.

Alternative Residency Requirement

All doctoral students must meet a 2-year enrollment requirement. The traditional residency requirement is 18 credit hours completed in a 12-month period. In lieu of the traditional residency requirement, students enrolled in part-time doctoral work may substitute four semesters of continuous enrollment. Summer terms can be used to meet this requirement, but if students are not enrolled in summer courses, four consecutive fall/spring semesters can be used to meet the requirement. To ensure that students have an intensive and immersive educational experience, students must be enrolled in at least one core nursing course each of the four semesters being counted toward the alternative residency requirement.

Programs of Study

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. The initial program of study is developed in consultation with the PhD program director who serves as the student's initial faculty advisor. All courses required for the degree are listed in the program of study. Each program track requires completion of at least one cognate (elective). The cognate(s) must fit the student's overall program of study and be approved by their faculty advisor in writing.

The master version of the student's program of study form is kept in the student's SharePoint library. Revisions to the program of study are completed with the faculty advisor. **Whenever a program of study is modified the PhD program director, the PhD program department coordinator, and OSS staff must be notified as failure to notify these parties may result in the student being unable to register for the appropriate courses.**

PhD 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. Among other things, the student is responsible for:
- Communicating regularly with the faculty academic advisor regarding progress, goals, and plans.
- Initiating contact with the faculty member being considered as a Chair or Major Professor.
- Selecting a Major Professor, in consultation with the faculty academic advisor.
- Regularly seeking consultation from the Major Professor.
- Initiating contact with the faculty members whom the student is considering as members of the Dissertation Advisory Committee.
- Selecting, with the approval of the Major Professor, members of the Dissertation Advisory Committee.
- Communicating to the faculty academic advisor and the PhD program director a desire to change advisors as necessary.

Dissertation Committee

The SON's Graduate School unit guidelines outline the composition of the student's dissertation committee. Once the student has selected a Major Professor/Dissertation Chair, 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 outside the School of Nursing in a complementary field, for a total of four or five members. The student is responsible for initiating contact with the faculty members whom they are considering as members of the Dissertation Advisory Committee and for selecting, with the approval of the Major Professor/Dissertation Chair, the members of the Dissertation Advisory Committee.

The committee will guide the student through the dissertation proposal process, will serve as a reading committee for the dissertation, and will be present at the oral defense of the dissertation. The Graduate School requires that the dissertation advisory committee members be graduate faculty members. Approval of the committee structure must be obtained from the Dean of the Graduate School upon the advice of the PhD program director of the School of Nursing. The student completes the Graduate School's Thesis/Dissertation Advisory Committee form *(available through the Graduate School website under "Forms"; a link to the form is also provided through the PhD Blackboard site in the "Forms" section). The student should have at least one called committee meeting prior to completion of coursework and the qualifying exam.

Criteria for Committee Members
Per the SON's Graduate School unit guidelines, (internal) faculty who serve as the chair of a student's PhD dissertation committee must be currently active in research, scholarship or creative activity with subsequent databased publications. Additional criteria include:
- Prepared at the doctoral level.
- Have achieved the rank of Assistant Professor or higher.
- Have this responsibility specified in the annual faculty work plan.
- Make provisions for continuous availability of student mentoring.
- Have a primary appointment in the School of Nursing.

In practice, the SON follows these additional guidelines:
- Emeriti faculty count as internal (SON) members of the committee.
- External committee members must have an earned doctorate.
- Committee members outside of the University of Louisville need to have an ad hoc appointment with the UofL Graduate Faculty.
- External committee members must be approved by the PhD Academic Affairs Committee and put forward for Faculty Organization approval.

Qualifying Examination

All PhD students take a written and an oral qualifying examination following completion of required doctoral course work. The qualifying examination is related to the student's proposed dissertation study. It consists of two components: a written exam and an oral defense of the written exam. 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 should be taken within six months of completion of the required course work. Students must be registered during the semester in which they plan to take the qualifying exams.

Students may choose to enroll in GS 799 – Doctoral Exam Prep to give themselves more time to prepare for the

qualifying exams. Special permission is required from both the PhD program director and the Dean of the Graduate School (SIGS) to enroll in GS 799. The Office of Student Services will conduct a student audit and if the student passes the audit they will submit the *Doctoral Exam Prep form* to the Graduate School.   Expectation for enrollment is for the student to be preparing full-time for the candidacy exam(s). The course cannot be repeated more than two times and may not be taken with more than one additional three (3) credit hour course.

The dissertation committee determines when the student is ready to take the qualifying exam. The Major Professor/Dissertation Chair completes the Application for Written Doctoral Qualifying Examination form and forwards it to the Office of Student Services. The student is not deemed eligible to take the exam until it is verified that all requirements, as specified by the Graduate School, have been met. Non-GRA/GTA PhD students' need for clinical compliance is determined by their major professor/dissertation chair and Assistant Director for the PhD program on a case-by-case basis prior to the qualifying exam. Students needing clinical compliance must demonstrate compliance prior to entering DOCT 600 and maintain compliance until graduation. If the student is not successful on either component of the qualifying exam, the committee will determine necessary remediation and the timeframe for a second opportunity to complete the written or oral exam. The student must pass the Written Exam in order to proceed to the Oral Exam. The Written Exam can be repeated only once.

The Written Qualifying Exam
Completion of the written exam is an independent process. It includes the components of a proposal as outlined below:
- **Introduction** – purpose and specific aims (with hypotheses as applicable)
- **Significance** – background, conceptual or theoretical framework, and a discussion of how the study adds to the body of nursing knowledge
- **Methods** – design, sample, setting, measures, procedures, and plan for data analysis
- **Protection of Human Subjects** – benefits, risks (known and potential), and plans for protection of human subjects

The exam is written in APA style (most recent edition) and is no more than 30 pages (excluding references and appendices) using 12-point Arial or Times New Roman font, with 1-inch margins. The exam is evaluated by the dissertation committee which determines whether the exam is a pass or fail. The written exam may be taken twice. Each member of the student's committee completes an Evaluation of the Written Qualifying Examination form and submits it to the committee chair, by a date of the chair's choosing, to be no later than two weeks after the qualifying exam. Based on the feedback of the committee members the committee chair decides whether the student has passed the written portion of the qualifying exam. The chair submits a summary of the committee members' evaluations to the Assistant Dean for the program.

The Oral Qualifying Exam
A successful written exam is followed by an oral defense with a brief PowerPoint presentation outlining the proposal. Students have two opportunities for a successful oral exam. The committee chair completes the Evaluation of the Oral Qualifying Examination form and submits it to the Assistant Dean for the program.

Successful Completion of the Qualifying Exam
Upon satisfactory completion of both components (written and oral) of the qualifying exam, the committee chair will inform the PhD program director who will then submit the *Results of the PhD Qualifying/Comp Examination form*, available on the Graduate School's website, to the Graduate School. Successful completion of the qualifying examination will be entered on the student's transcript and the Graduate School will send the

student an official notification. Following successful written and oral qualifying exams and demonstration of clinical compliance, if needed, students are admitted to candidacy (i.e., become PhD candidates) and are eligible to register for DOCT 600 Doctoral Candidacy (Dissertation).

Doctoral Candidacy

According to the Graduate School, PhD students must be admitted to candidacy/registered for DOCT 600 **at least nine months** before receiving their degree:
- August graduation – November 30 of preceding year
- December graduation – March 31 of same year
- May graduation – August 31 of preceding year

Doctoral students must complete all requirements for the degree of Doctor of Philosophy **within four calendar years** after passing qualifying exams (in rare instances, students may apply for an extension).

DOCT 600
Enrollment in DOCT 600 - Doctoral Candidacy 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 conduct the 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. Although a student must complete all required courses before entering Doctoral Candidacy, students have the option of taking additional specialized courses, e.g., courses offered by visiting or new faculty, while in Doctoral Candidacy (in those cases, payment of both the candidacy fee and the course tuition is required).

Enrollment in DOCT 600 Doctoral Candidacy requires the approval of the UofL Graduate School. **Once a student is admitted to candidacy, enrollment in Doctoral 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 PhD program director and the Associate Dean of Academic Programs of the School of Nursing have granted the student a formal leave of absence.

Once a student enrolls in Doctoral Candidacy, the Registrar will automatically enroll the student in Doctoral Candidacy with the following exceptions: the student applies to graduate, takes a leave of absence, withdraws from the program, or has an outstanding financial balance on their account. Failure to pay the candidacy fee will be cause for cancellation of a student's Doctoral Candidacy. To restore Doctoral Candidacy, the student must receive approval of the PhD program director and Graduate Program faculty. To re-establish Doctoral Candidacy, the student will be required to pay the candidacy fee for each semester during which candidacy was voided and/or not maintained.

Written Dissertation Proposal
The qualifying exam is intended to serve as a basis for the dissertation proposal. Once the student passes the qualifying exam, the dissertation committee chair (or major professor) and committee members will provide direction to the student regarding the revisions to the qualifying exam proposal that must be completed prior to the dissertation proposal defense. Once approved by the committee chair, the student submits the dissertation proposal to the committee for review. Members should be given at least two weeks to review and send feedback to the chair via the Evaluation of the Written Dissertation Proposal form. The student works with the chair and committee to schedule a mutually agreeable date and time for the dissertation proposal defense. If the written proposal is not acceptable to a majority of the committee, the student must work with the chair to

address deficiencies prior to the proposal defense.

Dissertation Proposal Defense

The dissertation proposal defense meeting is a closed session held with the student's committee. The student presents the proposal, usually via a PowerPoint presentation, and responds to questions from the committee. Once the dissertation proposal is successfully defended, the chair completes and submits the Evaluation of the Oral Defense of the Dissertation Proposal form, the student may progress with the IRB application and dissertation research.

Dissertation

According to UofL Graduate School 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.

PhD students may choose between a traditional format dissertation and a manuscript format dissertation. **Both formats must adhere to the guidelines set forth by the Graduate School which can be found on their website.** Students will choose the format of their dissertation in consultation with their committee chair and committee members. **The decision regarding dissertation format will be made no later than the end of the proposal defense meeting.** Students may change the format of their dissertation if the committee chair and committee members agree to the change.

The University of Louisville Biomedical Institutional Review Board reviews proposals from the School of Nursing. Investigator guidelines can be found on their website.

Depending on the nature of the dissertation research and the agency where data will be collected, professional liability/malpractice insurance may be required. This will need to be determined on a case-by-case basis by the PhD program director.

Dissertation Policies

The Graduate School sets and distributes guidelines for the preparation and processing of theses and dissertations via their website. All theses and dissertations must follow the guidelines. Prior to submission of the final copy of the dissertation, the student must contact the Graduate School to schedule a review of the document. A final copy should also be sent to the PhD program director.

The dissertation is submitted in the completed form to the PhD program director **30 days before** the end of the term in which the candidate expects to graduate, and the candidate is not eligible for final defense until the dissertation has been approved by the Assistant Dean.

Dissertation Defense and Oral Examination

This examination is a public defense of the dissertation and a demonstration of the candidate's mastery of the chosen field. The oral examination will be given by the dissertation committee.

The major professor must notify the PhD program director **no later than three weeks prior** to the proposed defense date. The PhD program director will send the Request to Schedule Thesis/Dissertation Final Oral Examination form to the Graduate School. After checking that the student has met all requirements, the Graduate School will email approval or disapproval of the request to the SON and the student. The Dean of the

Graduate School will 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 14 days before** the end of the semester in which the degree is to be granted. To pass this examination, the student may not receive more than one abstention or dissenting vote.

Time Limit for Completion of Doctoral Degree

In all cases, the student must adhere to the Graduate School 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 Graduate School is empowered to grant limited extensions to this 4-year period.

Appendix A: Coursework

PhD Program Required Coursework

BSN-PhD & MSN-PhD Tracks

The PhD in Nursing consists of at least 40 semester credit hours of coursework beyond an MSN degree or 55 semester credit hours beyond a BSN degree plus dissertation credit hours. Course equivalency must be approved by the PhD program director.

Course Number	Course Title	Credit Hours
NURS 700	Theoretical Basis of Nursing	3
NURS 702	Philosophy of Science	3
NURS 710	Research Methods I: Qualitative Research Methods	3
NURS 711	Research Methods II: Quantitative Design	3
NURS 712	Research Methods III: Nursing Measurement	3
NURS 714	Research Methods IV: Analysis of Existing Data	3
NURS 725	Analysis of Leadership and Health Policy	3
NURS 735	Seminar "Socialization into the Role of Nurse Scientist"	1
NURS 736	Seminar "Dissemination of Research Findings"	1
NURS 737	Seminar "Responsible Conduct of Research"	1
NURS 738	Seminar "Grant Proposal Development"	1
XXX	Three Cognates	9
LEAD 701	Intermediate Applied Statistics (or equivalent)	3
LEAD 702	Applied Multiple Regression (or equivalent)	3
Total Credit Hours		**40**

++ PLUS DISSERTATION HOURS ++

Additional Coursework Required for BSN-PhD Track

All BSN students must complete the following 15 semester hours of master's level courses. Course equivalency must be approved by the PhD program director.

	Course Numbers	Course Title	Credit Hours
Fall Term	NURS 605	Theoretical Applications for Practice	3
	NURS 657	Health Promotion & Disease Prevention	3
	NURS 791	Applied Statistics for Evidence-Based Practice (or equivalent)	3
Spring Term	NURS 607	Foundational Concepts of Evidence-Based Practice	3
	AND	**AND**	**AND**
	NURS 627	Epidemiology and Global Health	3
	OR	**OR**	**OR**
	NURS 741	Advanced Pathophysiology	4
		Additional Credit Hours	**15-16**
Total Credit Hours			**55-56**

++ PLUS DISSERTATION HOURS ++

DNP-PhD Track

The PhD in Nursing consists of at least 31 semester credit hours of coursework beyond a DNP degree plus dissertation credit hours. Course equivalency must be approved by the PhD program director.

Course Number	Course Title	Credit Hours
NURS 700	Theoretical Basis of Nursing	3
NURS 702	Philosophy of Science	3
NURS 710	Research Methods I: Qualitative Research Methods	3
NURS 711	Research Methods II: Quantitative Design	3
NURS 712	Research Methods III: Nursing Measurement	3
NURS 714	Research Methods IV: Analysis of Existing Data	3
NURS 735	Seminar "Socialization into the Role of Nurse Scientist"	1
NURS 736	Seminar "Dissemination of Research Findings"	1
NURS 737	Seminar "Responsible Conduct of Research"	1
NURS 738	Seminar "Grant Proposal Development"	1
XXX	One Cognate	3
LEAD 701	Intermediate Applied Statistics	3
LEAD 702	Applied Multiple Regression	3
Total Credit Hours		**31**

++ PLUS DISSERTATION HOURS ++

Optional Certificate Coursework

Graduate Certificate in Health Professions Education

The certificate in Health Professions Education is offered through a partnership between the College of Education and Human Development and the School of Medicine. The program is designed specifically for faculty, future faculty, residents, and graduate students in the health sciences including medicine, nursing, dentistry, public health, clinical and allied health professions. The program includes four graduate-level credit courses (twelve [12] total credit hours) leading to an academic credential.

All courses are part of the College of Education and Human Development graduate curriculum and may be applied to other degree programs such as a master's degree. Each course is grounded on the plan for the corresponding course taught in the College of Education and Human Development but is focused primarily for healthcare educators. For example, instructional techniques include working not only in the classroom but also in clinical settings. Class projects are designed for the healthcare environment.

Program courses follow the Belknap Campus semester schedule but meet on the Health Sciences Campus. Courses are taught in the evening and are web-enhanced with approximately one-third of weekly work assignments completed online.

Program Purpose: To promote effective clinical teaching and student instruction in a variety of health science center settings and to develop skill in designing education research for presentation and publication.

Course Number	Course Title	Credit Hours
LEAD 665	Foundations of Health Professions Education	3
LEAD 675	Teaching & Learning in Health Professions Education	3
LEAD 676	Instructional Strategies in Health Professions Education	3
LEAD 685	Evidence-Based Practice in Health Professions Education	3
Total Hours		**12**

Please note:
- **Students must apply to the College of Education and Human Development.**
- Each of the above courses is taught as an eight-week course.
- Health Profession Education (HPE) certificate courses may count as cognates for Ph.D. students providing the course(s) relate(s) to the student's field of research (as determined by the student's major professor) and the student does not receive the HPE certificate.

Appendix B: Forms

PhD Student Forms

All forms are in the SharePoint PhD Student Forms library and Blackboard PhD Student Organization Forms folder unless otherwise noted. Please note, the table below does is intended as a reference and may not contain all forms.

Form	Initiator	Timing
Program of Study	Advisor/Major Professor	Prior to the start of coursework with modifications as needed
Annual PhD in Nursing Student Evaluation	Student	Due the second Monday in May
Request for Approval of Major Professor	Student	Generally completed by the completion of the first 18 hours of coursework
Thesis/Dissertation Advisory Committee Appointment (Graduate School website)	Student	By the end of third semester of full-time study at the latest. Resubmit if committee is revised.
Application for Written Doctoral Qualifying Examination	Committee Chair/Major Professor	At least one month prior beginning the written exam
Evaluation of the Written Qualifying Examination	Committee Chair/Major Professor and committee members	Committee members forward their evaluations to the Major Professor/Committee Chair who submits a summary version to the PhD program director no later than two weeks after the exam
Evaluation of the Oral Qualifying Examination	Committee Chair/Major Professor	After completion of the oral qualifying exam
Results of the PhD Qualifying/Comp Examination Form (Graduate School website)	PhD program director	Upon student's successful completion of the oral qualifying examination
Evaluation of the Written Dissertation Proposal	Committee Chair/Major Professor and committee members	No later than two weeks after receipt of the student's proposal
Evaluation of the Oral Dissertation Proposal	Committee Chair/Major Professor	After completion of the oral dissertation proposal defense
Request to Schedule Final Oral Defense (Graduate School website)	PhD program director	Upon notification by chair of readiness to sit for final oral defense of the dissertation
Degree Application (ULink)	Student	After the dissertation defense has been scheduled. Consult Registrar's office website for deadline
Evaluation of the Oral Defense for PhD in Nursing	Major Professor/Chair and Committee members	After completion of the oral defense of the dissertation

Evaluation of the Dissertation Defense Process for PhD in Nursing	Major Professor/Chair and Committee members	Upon completion of the oral defense of the dissertation
Electronic Dissertation Signature Page (Graduate School website)	Student	After final approval of the dissertation by the Major Professor and committee
GS Embargo Request Form (Graduate School website)	**Student**	Prior to submission of the dissertation to the Graduate School

Appendix C: Progression Details

Progression Details for PhD Students

The PhD program follows the SON PhD Progression, Retention, and Completion Policy. This list is intended as a summary of the steps required to progress from admission to graduation. Detailed information is contained elsewhere in the PhD Student Handbook. In addition, forms applicable to PhD students are located on the SharePoint and Blackboard sites. The information and forms on those sites as are updated regularly while this handbook may be updated on an annual basis.

The student and the major professor/dissertation chair work together to assure that all steps in the process are completed and applicable timelines are met.

- The PhD program director serves as the student's initial advisor.
    - Before the beginning of the first semester, the student and PhD program director meet and develop the student's program of study (POS). The PhD program director saves the POS to the student's SharePoint folder and notifies the program Administrative Specialist who enters it in the Office of Student Services database.
    - Students meet on a regular basis (at least monthly) with their advisor to review progress in courses, papers appropriate to submit for publication, overall progress in the program, etc.
- Within the first 18 hours of doctoral coursework the student selects their major professor/dissertation chair. The student completes the SON form *"Request for the Approval of a Major Professor"* and submits to the PhD program director.
    - In consultation with their major professor, the student will select individuals to serve on their Dissertation Advisory Committee. The student completes the University *"Request for the Approval of the Dissertation Advisory Committee"* (this is a Graduate School form – link on PhD Blackboard site). The student submits the form to the PhD program director who forwards it to the Graduate School.
    - Students are encouraged to convene regular meetings of the dissertation committee to benefit from the expertise of their committee members. At least one meeting must take place before the qualifying examination.
    - The student works annually with their major professor to complete the SON *"Annual PhD Student Evaluation"*.
- The student completes all required coursework.
- After completion of required coursework, the student is eligible to sit for the qualifying examination. During the semester students plan to take qualifying exam, they may register for GS 799 - Qualifying Exam Preparation if desired.
- Prior to taking the qualifying exam the need for clinical compliance must be determined and, if needed, compliance demonstrated. Once established, clinical compliance must be maintained through graduation.
- Guidelines for the qualifying examination are available on the PhD Blackboard site. Both written and oral portions of the qualifying exam must be successfully completed before enrolling in DOCT 600 Doctoral Candidacy. Upon successful completion of the qualifying exam, the major professor notifies the PhD program director who notifies the Graduate School.
- PhD Students enter doctoral candidacy. The student must enroll in DOCT 600 the first time but will be automatically enrolled in subsequent semesters. The student must be admitted to candidacy no later than the end of the ninth month prior to the awarding of the degree.
- The 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.
- The student completes the dissertation proposal and, upon approval by the major professor, schedules a

defense of the proposal with the committee. Once the proposal is approved, the student moves forward with the dissertation research.

- During the semester in which the student and major professor anticipate graduation, the student applies for the degree through ULink. Students 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.
- The student prepares to defend their dissertation.
    - Follow the *Guidelines for the Preparation and Processing of Theses/Dissertations* on the Graduate School website.
    - The Major Professor/Dissertation Chair determines when the student is ready to submit the dissertation to committee members.
    - Dissertation is submitted to the PhD program director at least 30 days before the anticipated defense.
    - The major professor notifies the PhD program director of the desired date and time of defense. The PhD program director schedules the defense with the UofL Graduate School.
    - The candidate is not eligible for final defense until the dissertation has been approved by the committee.
    - The final defense must be at least 14 days before the end of the semester in which the degree is to be granted. It is imperative that the student check the Graduate School website for exact dates for defense and submission of final dissertation.
    - The Graduate School notifies 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 pass, the student may not receive more than one abstention or dissenting vote.
    - Student obtains signatures of committee members following a successful defense.
    - The Major Professor informs the PhD program director that the candidate has successfully defended the dissertation.
    - The PhD program director notifies the Graduate School.
    - The student completes revisions required by the committee.
    - The student meets with the Graduate School Senior Academic Coordinator to review formatting of dissertation and complete the Survey of Earned Doctorates.
    - The student submits the required copy and signature page to the Graduate School. (See the Graduate School website for requirements as these periodically change).
    - The student submits copies to committee members and SON as specified.
- If the student plans to participate in hooding and/or commencement, they visit the U of L website for information on the Requirements to Participate. Information on ordering academic apparel is also located on the website.
    - Student is hooded by their Dissertation Chair at the Doctoral Hooding Ceremony hosted by the Graduate School (May and December).
    - Student attends the School of Nursing convocation ceremony, if desired, and is hooded by their committee chair.
    - Student attends the University of Louisville commencement if desired.

Congratulations!

Appendix D: Dissertation Options

Dissertation Options

PhD in nursing students may choose between a traditional format dissertation and a manuscript format dissertation. Both formats must adhere to the guidelines set forth by the Graduate School, which can be found on the Graduate School website. Students will choose the format of their dissertation in consultation with their committee chair and committee members. The decision regarding dissertation format will be made no later than the end of the proposal defense meeting. Students may change the format of their dissertation if the committee chair and committee members agree to the change.

Traditional Format Dissertation

The traditional format dissertation will consist of the following chapters:
- Chapter 1 Introduction
- Chapter 2 Review of Literature
- Chapter 3 Methods
- Chapter 4 Results
- Chapter 5 Discussion
- References - Master list for all sources cited at any point in the dissertation
- Appendices – Tables; Instruments; Consent Forms; IRB application; IRB approval letter; Other applicable materials

Manuscript Format Dissertation

A student who chooses the manuscript format dissertation will develop a minimum of three manuscripts. All manuscripts must be applicable to the student's area of interest and the student must be the first author on all manuscripts. Ideas for individual papers must be approved by the dissertation committee. If any of the material contained in the dissertation has been published, the student must obtain written permission from the publisher, giving the student authorization to use the material in the dissertation.

The manuscript format dissertation will consist of the following chapters:
- Chapter 1 – Introduction - discuss the significance of the problem under investigation and an overview of the dissertation, including theoretical/conceptual underpinnings
- Chapter 2 – Critical review of the literature or state of the science manuscript
- Chapters 3, 4, etc. – a minimum of two additional manuscripts, at least one of which must be databased reporting results of the dissertation research.
- The final chapter – a synthesis of findings from all chapters; limitations; implications for the field; future research
- References - Master list for all sources cited at any point in the dissertation
- Appendices –Tables; instruments; consent forms; IRB application and approval letter; other materials

Other options for manuscripts include:
- concept analysis paper related to area of interest
- psychometric paper related to area of interest
- paper reporting results of a pilot study completed during independent studies relating to the area of interest and IRB approved
- paper using advanced statistical analysis to provide a greater understanding of a phenomenon related to

area of interest; may be through the use of an existing dataset

Note: Each chapter should contain a separate list of references, and a master list should be included at the end of the dissertation.

Approved by GPC 4.19.13

Approved by Faculty Organization 5.17.13

Note: The manuscript format option is available to all students (current and new admissions) effective 5.17.13.