

University of Louisville
School of Nursing

DOCTOR OF PHILOSOPHY (PhD) IN NURSING

STUDENT HANDBOOK

FALL 2021 – SUMMER 2022

Revised August 2021

The PhD Program faculty may need to make changes to this PhD Student Handbook.
If changes are necessary, students will be given written notice.

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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 (**Note:** PhD Student Handbook is also available electronically on *UofL Blackboard_PhD Nursing Program_Documents_PhD Handbook 2021-2022*).

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 are located in the University of Louisville Student Handbook, the University of Louisville Schedule of Classes, and the University of Louisville website: <http://www.louisville.edu>.

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

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

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

Sincerely,

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Section I: Information for All Nursing Students

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 ULSON mission is congruent with the University of Louisville Mission 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



Approved by Faculty Org 5.17.17

Important Academic Web Pages

- School of Nursing website: <http://www.louisville.edu/nursing>
- UofL PhD Student Handbook is available electronically on the PhD Student Blackboard Organization website at:
blackboard.louisville.edu/ultra/organizations/_27907_1/cl/outline
- The PhD Student Handbook is available on the School of Nursing (SON) website
- UofL Graduate Catalog is available at: <https://catalog.louisville.edu/graduate/>

Communication

Communication with Faculty/Staff

Email

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

Telephone Messages

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

Faculty Mailboxes

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

Email Communication with Students

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

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

Student Blackboard Academic Suite™ Guide

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

I. General Information

Blackboard Academic Suite™ is a software platform used for course management, including Web-based integration. All undergraduate and graduate nursing students are entered in Blackboard Academic Suite™ by their program code which is used to communicate announcements to all students in that specific program.

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

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

II. Blackboard Login

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

III. Navigation

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

Mailboxes

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

Emergency Telephone Messages

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

Student Organizations and Leadership Opportunities

The SON encourages students to become active in student organizations. Many employers inquire about leadership roles and student involvement when considering applicants for employment. 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. The SON has representation on the GSC.

PhD Academic Affairs Committee

The PhD Academic Affairs Committee annually seeks representation from students enrolled in the PhD Program to serve in an advisory role. If you are interested, please contact the Assistant Dean for the PhD Program.

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

Delayed Class Schedule for Bad Weather

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

Student Lockers

If you are interested in obtaining a student locker in the School of Nursing Building, contact the Business Office in the School of Nursing, located on the 3rd floor of the K building.

Course Syllabi

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

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

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

Parking and Security

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

Secure Access to Buildings: For the safety of students, faculty, and staff, a security system has been installed in the K-Building. A keypad is located on a post near the entrance to the building. The 4-digit code is changed periodically by the Department of Public Safety and is announced to students in class. The building access code or your Cardinal Card will be required to enter the K-Building, HSC Instructional Building, and Kornhauser Library. The Chestnut Street Fitness Center requires your Cardinal Card to be scanned for entry at all times.

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

University Parking provides a shuttle service to the HSC community from the parking lots to the campus Monday-Friday from 6:00 am until 10:00pm. No service is provided on the weekends or on University-recognized holidays. To see a map of the routes and more

information, go to the website at <https://louisville.edu/parking/transportation/CampusRouteConnections.pdf>. Shuttles are available from Belknap to HSC. See the parking website for details.

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.

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. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Hours of operation and additional information on the Kornhauser Health Sciences Library can be found at <http://louisville.edu/library/kornhauser/>

HSC Bookstore

The Health Sciences Center Bookstore, operated by Follett, carries textbooks and supplies for courses taught on the HSC campus. It is located on the Floyd Street side of the K Building. Textbooks, lab coats, pens, binders, and other supplies are also available for purchase, as well as novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy, etc. Hours of operation are 9:00 a.m. – 5:00 p.m., Monday – Friday.

Postal Services

A postal office is located on the ground level of the HSC Library & Commons Bldg. Hours of operation: Monday – Friday: 9:00 a.m. – 11:00 a.m. and 12 Noon – 3 p.m. Phone number: 852-5339.

Photocopying

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

School of Nursing Resources

Office of Student Services (SON, 3rd Floor)

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

The office is located in Rooms 3023-3066 in the K-Building. Office hours are 8:30 am to 4:30 pm Monday through Friday. The phone number is (502) 852-1196. Several staff members work with graduate students:

Trish Hart, MA, Assistant Dean for Student Services	Room 3060
Jessica Jackey, MS, DNP/PhD Graduate Advisor	Room 3024
Patricia Moon, BA, Program Assistant, Sr.	Room 3025

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.

Name/Address Changes

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

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

Cardinal Card

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

How to get a Cardinal Card

Cards are made in the Campus Card main office in the lower level of the Houchens Building in Room 08K (Belknap Campus) or at the satellite office on the HSC campus located in the Chestnut Parking Garage. Please visit the Cardinal Card website at <http://www.louisville.edu/campuscard/> for office hours and to print out an agreement form.

What to bring with you when getting a new card:

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

Learning Resource Center (LRC)

The Learning Resources Center (LRC) has several locations throughout the School of Nursing Building. These rooms are available for nursing students to learn and practice skills and participate in simulation experiences. The skills/simulation labs are available for course

work and by appointment for remediation or practice. Room numbers are 2010, 3003, 3008, 3009, 3010, and 3011.

The Coordinator of Educational Simulation & LRC – Contact information 502-852-0713.

Hazardous Waste Disposal

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

Financial Aid

University of Louisville financial aid information can be obtained at <https://louisville.edu/financialaid> . All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Office of Financial Aid (502-852-5511) or at www.fafsa.ed.gov. Often financial assistance programs for nursing students require that a FAFSA be completed prior to application. You can obtain a Guide to Financial Assistance for Nursing Students from the OSS, an unofficial but useful summary of potential financial assistance opportunities.

The Office of Student Services maintains scholarship information available from various organizations/agencies. This information is continually updated and posted on the Blackboard Student Organizations throughout the year. Consult the University of Louisville Undergraduate and Graduate catalogs for other scholarship information.

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

Software

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

Research Requirements

Each student must comply with the current student health policy of the Health Sciences Center. All costs associated with compliance are the responsibility of the student. Because of contractual agreements with agencies and the changing needs of society, this policy is updated periodically. The current health policies are listed below. It is the responsibility of the student to maintain his/her health in order to 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 CDC changing requirements and community expectations. Students will be notified of any policy changes, and compliance will be required.

Guidelines for Clinical Compliance:

1. All new students will receive a digital version of the Clinical Health Requirements prior to enrollment in NURS 735, PhD Seminar I.
2. **Students must turn in all clinical compliance requirements by the semester deadlines of August 5th for fall or December 10th for spring prior to attending NURS 735, PhD Seminar I, and maintain compliance until graduation.**
3. If applicable, submit an online Health Insurance Waiver form. (See Health Insurance section of this Handbook).
4. List of students not meeting requirements will be sent to the Assistant Dean for the PhD to assure compliance.
5. Non-compliance with any health or clinical requirement may preclude the student from participating in courses/research and/or be grounds for dismissal.
6. The student is responsible for submitting updates of health or clinical requirements to Campus Health Services (CHS) and Office of Student Services (OSS), respectively, throughout the semester. For updates that need to be submitted to OSS, students should 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.

Description of Clinical/Research Requirements

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

1. **CPR Certification:**
Must complete CPR training through the **American Heart Association: BLS for Healthcare Providers.**
Requirement fulfilled by providing a copy of the CPR card to OSS.
2. **HIPAA Training Courses:**
Registering for HIPAA courses offered via the CITI platform (www.citiprogram.org)
Upon completion, a printout of the completion page for HIPAA security and HIPAA basic must be submitted to OSS, only required prior to the first semester of clinicals. It does not have to be renewed unless notified by the university.
Requirement fulfilled by providing a copy of the Completion Page to OSS.

3. **Bloodborne Pathogen Compliance:**
Course offered online by the university and provided a Certificate of Completion—required yearly.
Requirement fulfilled by providing a copy of the Certificate of Completion to OSS.
4. **Proof of Registered Nursing Licensure:**
Requirement fulfilled by turning in a printed verification from the KBN registry or state where you are licensed.
5. **Student Consent and Release Form** Available on the School of Nursing webpage:
<http://louisville.edu/nursing/academics/files/clinical-compliance-form>
Requirement fulfilled by submitting a copy.
6. **Immunization Compliance:**
This must be completed at the Campus Health Services office. Check with the immunization specialist at 852-2708 to confirm you are in compliance. For a list of required immunizations, go to: <http://louisville.edu/campushealth/information/immunizations/health-professional-students/health-professional-students-immunizations>
7. The need for **Professional Liability/Malpractice Insurance** will be determined on a case-by-case basis by the Assistant Dean for the PhD Program in conjunction with the student, and major professor. Determination of insurance needs will be based upon the research site(s) policies/requirements and the nature of the student’s research.

You may upload your proof of compliance documents using the [PhD - Document Submission Webform](#)

Health Insurance

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

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 Nursing students must either ENROLL or WAIVE the insurance for the Fall semester. A non-response to waive or enroll will be interpreted as an “ENROLL” response, and the charges will remain on your tuition bill.

If you have questions or need assistance, please contact Carol Kloenne, Student Insurance Advocate, 852-6519 or email stuins@louisville.edu

Health Services Fee

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

Service provided under the \$52.50 fee:

1. All pathogen exposure (TB and needle stick) to include outside labs, x-ray, and medications.
2. All visits to the Student Health Services (Belknap and HSC).*
3. Mental Health Services - *Medications, lab, or x-ray costs that might be associated with these visits are not covered by the \$52.50 fee.*

Background Check

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

As of August 2007, the SON requires all students to have a background check through certifiedbackground.com. You will deal directly with the company 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. The cost is \$58.00, which you will submit directly to the company. If you have questions about the background check, please contact the Office of Student Services at 502-852-1196.

Drug Testing Policy

The use of substances that interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) poses an 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 Appendix A.)

Information for Students with Criminal Convictions in School of Nursing

It is critical to note that all nursing students are required to have background checks. As a result, the Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please read carefully these guidelines at the URL below and speak with Dr. Mary DeLetter, Associate Dean of Academic Programs and Unit Effectiveness, should you have any questions: <https://kbn.ky.gov/education/Pages/Criminal-Convictions-Information-for-Programs-of-Nursing.aspx>

Removal from Clinical/Research Settings

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

Students are responsible for reviewing all academic policies and achievement guidelines as printed in the current University of Louisville.

Policies and Procedures

No Smoking

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

University of Louisville Code of Student Conduct

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

Disability Statement

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

Work-Restricted Religious Holidays Policy

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

Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make a reasonable accommodation under these guidelines.

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

Academic Dishonesty Policy

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

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

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

Impaired Student Policy

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

Jury Duty

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

Overseas Travel

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

Official and Unofficial Transcripts/Records Verification

Students may request official transcripts online through the University Registrar's office. Students may also print unofficial transcripts. To request an official transcript, or to print an unofficial transcript, please visit:
<http://www.louisville.edu/student/services/registrar/services.htm>

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

Students may be required to provide proof of good standing for scholarship applications, insurance forms or to enroll at another school as a visiting student. When these situations

occur, please plan ahead and allow at least 24 hours for a request of this nature to be processed.

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

Privacy of Student Records

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

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

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

Registration Procedures

Students are strongly encouraged to take advantage of early registration to help ensure that space is reserved in the required courses for each semester. Failure to register early may result in delaying degree completion. Early registration for spring semester courses is in October/November, and early registration for summer and fall semesters is in April/May. The schedule of classes offered across the university is available at <https://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm>

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

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

an approved Program of Study on file must also be advised by their faculty advisor prior to registration.

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

Drop/Add Procedures

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

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

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

Late Complete Withdrawal after the Deadline

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

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

Petitions

A student who wishes to be exempted from a standard school policy should make an appointment with their academic advisor for advice on filing a petition. The advisor will submit the request to the Doctoral 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 Doctoral Academic Affairs Committee for a change of grade in a course. However, the student may petition the Committee regarding the fairness in

which a grade was calculated. The Committee does not have the authority to recommend grade changes.

Grievance Procedures

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

Leave of Absence

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

Application for Degree

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

- Graduate students: Satisfactory completion of the required courses (No grade of C+ or below allowed) with a cumulative program grade point average of 3.0 or above;
- File an online application for a degree prior to the date specified in the online Schedule of Courses. Online applications for degrees are available on ULink at ulink.louisville.edu. Log on to ULink and click on the Student tab, scroll down the 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 Graduate Students

The School of Nursing holds convocation in May and December.

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

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

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

Graduation Academic Regalia Apparel

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

Section II: PhD Student Section

Goal of the Doctor of Philosophy Program

The PhD Program is designed to prepare nurse scientists who will assume a variety of roles in education, research, leadership, and health policy. These nurse scientists will be prepared to generate knowledge, test interventions, and evaluate outcomes to reduce risks of illness/disability and promote quality of life. Graduates will have the ability to perform interdisciplinary research and have the opportunity for numerous professional collaborations across the Health Sciences Campus and beyond.

Frequently Asked Questions

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

Is the program online? The PhD Program is offered in a hybrid format. Classes are held five times per semester, and the remainder is online.

How long does it take to complete the program?

- For full-time students, post-BSN students complete coursework in three calendar years and then complete their dissertation research.
- For full-time students, post-MSN students complete coursework in two calendar years and then complete their dissertation research.
- For DNP-PhD students, coursework can be completed in two years, and then students complete their dissertation.
- For part-time students, generally, three years are typically needed to complete coursework. After the coursework, students focus on the completion of their dissertation.

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

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

Can I transfer in hours? Yes. The maximum number of semester hours transferable, upon request, is six. Up to six additional hours may be requested and considered for special approval from the Graduate School.

Are there any courses required prior to starting the program? MSN-to-PhD students are advised to have completed a 3-credit masters-level statistics course (applied descriptive and inferential statistics) with a grade of B (3.0) or higher within five years before the date of enrollment. Applicants who do not meet this requirement may take NURS 791 Applied Statistics for Evidence Based Practice which is required in the BSN-to-PhD option, prior to the two required statistics courses at the doctoral level.

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

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

Academic Advising and Support

The Office of Student Services works to ensure timely registration, advising, and the dissemination of policies and procedures. It is the student's responsibility to be knowledgeable of the policies and procedures and to take the initiative in seeking help and advice. Students are DIRECTED to meet with the Office of Student Services for information on Student Financial Aid.

Faculty Academic Advisor

PhD Students are matched with a Faculty Academic Advisor based on research interests, whenever possible. The Faculty Academic Advisor will develop the program of study in coordination with the PhD student based on students' research interests and needs.

In addition, the Assistant Dean for the PhD Program and the School of Nursing Graduate Faculty members are available to counsel students on professional nursing concerns. Students are **REQUIRED** to meet with their academic advisor or Major Professor/Dissertation Chair for the following:

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

PhD Student Mailboxes

The SON will provide PhD student mailboxes on the fourth floor of the School of Nursing.

PhD Blackboard Site

The PhD blackboard site serves as the primary communication tool with PhD students. Throughout the semester, announcements are posted, and emails are sent with important information for PhD students. In addition, the blackboard site contains all current forms and documents pertinent to the PhD Program as well as the PhD Student Handbook.

Academic Policies and Progression Issues

Expectations of PhD Students

Doctoral education requires a high level of consistent commitment in order to be successful. Doctoral education is not just higher-level master's education but instead involves a different philosophical approach to teaching and learning. The learner is active and is expected to be prepared for all class meetings. 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. To obtain a PhD in Nursing, a minimum of three years of full-time study is needed (may attend on a part time basis – see below for residency requirements).

Participation in Scholarly Opportunities

The School of Nursing holds scholarly colloquia for students who 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.

Courses Applicable to the PhD Degree

University designated undergraduate, master's, and DNP courses may not be applied to the doctoral degree except for those master's and DNP courses required for the BSN-PhD option. 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.

Annual PhD Student Evaluation

The Graduate School requires that doctoral students be evaluated annually (due first week in June) with respect to their progress toward their degree. The annual evaluation form is completed by the PhD Student and then submitted with an updated CV to the Faculty Advisor who completes the evaluation of progress in the PhD Program. The completed PhD Student evaluation is submitted to the Assistant Dean for the PhD. Annual evaluation forms are available on Blackboard and included in the Appendix.

Graduate Grading Scale

98-100 = 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

Academic Progress in the Doctoral Program

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

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

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

Residency Requirement

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

The Faculty Academic Advisor

The Academic Advisor represents a vital link between the entering student and the doctoral program. This advisor plays an important role in orienting the student to the school and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in and adjustment to doctoral study. The advisor will interpret the program requirements and policies for the students and assist in setting objectives for doctoral work. The advisor will facilitate the initial plan of study in accordance with program requirements and individual interests and will monitor student progress during the first 18 hours of doctoral study post-master. In the case of the BSN-PhD student, the advisor will monitor progress during the 18 hours of master's level work and up to 15 hours of doctoral-level work. The advisor will make the student aware of opportunities for professional development, scholarship, collaboration, and financial assistance. The advisor will serve as the student's major professor or assist the student in selecting a different major professor as appropriate.

Programs of Study

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

The Major Professor/Dissertation Chair

Students are assigned and matched with an advisor upon entry into the program. The advisor typically will be the student's major professor. 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 their research activities. This is done by attempting to talk with as many faculty members as possible, beginning in the first semester. Students should discuss research possibilities with several professors, including all those with expertise in one's intended major area of concentration. In addition, a document titled, *Research Interests of Faculty*, is available on the SON website to the students to determine a good academic fit. This document can be accessed at: <https://louisville.edu/nursing/research/research-faculty-interests>

Criteria for Major Professor/Chair

- Chair must have a 50% or greater assignment in the SON
- Chair must be at the rank of Associate or Full Professor
- Chair must be tenured or previously tenured in a research university
- Chair must have recent experience conducting research with subsequent 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* contained in this handbook. Once completed and the student's vitae attached, the form will be forwarded to the Assistant Dean of the PhD Program.

The Major Professor will assist the student in finalizing the formal program of study in accordance with program requirements and individual research interests, as well as provide ongoing support and assistance in professional development. This may include support for research 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 Student Responsibilities

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

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

Dissertation Committee

Once the student has selected a Dissertation Chair or Major Professor, the student, with the assistance of their Major Professor, will select their dissertation committee consisting of at least three faculty members from the School of Nursing and one or two members from an allied department outside the School of Nursing in a complementary field, for a total of

four or five members. The Major Professor, in consultation with the student's committee, will be responsible for approving the student's plan of study and administering a qualifying exam once coursework is complete. The committee will have a total of four or five members and will serve to guide the student through the proposal process and the implementation of the dissertation will serve as a reading committee for the dissertation and will be present at the oral defense of the dissertation. The 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 Assistant Dean for the PhD Program of the School of Nursing. The student completes the *Thesis/Dissertation Advisory Committee form* at: <file:///C:/Users/mlpowe10/Downloads/ThesisDissertationAdvisoryCommitteeAppointmentForm-rev12022019.pdf> in coordination with the Major Professor and forwards it to the Assistant Dean for the PhD Program (see Appendix C). The student should have at least one called committee meeting prior to completion of coursework and the qualifying exam.

Criteria for Committee Members

- Committee members from within the SON must have an earned doctorate.
- 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.
- Ex-officio committee members are non-voting members of the doctoral committee and must be approved by the committee chair.

Qualifying Examination

All PhD students will take a written and an oral qualifying examination following completion of required doctoral course work.

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 dissertation committee determines when the student is ready to take the qualifying exam. The qualifying exam should be taken within six months of completion of the required course work. The major professor completes the *Application for Written Doctoral Qualifying Examination form* and forwards it to the Assistant Dean for the PhD Program, who then verifies that all requirements as specified by the Graduate School have been completed and the student is eligible to take the exam.

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.

Completion of the **written exam** is an independent process. It includes the components of a proposal as outlined below:

1. **Introduction** – purpose and specific aims (with hypotheses as applicable)
2. **Significance** – background, conceptual or theoretical framework, and a discussion of how the study adds to the body of nursing knowledge

3. **Methods** – design, sample, setting, measures, procedures, and plan for data analysis
4. **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. 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. If the student is not successful on either component of the qualifying exam, the committee will determine necessary remediation and the time frame for a second opportunity to complete the written or oral exam.

Upon satisfactory completion of both components (written and oral) of the qualifying exam, the major professor will inform the Assistant Dean for the PhD Program, who will then submit the *Results of the PhD Qualifying/Comp Examination form* 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. Once the student has successfully completed the qualifying examination, the student is eligible to register for candidacy. The qualifying exam is intended to serve as a basis for the dissertation proposal. Following successful written and oral qualifying exams, students may begin work on their dissertation proposal.

Note the following guideline from the UofL Graduate School:

- **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).
- Doctoral students must be admitted to candidacy **at least nine months before** receiving the PhD degree.

Qualifying Exam Process and PhD Candidacy

During the semester in which you plan to take qualifying exams, register for GS 799 Qualifying Exam Preparation. After you successfully complete the qualifying exam and are admitted to candidacy (i.e., become a PhD Candidate), you are eligible to register for DOCT 600 Doctoral Candidacy (Dissertation).

Dissertation Proposal Defense

The dissertation committee chair (or major professor) and committee members will provide direction to students regarding the revisions to the qualifying exam proposal that must be completed prior to the dissertation proposal defense. At the defense, 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 student may

progress with the IRB application and dissertation research. Each committee member rates the defense using the

Doctoral Candidacy

According to the Graduate School, PhD student must have been admitted to candidacy not later than the end of the ninth month prior to the awarding of the degree, that is:

August graduation – November 30 of preceding year

December graduation – March 31 of same year

May graduation – August 31 of preceding year

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. Doctoral students may not enroll in Doctoral Candidacy until successful completion of the qualifying exam. 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 Assistant Dean for the PhD Program 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. In order to restore Doctoral Candidacy, the student must receive approval of the Assistant Dean for the PhD Program 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.

Dissertation Proposal

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 the 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 are located at:
<http://research.louisville.edu/UHSC/index.htm>

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 Assistant Dean of the PhD Program.

According to the 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.

Dissertation Policies

The dissertation is submitted in the completed form to the Assistant Dean for the PhD Program 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.

The dissertation shall be read by the Dissertation Committee, chaired by the Major Professor, and appointed by the Dean of the Graduate School upon the advice of the Assistant Dean for the PhD Program.

The document, *Guidelines for the Preparation and Processing of Theses and Dissertations*, is available on the Graduate School website under at:
<https://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-guidelines-1>

Prior to submission of the final copy of the dissertation, the student must contact the Graduate School to schedule a review of the document. The UofL Graduate School requires submission of an electronic copy (see the Graduate School guidelines). A final copy should also be sent to the Assistant Dean for the PhD Program.

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 (see Appendix E). The examination will be given by the Dissertation Committee.

The major professor must notify the Assistant Dean for the PhD Program no later than three weeks prior to the proposed defense date. The Assistant Dean for the PhD Program 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.

Graduate Student Assistantships

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

Eligibility Criteria

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

Selection Process

1. Interviews may be requested with applicants.

2. Assistantship recipients will be notified by mail of the award.

Graduate Research Assistant Responsibilities

Graduate Research Assistants (GRAs) will spend 20 hours per week in the Office of Nursing Research or be assigned to work with a faculty member on a specific program of research. Their primary goal is to assist Research Office staff in support of faculty research.

Their primary activities when in the office will include functions such as performing literature searches, retrieving articles from the library, transcribing interview tapes, entering study data, making copies, assisting in the compilation of grant proposals for mailing, and other research-related duties as required.

Orientation is required for all GRAs. GRAs will report to staff in the Office of Nursing Research and the Associate Dean of Research and are evaluated annually.

Graduate Teaching Assistant Responsibilities

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

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

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

Examples of assignments for the development of personal teaching skills include: teaching a clinical group, a freshman campus culture course, facilitate simulation experiences and/or individual course content, and attending monthly faculty development sessions.

These students report to the Associate Dean of Academic Programs and Unit Effectiveness in the School of Nursing and are evaluated annually.

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

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

Appendix A

Drug Testing Policy

The use of substances that interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose an 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 Impaired Student Policy and Procedures.)

Students are required to read and acknowledge by signature that they understand this 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.

Appendix B

MSN-PhD in Nursing

PhD Coursework Required for Both MSN/PhD and BSN/PhD Tracks		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	PhD Seminar I	1
NURS 736	PhD Seminar II	1
NURS 737	PhD Seminar III	1
NURS 738	PhD Seminar IV	1
XXX	Three Cognates from a different discipline	9
XXX	*Two graduate level statistics courses (LEAD 701 and LEAD 702)	6
Total Credit Hours		40
PLUS DISSERTATION HOURS		
Additional Coursework Required for BSN/PhD Track		
NURS 605	Theoretical Applications for Practice	3
NURS 607	Foundational Concepts of Evidence Based Practice	3
NURS 627 OR NURS 741	Epidemiology and Global Health Advanced Pathophysiology	3-4
NURS 657	Health Promotion and Disease Prevention	3
NURS 791	Applied Statistics for Evidence Based Practice	3
*LEAD 701	Intermediate Applied Statistics	3

	Additional Credit Hours for BSN/PhD Track	15-16
	*LEAD 701 counts as 3 of the 6 credits in graduate-level statistics.	

Required Courses

BSN Students complete 15 hours of required master's level courses.

Note: These courses are prerequisites to any PhD level courses.

BSN-to-PhD Option (3 years of coursework required, plus dissertation):

Master's Level Courses (required for BSN Students Year 1):

(Note: Master's courses are scheduled on Thursdays.)

Fall Year 1 (9 credits full-time)

NURS 605 -- Theoretical Application for Practice (3 credit hours)

NURS 657 -- Health Promotion and Disease Prevention (3 credit hours)

NURS 791 – Applied Statistics for Evidence Based Practice (3 credit hours)

Spring Year 1 (9-10 credits full-time)

NURS 607 -- Foundational Concepts of EBP (3 credit hours)

NURS 627 – Epidemiology and Global Health (3 credit hours) **OR**

NURS 741: Advanced Pathophysiology (4 credit hours)

LEAD 701 – Intermediate Applied Statistics (3 credits)

(College of Education and Human Development)

Note: MSN-to-PhD Option (2 years of coursework required, plus dissertation)

PhD Level Courses (required for BSN and MSN Students):

Note: All PhD courses are scheduled on Mondays, except NURS 725

Fall Year 1 (10 credits, full-time)

NURS 700 – Theoretical Basis of Nursing (3 credit hours)

NURS 702 – Philosophy of Science (3 credit hours)

NURS 735– PhD Seminar I (1 credit hour)

LEAD 701—Intermediate Applied Statistics (3 credits)

Spring Year 1 (10 credits, full-time)

NURS 711 – Research Methodology II: Quantitative Design (3 credit hours)

NURS 736 – PhD Seminar II (1 credit hour)

LEAD 702 – Applied Multiple Regression (3 credits)

Cognate I (3 credits)

Summer Year 1 (6 credits, full-time)

NURS 710 – Research Methodology I: Qualitative Research Methods (3 credit hours)

NURS 725 – Analysis of Leadership and Health Policy (3 credit hours)

NOTE: Combined course with PhD and DNP Students; meets on Thursdays.

Fall Year 2 (7 credits, part-time)

NURS 712 – Research Methodology III: Nursing Measurement (3 credit hours)

NURS 737 – PhD Seminar III (1 credit hour)

Cognate II (3 credits)

Spring Year 2 (7 credits, part-time)

NURS 714 – Research Methodology IV: Analysis of Existing Data (3 credit hours)

NURS 738 – PhD Seminar IV (1 credit hour)

Cognate III (3 credits)

Advanced Statistics (6 credit hours) – The statistics courses are offered through the College of Education and Human Development (Department of Educational Leadership, Evaluation, and Organizational Development or LEAD) and/or other university departments. Courses include topics such as analysis of variance, multiple regression, and multivariate statistics:

LEAD 701—Intermediate Applied Statistics (3 credits)

LEAD 702—Applied Multiple Regression (3 credits)

Cognates I-III (9 credit hours required) – Must be taken *external* to the School of Nursing to support dissertation research.

NURS 793 -- State-of-Science Review (1-3 credits) (OPTIONAL)

This course provides the opportunity for the PhD student to develop a State-of-Science review of the literature of research relevant to nursing science in the student's focused area for dissertation under the supervision of the PhD student's Dissertation Chair.

DNP-to-PhD in Nursing

PhD Coursework Required for DNP-to-PhD		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	PhD Seminar I	1
NURS 736	PhD Seminar II	1
NURS 737	PhD Seminar III	1
NURS 738	PhD Seminar IV	1
XXX	One Cognate from a different discipline	3
XXX	Two graduate level statistics courses (LEAD 701 and LEAD 702)	6
NURS 793 State of the Science Review (Optional)		1-3 Variable
Total Credit Hours (Plus Dissertation Hours)		32

Certificate in Health Professions Education (CHPE) (12 credits)

Courses are offered through the College of Education and Human Development (CEHD)
<https://louisville.edu/education/degrees/gc-hpe> . (Important for Academic Nursing Career Goal!)

Note: Courses scheduled for Monday evenings from 5:30-8:00pm, via combined in-person (Health Sciences Campus) and asynchronous online over eight weeks.

LEAD 665 – Foundations of Health Professions Education (3 credits) (Fall, 1st 8 weeks)

LEAD 675 – Teaching and Learning in Health Professions Education (3 credits)
(Fall, 2nd 8 weeks)

LEAD 676 – Instructional Strategies in Health Professions Education (3 credits)
(Spring, 1st 8 weeks)

LEAD 685 – Evidence-Based Practice in Health Professions Education (3 credits)
(Spring, 2nd 8 weeks)

Note: Students are required to apply to the CHPE Program, contact Staci Saner, MEd, Program Director, HSC Campus at hpe@louisville.edu.

University of Louisville School of Nursing - Program of Study

Full Time MSN-PhD Student (Adjust for PT)

* * * Effective for students admitted Spring 2021 and after * * *

Date: _____

Check which applies: MSN to PhD

MSN to PhD with HPE Certificate

Student Name: _____

Student ID: _____

Original

Revision

NOTE: If student is pursuing HPE Certificate, see page 2 for requirements.

YEAR ONE Semester / YearCredits

Fall Semester - 10 credits

NURS 700 Theoretical Basis of Nursing		3
NURS 702 Philosophy of Science		3
NURS 735 PhD Seminar I		1
Statistics I: LEAD 701		3

Spring Semester - 10 credits

NURS 711 Research Methodology II: Quantitative Design		3
NURS 736 PhD Seminar II		1
Statistics II: LEAD 702		3
Cognate I		3

Summer Semester - 6 credits

NURS 710 Research Methodology I: Qualitative Research Methods		3
NURS 725 Analysis of Leadership and Health Policy		3

YEAR TWO

Fall Semester - 7 credits

NURS 712 Research Methodology III: Nursing Measurement		3
NURS 737 PhD Seminar III		1
Cognate II		3

Spring Semester - 7 credits

NURS 714 Research Methodology IV: Analysis of Existing Data		3
NURS 738 PhD Seminar IV		1
Cognate III		3

Total 40 credits

Qualifying Exam
DOCT 600 Doctoral Candidacy - Dissertation

Semester / Year

List Independent Studies with Topic and Faculty

Semester / Year Credits

1. _____
2. _____
3. _____

NOTE: Independent Studies with SON Faculty do **NOT** count as cognates.

Indicate which 12-month period will fulfill residency requirements (18 hours in 12-month period)_____.

* If pursuing a Certificate in Health Professions Education, the following courses must be taken. Please note which semesters the courses are offered on the HSC Campus.

Semester / Year Credits

1. LEAD 665 – Foundations of Health Professions Education (3 credits) (Fall, 1st 8 weeks) 3
2. LEAD 675 – Teaching and Learning in Health Professions Education (3 credits) (Fall, 2nd 8 weeks) 3
3. LEAD 676 – Instructional Strategies in Health Professions Education (3 credits) (Spring, 1st 8 weeks) 3
4. LEAD 685 – Evidence-Based Practice in Health Professions Education (3 credits) (Spring, 2nd 8 weeks) 3

Student Signature and Date _____

Advisor Signature and Date

(Form to be routed to Assistant Dean for the PhD Program for signature) _____

Assistant Dean for the PhD Program Signature and Date _____

Students must apply to the College of Education and Human Development (no extra application fee).

* **International Students Please Note:**

- Must be Full-Time in Fall and Spring Semesters
- Only **ONE** online course can be taken per semester.

Appendix C

PhD Student Forms

Table. PhD Program Forms and Their Location

Form	Location	Who Completes	When
<i>Program of Study</i>	Blackboard PhD Student Organization under Forms	Student in collaboration with Advisor/Major Professor	First semester with modifications as needed
<i>PhD Student Evaluation Form</i>	Blackboard PhD Student Organization under Forms	Student and Advisor/Major Professor	Annually in May
<i>Request for the Approval of a Major Professor Form</i>	Blackboard PhD Student Organization under Forms	Student	By the end of first year of full-time study at the latest
<i>Thesis/Dissertation Advisory Committee Form</i>	Blackboard PhD Student Organization under Forms (resubmit if committee is revised)	Student and Major Professor	By the end of third semester of full-time study at the latest
<i>Application for Written Doctoral Qualifying Examination Form</i>	Blackboard PhD Student Organization under Forms	Student and Major Professor	At least one month prior beginning the written exam
<i>Results of the PhD Qualifying/Comp Examination Form</i>	Graduate School Website	Assistant Dean for the PhD Program	Upon student's successful completion of the oral qualifying examination
<i>Evaluation of the Written Dissertation Proposal for PhD in Nursing</i>	Blackboard PhD Student Organization under Forms	Major Professor and Committee members	Two weeks after receipt of the student's proposal
<i>Request to Schedule Final Oral Defense Form</i>	ULink	Student and Assistant Dean for the PhD Program	Upon notification by chair of readiness to sit for final oral defense of the dissertation
<i>Evaluation of the Written Dissertation for PhD in Nursing – Pre-defense</i>	Blackboard PhD Student Organization under Forms	Major Professor and Committee members	No later than 2 weeks prior to the dissertation defense
<i>Evaluation of the Oral Defense for PhD in Nursing</i>	Blackboard PhD Student Organization under Forms	Major Professor and Committee members	After completion of the Oral Defense of the dissertation
<i>Evaluation of the Dissertation Defense Process for PhD in Nursing</i>	Blackboard PhD Student Organization under Forms	Major Professor and Committee members	Upon completion of the Oral Defense of the dissertation
<i>Electronic Dissertation Signature Page</i>	Graduate School Website	Student	After final approval of the dissertation by the Major Professor and committee
<i>GS Embargo Request Form</i>	Graduate School Website	Student	Prior to submission of the dissertation to the Graduate School
<i>Guidelines for Preparation and Processing of Theses and Dissertations</i>	Graduate School Website	Student	Review prior to and throughout writing/preparation of the dissertation

Appendix D

Progression Checklist for PhD Students

This checklist 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 Blackboard site. Students should use the information from the Blackboard site as it is updated on a regular basis.

The student and Advisor/Major Professor (Dissertation Chair) should work closely to assure that all steps in the process are completed and applicable timelines are met.

- Upon admission, student is assigned a **faculty advisor** by the Assistant Dean for the PhD Program.
 - **Before the beginning of the first semester**, the student and advisor should meet to develop the Program of Study (POS). The advisor will submit the POS to the Office of Student Services for the student file.
 - Throughout the time in the program, the student will 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 will affirm their advisor as their **choice of major professor (dissertation chair)** or, choose a different faculty member to serve as their major professor. A list of faculty members who are eligible to serve as chairs is available on the PhD Blackboard site. The student completes the SON form “*Request for the Approval of a Major Professor*” and submits to the Assistant Dean for the PhD Program.
 - 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) and obtains all appropriate signatures. The student submits the form to the Assistant Dean of the PhD Program who will forward 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 completes an annual evaluation with advisor/major professor.
- The student completes all required coursework.
- After completion of required course work, the student is eligible to take the qualifying examination. During the semester students plan to take qualifying exam, they should register for **GS 799 Qualifying Exam Preparation**.
- **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 Assistant Dean for the PhD Program, 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. (See dates listed in the handbook.)

- **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.**

- **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.

- **Dissertation Proposal Defense**

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.

- **Apply for Degree**

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.**

If the student plans to participate in hooding and/or commencement, visit the U of L website for information on the Requirements to Participate. Information on ordering academic apparel is also located on the website.

- **Preparation/Defense of 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 Assistant Dean for the PhD Program at least 30 days before the anticipated defense.

- The major professor notifies the Assistant Dean for the PhD Program of the desired date and time of defense. The Assistant Dean for the PhD Program 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.
- Major Professor informs the Assistant Dean for the PhD Program that the candidate has successfully defended the dissertation.
- The Assistant Dean for the PhD Program notifies the Graduate School.
- Student completes revisions required by the committee.
- Student meets with the Graduate School Senior Academic Coordinator to review formatting of dissertation and complete the Survey of Earned Doctorates.
- Student submits required copy and signature page to the Graduate School.
- (see the Graduate School website for requirements as these periodically change).
- Student submits copies to committee members and SON as specified.

Doctoral Hooding Ceremony, Convocation, and University Commencement

- 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 and is hooded by their Dissertation Chair.
- Student attends the University of Louisville Commencement.

Congratulations!

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.

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.

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; maybe through the use of an existing dataset

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; IRB approval letter; Other applicable materials

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

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.

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.