



HEALTH
UNIVERSITY OF UTAH

**Policy and Progression Manual
Doctor of Philosophy (PhD) Degree Program**

Academic Year 2018-2019

Please note: information contained herein is subject to change without notice.
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I. Introduction

These policy and progression guidelines are designed to assist graduate students pursuing the Doctor of Philosophy Degree in the College of Nursing at the University of Utah. In addition to this document, all PhD students are encouraged to consult other official University resources such as:

- the **Graduate Catalog**: a compilation of University policies and procedures for all U of U graduate student (<http://www.gradschool.utah.edu/catalog/index.php>)
- **A Handbook for Theses and Dissertations**: available from the Thesis Office (hard copies also available for purchase); provides guidelines for the preparation of the dissertation and filing requirements for graduation (<http://www.gradschool.utah.edu/thesis/index.php>)
- the **University of Utah General Catalog**: contains College and course information including course descriptions (<http://www.ugs.utah.edu/catalog/>)
- the **Student Handbook**: provides information regarding registration and grading policies (<http://www.sa.utah.edu/regist/handbook/StudentHandbook.htm>)
- the **University of Utah Code of Student Rights and Responsibilities**: also known as the "Student Code" (<http://www.regulations.utah.edu/academics/6-400.html>)
- the **College of Nursing website**: provides an overview of PhD Program requirements and current events related to the College (<http://nursing.utah.edu/>)
- the **Virtual Advising PhD Lounge** on Canvas: log in often to view current announcements, as well as have access to important program policies, forms, websites, other current students, and more (<https://go.utah.edu/cas/login>).

II. University of Utah College of Nursing Statement of Beliefs about Academic Integrity

We believe that:

- Faculty and students are individually and mutually responsible for maintaining academic integrity to support a foundation of professional integrity.
- A professional code of conduct is an inherent component of academic integrity.
- Faculty members have a responsibility to model professional teaching and mentoring behaviors.
- Faculty and students are mutually accountable and responsible for maintaining a positive learning environment.
- Faculty and students have a reciprocal commitment and responsibility to identify and report behavior that is not consistent with academic integrity. Examples of reportable behaviors include, but are not limited to plagiarism, unprofessional behavior, cheating, unethical conduct of nursing research, and disruptive behavior.
- These beliefs about academic integrity apply in each and every learning environment, encompassing clinical, didactic, scholarly and research activities.

III. Distance Education

The PhD Program and College of Nursing are committed to fostering a climate of mutual respect and shared commitment to creative, engaging, and contemporary learning of all students. The process of learning and the content of the teaching-learning exchange build skills and expand the range of viewpoints and bases of knowledge available in the classroom setting to PhD students and faculty alike. Distance education in synchronous videoconferencing provides a seminar setting to accomplish this purpose.

- a. **Student Responsibility.** It is each student's responsibility to strictly adhere to the technological requirements and guidelines of the PhD Program at the time of admission, bearing in mind additional updates may be required to maintain an optimal teaching-learning environment. Prior to making any upgrade or change to any piece or part of the software or hardware during the coursework phase of the program, clearance must be obtained by the Utah Telehealth Network (UTN) staff and the system is subject to a technology re-test. Each student is expected to use the system tested and cleared through the UTN IT staff to connect for each and every class.
- b. **PhD Program Responsibility.** The College of Nursing is committed to providing technologic monitoring and troubleshooting to students pre-matriculation and throughout coursework. Students are expected to report significant technological issues immediately after the class in which they occur to UTN staff by emailing UTNSched@umail.utah.edu or calling 801-585-2426. UTN staff will work with each student to address and resolve reported technology issues in a timely manner.
- c. **Potential Technological Issues.** Since technical problems can arise from any part of a multi-user class interface, shared problem solving by everyone involved is the strategy for maintaining an enjoyable and viable distance education program. All significant distance education connection problems encountered during a distance-delivery class are expected to be reported by the student and solved before the next class by the student and UTN and/or CoN technology staff. Problems that involve technology malfunctions at the University will be thoroughly investigated and students and faculty notified of the details and resolution. Students may need to retain a computer specialist to visit their home system and resolve issues with system configuration. Significant problems that are unresolved will be reported to the PhD Director and CoN IT Director for additional recommendations.
- d. **Connections Away from Regular Test Site.** Because this connection is critical to delivering the program, we expect that you will plan your schedule, including any travel, so that you will connect to class regularly from your approved work station. On the rare occasion that you may have to connect from an alternate location, it will be important to plan ahead to ensure an adequate internet connection and to test your ability to connect well in advance of class. If a poor connection disrupts our ability to deliver the class to the entire group, faculty may ask you to log off. Consistent problems would limit your ability to successfully complete the program.

IV. General Requirements

The PhD degree represents the achievement of a high level of scholarly study and demonstrates successful completion of independent research. It is not awarded simply for fulfillment of residency or credit requirements. Candidates for the PhD degree must complete not less than three (3) full years (9 semesters) of approved graduate work; however, more time may be required, especially in the BS-PhD program.

At least one year (i.e. two (2) consecutive semesters) of the PhD program must be spent in full-time University of Utah coursework. Full-time academic work consists of the enrollment and completion of at least 9 credits in a semester. All students must also attend two intensive weeks of in-person study during each of the three consecutive years she/he is enrolled in coursework. One of the intensive weeks each year will be hosted at a research conference specified at the time of entry into the program. The first required research conference attendance will be specified at the time of admission into the program. Subsequent conferences will be announced annually.

If the assigned faculty advisor, PhD Program Committee, or Supervisory Committee finds that a PhD student's preliminary work is deficient at the time of admission or at any time during a student's enrollment in the program, the student may be required to register for and complete supplementary courses.

- a. **Time to completion.** There is a seven (7) year time limit for completion of all degree requirements. The seven year time limit will begin with the first course to be applied to the doctoral degree. Students will be dismissed from the PhD Program for failure to progress if this time limit is exceeded, unless a petition for an extension is approved by the student's Chair, Supervisory Committee and the PhD Program Committee. The petition is then forwarded to the Graduate School for approval.
- b. **License Requirement.** Doctoral students entering the program with a nursing degree must be licensed to practice as a registered nurse in one of the National Council of State Boards of Nursing (NCSBN) jurisdictions. Any exceptions to the licensure requirement must be approved by the PhD Program Committee. If clinical courses will be taken, students must provide the College of Nursing PhD Program Administrator with evidence that they are licensed in Utah or in an interstate compact state and certified in Basic Cardiac Life Support (BCLS). Any change in licensure status must be reported to the PhD Program Administrator. Students studying or doing research in clinical areas must also complete a Medical History form and provide proof of necessary immunizations. Any exceptions to these requirements must be approved by the PhD Program Committee.
- c. **Faculty Advisor.** A faculty advisor is assigned to each student at the time of admission and prior to the establishment of a Supervisory Committee. Students are encouraged to consult with their faculty advisor on an ongoing basis throughout their coursework. When the student establishes her/his Supervisory Committee (typically during the second or third year of a student's program of study), the Supervisory Committee then becomes the student's source of advisement and guidance and the Chair of the Supervisory Committee is the student's major faculty advisor. Each student is required to schedule and meet

with her/his faculty advisor or Supervisory Committee Chair at least once per semester to discuss program progression. The PhD Program Administrator and PhD Program Director can provide information related to progression and/or graduation requirements.

- d. Failure to Progress and Probation.** In order to remain in good standing in the PhD Program, students must maintain a cumulative grade point average (CGPA) of 3.0 or higher in all courses applied to the degree. A student will automatically be placed on probation if her/his CGPA falls below 3.0 and will be notified in writing of her/his probationary status by the PhD Program Committee. A student will be dismissed from the program if her/his GPA is not raised to 3.0 or above during the next two (2) semesters or upon completion of the next nine (9) graduate credits, whichever comes first.

The PhD Program Committee may place students on probation if they fail to progress towards the degree. In event of probation, an individualized plan of progression will be developed, indicating the terms for probation. Failure to adhere to the probation plan will result in dismissal from the program.

- e. Termination/Dismissal.** The PhD Program Committee may terminate/dismiss a student if she/he fails to progress towards the degree. Reasons for termination or dismissal from the program include, but are not limited to the following: a) failure to meet grade requirements; b) failure to meet Qualifying Examination or Proposal Defense requirements; c) failure to progress in the PhD Program; d) failure to meet terms of probation; e) violation of the University of Utah Student Code as outlined in the Code of Student Rights and Responsibilities; and f) failure to meet dissertation requirements.
- f. Appeals.** The Academic Misconduct and Appeals Committee of the University of Utah College of Nursing provides students and faculty with a vehicle for the making of decisions relative to student contested academic actions; academic sanctions for misconduct; and dismissals from participating in class. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights and Responsibilities.
- g. Registration Policies.** The PhD Program Administrator oversees the registration for all PhD students each semester. This allows for efficient and accurate monitoring of student progression. Please contact the PhD Program Administrator several weeks prior to each semester with registration questions. If the student anticipates enrolling in a practicum, independent study, or faculty consultation course, necessary arrangements must be initiated at least 4 weeks prior to the start of class with the faculty overseeing the course and the proper registration paperwork must be completed.
- h. Maximum Hours per Semester.** Candidates for a graduate degree will not be permitted to register for more than 16 credit hours in any one semester. Refer to the *University of Utah Graduate Catalog* for details.
- i. Transfer of Credit.** Per University policy, no more than six (6) semester hours may be transferred from other institutions for graduate credit. Credit may be approved toward fulfillment of graduate degree requirements provided the

transferred courses are passed with a “B” or higher grade and approved as part of the student’s Program of Study. Courses taken for Credit/No Credit are not transferable.

- j. Core Course Waivers or Substitutions.** Students have an option to petition that up to two (2) core course requirements be waived with the approval of the PhD Program Director. A student interested in petitioning to waive/substitute one or more courses should work with her/his faculty advisor or Chair to prepare a petition. The waiver/substitution petition is then forwarded to the PhD Program Administrator to ensure the petition will be reviewed by the PhD Director in a timely manner. Waiver/substitution for up to two (2) courses will only be considered if the student can provide evidence that the course(s) objectives can be met by other means (i.e. transfer credit from another institution; completion of a similar course at the University of Utah, another institution or through NEXus). In addition to a letter from the student describing the desired waiver and rationale for the waiver request, appendices must include a course syllabus, course description and a letter of support from the faculty of record for the NURS course the student is requesting to be waived/substituted.
- k. Credit Limitations.** University of Utah regulations specify that a student may not apply more than nine (9) hours of non-matriculated credit toward any graduate degree unless the student’s registration for additional credit is specifically approved in advance by the Dean of the Graduate School. Specific courses may be considered based upon relevancy to the student’s PhD Program of Study at the time of entry. Courses taken via distance education (i.e. NEXus courses) are considered in-residence courses provided they are a part of a student’s approved program of study.
- l. Option for Credit/No Credit Grading.** Graduate students are reminded that it is often important to receive letter grades to build the GPA. This is especially important if a student applies for fellowships or traineeships on a competitive basis or transfers to another institution. See the Graduate Catalog for more details regarding Credit/No Credit courses.
- m. Incomplete (I) Grade.** An Incomplete (I) grade may be given for work not completed because of circumstances beyond the student’s control, providing the student is passing the course and has completed at least 80% of the work required for the course. Arrangements must be made between the student and the instructor concerning completion of the work. If the incomplete work has not been finished and a grade has not been reported within the calendar year after the Incomplete was given, the “I” is changed to a failing grade “E” by the Registrar’s Office. Students on a Leave of Absence must also adhere to this timeline.
- n. Minimum Continuous Registration.** Students are expected to complete the required coursework as outlined in the PhD Program of Study provided at the time of admission. All graduate students at the University of Utah must maintain continuous registration (3 credit minimum) during the fall and spring semesters from the time of formal admission through the completion of requirements for the degree they are seeking unless granted an official leave of absence or they withdraw or are dismissed from the program. For more information refer to the

University of Utah Graduate Catalog. A student must be registered for at least three (3) credits in the semester during which the proposal defense, comprehensive examination or dissertation defense occurs – this includes summer term.

- o. Withdrawal from the University.** If a student finds it necessary to withdraw from the University during any semester, the student should notify the PhD Program Administrator, who will assist the student in submitting an application to withdraw from the University with the Registrar's Office. Failure to follow this protocol may jeopardize eligibility for possible readmission to the University.
- p. Leave of Absence (LOA).** It is highly recommended that before a student requests a leave of absence from the PhD Program for any length of time, the student discusses her/his options with the faculty advisor or Chair. The student should also consult with the PhD Program Administrator and/or Director regarding the future availability and/or timing of coursework offered as well as any other potential progression concerns.

If it is decided that a leave of absence is the best option, the student must file a *Request for Leave of Absence* form available via Virtual Advisor in Canvas. A student requesting a Leave of Absence should work with the PhD Program Administrator to obtain the necessary signatures and file the form with the Graduate School. A Leave of Absence (LOA) will only be granted for extenuating and unusual circumstances and must be approved by the student's faculty advisor or Chair, the PhD Program Director and the Dean of the Graduate School. Leaves are granted for a maximum of one academic year at a time. In making a decision to grant a Leave of Absence to a student, the PhD Program Director will take into consideration if faculty resources will be available for students upon return to the College. The Director reserves the right to deny an LOA request. An LOA does NOT extend the time period for finishing an unresolved Incomplete grade in a course. The LOA is void if a student registers for classes in a semester for which a leave was granted. See the Graduate Catalog for additional information.

It is the student's responsibility to contact the PhD Program Administrator regarding registration for the semester following the approved LOA during the regular registration period, prior to the first day of school. If the student anticipates enrolling in a practicum, independent study, or faculty consultation course, necessary arrangements must be initiated at least 4 weeks prior to the start of class with the faculty overseeing the course and PhD Program Administrator. If the student does not make contact and/or register for coursework for the semester indicated on the LOA agreement, the PhD Program Administrator will process the necessary paperwork with the Graduate School to discontinue student status in the PhD Program. The student must apply to be readmitted to the Graduate School and College of Nursing PhD Program.

- q. Readmission.** A student who withdraws from the PhD program at the College of Nursing may apply for readmission. This entails a new application to the Graduate School and the College of Nursing which should be submitted during the annual application process and received by the established deadline. In advance of applying, the student is strongly encouraged to seek input from one

or more faculty members who can potentially sponsor their application. Students who have completed coursework (all but dissertation) should submit a pre-proposal including a timeline in addition to the standard application. Depending on the lapsed time since courses were completed and whether the applicant demonstrates current knowledge, repetition of core courses or additional coursework may be required, which will be determined at the time of admission. It is possible the Supervisory Committee will also require additional coursework. The student will be required to complete the comprehensive exam in order to advance to candidacy, even if previously passed.

V. Supervisory Committee

The Supervisory Committee is a critical component of each student's graduate program. The Supervisory Committee is responsible for approving the student's Program of Study, approving the dissertation topic, preparing and judging both parts of the Qualifying Examination, administering and judging the dissertation defense, and approving the final dissertation. It is important that the Committee members work effectively together and provide the scholarly expertise needed to guide the student's development as a scholar/researcher in an area of study. The Supervisory Committee is typically formulated within the second year, but no later than the third year, of coursework.

- a. **Composition of the Supervisory Committee.** The Supervisory Committee consists of at least five (5) faculty members, the majority of whom must be tenured/tenure-track faculty in the College of Nursing. One or more members of the committee must be appointed from another academic department. It is recommended that at least one member be from a discipline other than nursing. If a proposed internal College of Nursing faculty is on a track other than tenure/tenure-track, a letter from the student and/or Chair must accompany the *Request for Supervisory Committee* form indicating sound rationale for the inclusion of the faculty member per Graduate School policy. Similarly, if a proposed member does not have a University of Utah appointment, sound rationale to support the decision to include one or more members from outside the University must be provided in the form of a written statement co-signed by the student and chair, as well as a copy of the curriculum vita submitted by the external committee member. These documents must accompany the *Request for Supervisory Committee* form endorsed by the PhD Program Director to the Graduate School per Graduate School Policy.

Before choosing a Chair, it is suggested students discuss possible matches with her/his current faculty advisor as a starting point. It is the responsibility of the student to approach prospective Committee members with a view to their willingness and availability to serve in such a capacity. Faculty have the right, for justifiable academic reasons, to refuse to serve or withdraw from a student's Supervisory Committee.

- b. **Suggested Steps for Forming the Supervisory Committee.** In order to put together an effective Supervisory Committee, the following steps are recommended:
 1. Select the Chair first and discuss possible Committee members with this individual around the dissertation topic and methodology.

2. Talk individually with each potential Committee member. Inquire about how she/he would assist with the dissertation and her/his expectations for a quality program of study.
 3. Complete and submit a *Request for Supervisory Committee* form to the PhD Program Administrator, who will then input the information into the CIS Graduate Tracking System.
 4. Request a meeting of the total committee at least once before the Qualifying Examination is planned.
- c. Official Form Documenting the Request for Supervisory Committee.** The *Request for Supervisory Committee* form is to be filled out by the student and can be obtained via Virtual Advisor in Canvas. The student is to obtain signatures, or electronic correspondence indicating agreement, from all Committee members, then file the form with the PhD Program Administrator. The composition of the Supervisory Committee will then be submitted for approval by the PhD Program Director. The PhD Program Director has the right to refuse approval of a Supervisory Committee for justifiable academic reasons. Final approval is granted by the Dean of Graduate School.
- d. Guidelines for Changing Supervisory Committee Membership.** Occasionally it may be necessary to change the membership of the Supervisory Committee. Ideally the change would take place prior to the Qualifying Examination. Should the Committee membership require a change, the student should follow similar suggested steps for choosing the original Committee members. Upon confirmation of the new member(s), it is expected that the requirements for the student's program of study will be reviewed to assure they meet the approval of the new membership. Because guidance of the student's work is the responsibility of the Supervisory Committee as a whole, all program requirements, including the Qualifying Examination, may be subject to revision.
- e. Suggested Steps to Change the Membership of the Supervisory Committee.** In order to change one or more members of your Supervisory Committee after it has been approved by the Graduate School, the following steps are recommended:
1. Discuss with the Supervisory Committee Chair the rationale for considering a change in Committee membership.
 2. Meet with the Committee member(s) for proposed replacement and advise her/him/them of the rationale for changing the Committee membership.
 3. Notify all members, including the member no longer serving on the Committee, of the change.
 4. Complete and submit the *Request to Change Supervisory Committee Personnel* form to the PhD Program Administrator, who will then obtain the signature of the PhD Program Director and process electronically via the CIS Graduate Tracking System.
- f. Official Form Documenting the Change of Membership of the Supervisory Committee.** The *Request to Change Supervisory Committee Personnel* form is to be filled out by the student and can be obtained via Virtual Advisor in Canvas. The student should obtain the Chair's signature, or electronic correspondence indicating approval, and file with the PhD Program Administrator who will obtain

the PhD Program Director's signature and process electronically via the CIS Graduate Tracking System.

- g. Guidelines for Changing the Supervisory Committee Chair.** It is expected that the need for a change in Supervisory Committee Chair will have been discussed by the student and Chair. The student may seek assistance, if needed, from the PhD Program Director or the Associate Dean for Research and PhD Programs.

If the student decides to pursue a request for a change of Committee Chair, the student should make the request in writing to the PhD Program Director and attach it to the *Request to Change Supervisory Committee Personnel* form. The written request should include:

1. Sound justification outlining the necessity to change the Supervisory Committee Chairperson.
2. The name and signature of the faculty member to be replaced as Chairperson.
3. The name and signature of the faculty member being recommended as Chairperson.
4. The name and signature of the PhD Program Director.

The PhD Program Director will review the completed form and written request and make a recommendation to the Dean of the Graduate School.

- h. General Notes to Consider When Forming the Supervisory Committee.** When choosing one or more Committee members from out-of-state, the student is expected to pay for the member(s) to attend mandatory meetings using whichever means decided upon by the Supervisory Committee. For example, if a Committee member will be attending a student's Qualifying Examination by utilizing videoconferencing technology, it is the student's responsibility pay for all related expenses (i.e. Telehealth Bridge costs or telephone conference lines).

VI. The Program of Study

- a. Determining the Program of Study.** The Chair of the Supervisory Committee is responsible for working with the student to design a solid program of study by choosing courses that will enhance the student's research topic and goals. The official Program of Study outline that is provided to the student at the time of entry into the program should be used as a base which can then be enhanced with specific coursework chosen by the Chair and student. The final program of study should include all core courses, area of specialization courses, practicum hours, dissertation credits, and any additional coursework that may be required for graduation by the Supervisory Committee. It is recommended that the student discuss the program of study with the Supervisory Committee at its first committee meeting so that he or she can plan for any required coursework.
- b. Official Form Documenting the Program of Study.** The *Program of Study Form*, found on Virtual Advisor in Canvas, should be completed once the program of study is agreed upon by the Chair and student. The student is to complete the form, including the list of all graduate-level courses that will apply to the PhD degree. The student should obtain signatures, or electronic

correspondence indicating approval, from all Committee members and file with the PhD Program Administrator who will obtain the PhD Program Director's signature and process electronically via the CIS Graduate Tracking System.

VII. Progression in the PhD Program

The PhD Program in the College of Nursing is divided into three phases: **coursework**, the **qualifying examination**, and the **dissertation**. The general progression of doctoral students is monitored by the PhD Program Committee whose membership is designated in the College bylaws.

- a. **Coursework.** Coursework includes core courses in the College of Nursing and area of specialization courses offered in the College of Nursing or other departments. Additional courses may be selected by the student, under the approval of the faculty advisor and later the Supervisory Committee, or additional courses may be required by the Supervisory Committee to facilitate a scholarly dissertation.

Courses supporting the student's research emphasis should be selected in consultation with the student's faculty advisor and/or Supervisory Committee. These courses should build a sound base in the theory and methods of the research area and related subjects in order to prepare the student to undertake independent research in an area.

In individual cases, the Supervisory Committee may advise a student to pursue practicum experiences, additional coursework, or other academic development experiences for a period of time at another institution to benefit from special facilities or learning experiences. Students must be enrolled for credit-bearing coursework at the University of Utah for the duration of the experience (except for summer semester) or apply for a leave of absence for the duration of the experience.

Current required courses and programs of study will be provided during orientation and are available on the College of Nursing website or from the PhD Program Administrator.

- b. **Grade requirements.** PhD students must earn a grade of "B-" or higher in the core courses in order to have the course applied toward graduation requirements. For example, if a grade of "C+" or lower is received in a core course, the course/grade cannot be included on the Program of Study form and the course must be repeated. PhD students are required to maintain a 3.0 or higher GPA in coursework counted toward the degree. All non-core courses must be passed according to University policy (C- or better).

A student will be terminated from the PhD Program if she/he earns a grade of "C+" or lower in two core courses or in the same core course twice, regardless of current GPA.

- c. **Language requirement.** The College of Nursing PhD Program does not have a language requirement.
- d. **Qualifying Examination for Admission to PhD Candidacy – Dissertation Proposal Defense and Comprehensive Examination.** The Qualifying Examination marks a transition from the coursework-intensive portion of the PhD Program and entry into the active dissertation phase. Systematic integration and summation of the relevant knowledge of the discipline, analytic processes for structuring a defensible argument, and critical thinking about research endeavors characterize scholarly development at the doctoral level as demonstrated during the examination. The student must be enrolled in at least 3 credits during the semester of the examination, including summer semester.

The examination itself is composed of two separate and distinct components:

- 1) **Dissertation Proposal:** Written document and the oral defense
- 2) **Comprehensive Examination:** An oral examination and an option to complete a written paper

Either the dissertation proposal defense or the comprehensive exam may be scheduled first; the order in which components of the Qualifying Examination are scheduled is negotiated by the student and her or his chair. Both components of the Qualifying Exam are scheduled by the student, in consultation with the student's Chair and dissertation Supervisory Committee, after completion of all core courses and (for BS-PhD students) MS cognate courses required by the College of Nursing PhD curriculum at the time of the student's entry into the program, as specified by the approved program of study on file.

Please note: Coursework in addition to the expectations in the program of study may be required or negotiated by the Supervisory Committee and the student after completion of required courses, to support knowledge and skills needed to complete dissertation research.

As stated in the Graduate Catalog of the University of Utah in regards to the qualifying examination, "an examination or parts of an examination may be repeated only once and only at the discretion of the student's supervisory committee." Furthermore, all "decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee," as stated in the Graduate Catalog. Dissertation work, including all research activities such as Institutional Review Board (IRB) review, data collection, and analysis, may commence only after the student passes both components of the Qualifying Examination for PhD Candidacy (hereafter referred to as the Qualifying Exam).

1) The Oral Defense and Approval of the Dissertation Proposal

The student will write a formal study proposal that describes, in detail, the research the student will conduct in partial fulfillment of the requirements for a PhD degree.

Format of the Written Document Submitted for Proposal Defense. The student is strongly advised to work closely with her or his Chair to produce a well written, thoroughly edited and proofread draft of the dissertation proposal to circulate to all Supervisory Committee members for review. There is no official standard, College-wide format for the dissertation proposal. Therefore, the format of the document is to be determined by discussion between the student and Chair. Although there is no official format, precedence strongly suggests that each dissertation proposal should contain the following elements:

- an introduction that provides a clear description of the problem, phenomenon or question under investigation;
- a statement of the study purpose and aims; background and significance including a thorough review of relevant literature;
- description and justification of the theoretical or conceptual framework informing the study;
- description and justification of the methodology informing the study;
- a detailed description of the proposed methods of data collection and analysis;
- citations and references that correctly and consistently follow a standardized citation format requested by the dissertation chair (such as APA, MLA, Vancouver, a numbered system, etc.).

Procedures for Establishing the Proposal Defense Meeting and Attendance.

Once this draft is complete, the student consults with the Chair and Supervisory Committee to schedule a date, time and room for the proposal defense. Prior to the proposal defense, the student will send copies of the dissertation proposal to Supervisory Committee members for review. Submission of the full written proposal a *minimum* of 2 weeks before the scheduled proposal date is required; a longer time requirement can be established by the student and the Supervisory Committee. The University of Utah Graduate School regulations require that a majority of Supervisory Committee members be present (physically, telephonically or electronically) for all components of the Qualifying Exam including the dissertation proposal defense.

Official Forms Documenting Successful Defense of the Dissertation

Proposal. Prior to the defense, the student should obtain a copy of the College of Nursing *Report of Proposal Defense* form on Virtual Advisor, fill in the title of the proposal, and bring the copy to the proposal defense meeting. The *Report of Proposal Defense* form is signed by all Committee members at the time of a successful Pass issued by the majority of Supervisory Committee members. The completed form with signatures (or distance members may provide electronic approval) should be filed by the student with the PhD Program Administrator.

The Conduct and Possible Outcomes of the Proposal Defense Meeting.

The meeting is convened by the Chair of the Supervisory Committee, and thus, the organization of the meeting is negotiated by the student and Chair. There is no official, standard format for the dissertation proposal defense meeting. The dissertation proposal defense generally is scheduled for 2 hours. Precedence suggests that at the beginning of the meeting, the student presents an overview of her/his proposed dissertation research, to be followed by questions from the Supervisory Committee and discussion among the student and members. After questions and discussion, the student is excused and leaves the room while the

Supervisory Committee discusses the proposed research, compiles a summary of comments, suggestions, and required revisions, and votes whether the defense is a Pass, Provisional Pass, or No Pass.

Pass. If the student receives a Pass upon completion of the proposal defense meeting, Supervisory Committee members sign the proposal defense form to indicate approval. Generally students who pass the dissertation proposal defense revise the proposal after the meeting in response to committee feedback to address editorial recommendations as well as more fundamental changes related to clarity, organization, or flow of the written document, or to address substantive adjustments in conceptualization or methods as agreed to by the Supervisory Committee at the proposal defense meeting. The Pass issued at proposal defense indicates Committee endorsement of student progression with the dissertation, to include application for IRB approval and data collection for the proposed study as indicated in the proposal.

Provisional Pass. If the student receives a Provisional Pass, significant revisions to the proposal and study are required, as indicated by a majority vote of the Supervisory Committee in attendance at the proposal defense meeting. A second oral defense of the revised proposal may or may not be required prior to approval of the proposal by the Supervisory Committee, as determined by the Chair in consultation with the Supervisory Committee. In the case of a Provisional Pass, the Proposal Approval Form is not signed until the stipulated provisions are met to the satisfaction of the majority of the members of the Supervisory Committee.

No Pass. If a No Pass decision is reached by the majority of the Supervisory Committee, the student must revise the proposal and must schedule another proposal defense of the reformulated dissertation proposal. As with the original proposal, the same timeline for circulation to Supervisory Committee members applies prior to the rescheduled proposal defense meeting.

Satisfactory completion of the oral defense of the written dissertation proposal, as assessed by majority vote of the Supervisory Committee and indicated by members signing the *CON Report of Proposal Defense*, is required before the student passes to PhD Candidacy and commences the research activities outlined in the dissertation proposal.

2) The Comprehensive Examination

The Comprehensive Examination consists of both written and oral portions. It is intended to be an inclusive and in-depth assessment of knowledge developed by the student through pre-candidacy PhD coursework. There is no official, standard format for either portion of the Comprehensive Examination, with one important caveat: The oral portion of the Comprehensive Examination must be distinct from the oral defense of the dissertation proposal. That is, the oral Comprehensive Exam should not be a repeat of the proposal defense, although comprehensive examination questions may relate to theories, concepts, methodologies, or methods used in the student's dissertation work.

Official Forms Documenting the Comprehensive Examination. There is no Graduate School or College of Nursing form indicating successful completion of the Comprehensive Examination. The College of Nursing recognizes the *Report of the Qualifying Examination for the PhD Degree and Recommendation for Admission to Candidacy* as the form indicative of successful completion of the comprehensive examination and dissertation proposal defense.

Written Portion of the Comprehensive Examination. The organization of the Comprehensive Examination is negotiated with the student, his/her Chair, and the Supervisory Committee. The Chair and student will decide which option best suits the student's situation. Precedent exists for at least 2 options for organizing the written Comprehensive Examination.

A) The student is assigned a set of questions designed by the Supervisory Committee, based on review of the student's coursework. The student is required, within a specified time frame (typically 2 weeks), to compose written responses to the questions. Responses to the questions are then circulated to Supervisory Committee members prior to the oral Comprehensive Examination, which is a presentation, defense, and discussion of the written responses. The process and timeline for making the questions available to the student, writing responses to the questions, and circulating those responses to Supervisory Committee members will be determined by the Chair and discussed with the student.

B) The Supervisory Committee, following the recommendation of the Chair, may allow the written dissertation proposal to substitute for written responses to exam questions. The student is still assigned a set of questions by the Supervisory Committee within a specified time frame (typically 1-2 weeks) prior to the oral examination. Instead of providing the Supervisory Committee a set of written responses to the questions prior to the oral exam, the student will present a slide presentation, outline, or handout to the Committee at the time of the oral examination, and defend and discuss those responses during the oral exam.

Oral Portion of Comprehensive Examination. Regardless of which option is chosen to fulfill the written portion of the Comprehensive Exam, the Chair and Supervisory Committee will ensure that the oral portion is a rigorous, comprehensive assessment of the student's relevant knowledge. The student will work with the Chair and Supervisory Committee to schedule a date, time, and room for the oral portion of the Comprehensive Examination. The University of Utah Graduate School regulations require that a majority of Supervisory Committee members be present (physically, telephonically or electronically) for the oral exam.

The oral Comprehensive Examination meeting is officially convened and directed by the Chair of the Supervisory Committee, so the specific organization and activity of the meeting is negotiated by the student and chair. The oral comprehensive exam is routinely scheduled for 2 hours. Precedence suggests that in the first portion of the meeting, the student presents her or his responses to the examination questions. This is followed by questions from the Supervisory Committee and discussion among the student and members. After questions and discussion, the student is excused and leaves the room while the Supervisory

Committee discusses the student's presentation, responses and performance. The Supervisory Committee then compiles a summary of comments and suggestions, and votes whether the oral Comprehensive Examination is judged a Pass, Provisional Pass, or No Pass. If the student receives a Pass, no revision is required and all Supervisory Committee members sign the form to indicate approval. If the student receives a Provisional Pass, additional response to the examination questions is required in writing. In the case of a Provisional Pass a second oral exam defense is not required. Members of the Supervisory Committee sign the official form at the completion of the requirements for the Provisional Pass. If a No Pass decision is reached, the student must revise responses to the exam questions and schedule another oral examination meeting. Whether the second examination will involve new material in the case of a No Pass decision is at the discretion of the Supervisory Committee.

General Notes regarding the Qualifying Examination for PhD Candidacy. In each of the components of the Qualifying Examination for PhD Candidacy (the proposal defense and the comprehensive examination) the student is allowed one No Pass. The student must therefore receive a Pass on the second attempt. Failure to achieve a Pass on the second attempt in either of the components of the Qualifying Examination will result in dismissal from the program.

The *Report of the Qualifying Examination for the PhD Degree and Recommendation for Admission to Candidacy* form is available via Virtual Advisor in Canvas.

Supervisory Committee members sign this form once the student has completed all requirements for Candidacy. Therefore, the student is responsible for bringing a filled-out copy of this form to whichever meeting is the second and final component of the Qualifying Exam process. Once all members sign (or distance members may provide electronic approval), the document is sent to the PhD Program Administrator to be processed electronically via the CIS Graduate Tracking System.

VIII. Dissertation

- a. **Dissertation Requirements.** PhD candidates must submit a dissertation embodying evidence of scholarly inquiry. The dissertation must be an original, independent investigation that contributes to knowledge development. The dissertation must show mastery of the relevant literature and be presented in acceptable style. Dissertation work must adhere to ethical academic and research standards. *The Handbook for Theses and Dissertations*, published by the Graduate School, is available from the Thesis Office and provides detailed information about manuscript requirements. The candidate should consult PhD Program Administrator along with the Thesis Office to verify the dissertation submission deadlines required to ensure graduation.

The dissertation filed with the Graduate School may take different forms. Common forms include a single, integrated manuscript or a series of published or publishable journal articles. The College of Nursing expects dissertation work to be published and when appropriate, recommends journal articles as a format. When journal articles are the dissertation format chosen, the College of Nursing

requires three articles be submitted to meet dissertation requirements. However, the candidate's Supervisory Committee may recommend or require fewer or additional articles when deemed appropriate or necessary. The Supervisory Committee may also require a traditional literature review chapter since space limitations in articles for publication often require limited critical review. The form of the dissertation work, whether a single integrated manuscript or a manuscript consisting of a series of journal articles, is determined by the Supervisory Committee.

- b. Minimum Dissertation Research Credit Required for Graduation.** Candidates are required to complete at least fourteen (14) credit hours of NURS 7970, Dissertation Research, for graduation. Timing and number of credits recommended per semester is indicated on the official Program of Study document provided at the student's time of entry into the program. Candidates must be enrolled in a minimum of three (3) graduate-level credits during the semester in which he/she plans to defend the dissertation, including summer semester. After the dissertation defense is successfully completed, the candidate does not need to register unless the candidate plans to use library resources. In this case, the candidate will register for NURS 7990, Continuing Registration.
- c. Manuscript Preparation: Single Integrated Manuscript or Journal Article Form.** The candidate should consult with the Supervisory Committee in relation to the form the dissertation will take. Candidates should also consult with the University Thesis Editor early in the manuscript preparation process about questions regarding style, format, duplication, or permanence of materials. Consultation is especially important when the dissertation takes the form of journal articles, as the Graduate School has requirements beyond the submission of independent articles. For example, an abstract as well as an introductory and concluding narrative that ties the journal articles together is a Graduate School requirement. Early consultation with the Thesis Editor facilitates making required stylistic alterations and corrections before manuscript finalization while it is still relatively simple and inexpensive. The Supervisory Committee may recommend that a professional editor be hired or consulted to facilitate preparation of the final manuscript. Yet, the dissertation must be the primary and essential work of the PhD candidate.

When the dissertation is submitted as journal articles, the intended journals for publication must be approved by the Supervisory Committee. These articles should collectively address the specific aims of the dissertation. Each manuscript of a journal article will comprise a distinct chapter of the dissertation. A published manuscript that has been reviewed and approved (prior to publication) by the Supervisory Committee members may be included as a chapter if copyright permission has been granted by the journal. If such permission is not granted, a pre-publication version of the final manuscript may be used, formatted to the journal's specifications. Manuscripts that are not yet published are to be prepared in distinct chapters according to the format requirements of the target journal. The first page of the chapter will indicate the target journal using the following language "Prepared for submission to (journal name)". Each manuscript will be complete and deemed acceptable for journal submission by the Supervisory Committee. The Supervisory Committee has the discretion to allow exceptions such as length of the paper, cross-referencing

across chapters etc. It is acknowledged that the manuscripts in the final dissertation may require revisions post-dissertation as part of the peer review and submission process.

- d. Content Requirements.** The dissertation must represent the results of scholarly inquiry and be a contribution to knowledge development. The substance of the dissertation must meet the standards of the College of Nursing and the Supervisory Committee. The complete manuscript, on the basis of which the degree is awarded, must be included in the final dissertation. The style and substantive content of the dissertation must be approved by the Supervisory Committee. The candidate must satisfy the Supervisory Committee, the Dean of the College of Nursing, and the Dean of the Graduate School. The Thesis Editor must approve the format and physical permanence of the dissertation.
- e. Research with Human Subjects.** All research projects involving human subjects must be reviewed by the Institutional Review Board (IRB) before beginning any study. Instructions for proposal review are available online at <http://www.research.utah.edu/irb/>. Many clinical agencies also require the submission of the research proposal and may conduct their own institutional review. Candidates may submit for IRB approval after the signed *Admission to Candidacy Form* is filed with the Graduate School.
- f. Statistical Support.** The College of Nursing does not have statistical support for graduate student projects beyond brief consultation and the effort of members of the official Supervisory Committee. If students need assistance with data entry, data analysis, and analytical interpretation beyond that which their coursework prepares them for, the Research Center will provide names of independent contractors that students can hire for assistance. It is the student responsibility to assure that the assistance is appropriately acknowledged according to academic standards.
- g. Creative Work.** The Graduate School maintains a provision for dissertation products that consist of creative work that cannot be placed in the University Archives because of its nature. While this form for the dissertation would not be a usual choice within the College of Nursing, the provision is available. For dissertations that take this form, a permanent record in duplicate (film, tape, photographs, etc.) and one copy must be prepared for a deposit in Special Collections in the Marriott library and one to the department.
- h. Acceptance of Co-authored Dissertations.** A student should work closely with his/her Chair and discuss the possibility of a co-authored dissertation with the entire Supervisory Committee at the beginning of the dissertation research process, as it may or may not be appropriate to include the Supervisory Committee in authorship. Co-authored material may be included as part or all of a dissertation if it meets the above criteria and provided that the Supervisory Committee recommends its inclusion after determining that:

 - a. The candidate provides evidence that his or her contribution to the collaborative effort is original, independent and adds to knowledge
 - b. The candidate is the senior author
 - c. Two students, each of whom are candidates for a PhD degree, may collaborate in the writing of a single dissertation provided that:

- a. The collaboration receives prior approval by each student's Supervisory Committee.
- b. Each student submits clear evidence of making a significant contribution to the project.
- c. The dissertation reflects the work of both candidates in terms of its scope, depth of analysis, and sophistication of approach; that it is substantive and equivalent of two manuscripts.
- d. In all instances of multiple authorship, legally acceptable releases for all authors must be submitted to the Thesis Editor of the Graduate School.

- i. The Use of Patents and Restricted Data for Dissertations.** To protect the rights of patent applicants and to prevent unjust economic exploitation, the Dean of the Graduate School, in consultation with the Graduate Council, may delay granting of the degree and/or publication of the dissertation. In either case, the delay should be no longer than six (6) months with possible extension from the completion of the thesis or dissertation if approved by the Graduate Council. The department chair, with knowledge of the dean of the college, must approve requests for this action. If the delay is approved in order to file a patent application, a good faith effort must be made to file for the patent in a timely manner. In the case of protecting the privacy of research subjects, such action shall take place upon terms and conditions on which the candidate, the Supervisory Committee, and the Dean of the Graduate School agree. Please refer to *A Handbook for Theses and Dissertations* for more details.

If a completed thesis or dissertation is being held by a candidate's Supervisory Committee or by the Department in apparent violation of the above guidelines, the candidate or the University's patent attorney should notify the Dean of the Graduate School or the Vice President for Research.

- j. The Dissertation Defense.** Following completion of the dissertation the candidate will present a public oral defense of her/his work. This defense is based on the work summarized in the complete written version of the dissertation. The contents of a complete version are determined by the Supervisory Committee but normally would include a revised version of the original proposal including an introduction, significance, review of the background and relevant literature, and summary of the methods employed. The complete results relevant to each aim of the study should be provided in a chapter or series of complete and publishable manuscripts in distinct chapters. A final chapter should summarize and discuss the findings across the aims, identify study limitations, and make recommendations for research, theory, practice, and policy as appropriate. An abstract of the entire dissertation is required and must meet standards specified by the Graduate School. The student should be collaborating with his/her Chairperson and members of the Supervisory Committee during manuscript preparation and completion of the final product. Preparation of the dissertation for defense should be an iterative and dynamic process.

The candidate should submit the dissertation in final print or e-copy form (depending on the committee's preference) to the Chairperson of the Supervisory Committee and each committee member at least two to three (2-3) weeks prior to the dissertation defense. The candidate should work closely with the Chair to

ensure there are no concerns raised by any Committee members after each member reviews the dissertation. The candidate should send each member of the Supervisory Committee a copy of the presentation slides one (1) week prior to the defense date.

The candidate should work with the Supervisory Committee well in advance to plan the dissertation defense date. A recommended approach is to set the date once the written manuscript(s) have been reviewed at least once by the committee members allowing the student to revise the manuscript based on the committee's feedback. The dissertation defense should be scheduled for two (2) hours. The student and/or Chairperson should notify the PhD Program Administrator of the defense date at least three (3) weeks in advance so the presentation can be publicly announced and room/technological equipment reservations can be secured.

The dissertation defense is under the direction of the Chair of the Supervisory Committee, but each student should discuss the format and flow of the meeting prior to the defense date. The dissertation defense presentation should follow the general order of the dissertation. The dissertation defense should allow time for questions from the Supervisory Committee, the academic community, and the general public. Revisions of the dissertation are almost always required as a result of feedback from the discussion and questions raised by the Supervisory Committee at the dissertation defense. The candidate should work with the Supervisory Committee to ensure he/she understands the scope of revisions required.

The PhD candidate should not provide food or refreshments for those attending the dissertation defense.

- k. Official Forms Documenting the Dissertation Defense.** There are two forms the student should prepare, with the assistance of the PhD Program Administrator, to be signed by the Supervisory Committee at the dissertation defense. The *Report of the Final Oral Examination* form, found on Virtual Advisor, should be completed by the student; the student should bring one (1) copy of this form to the defense. The *Supervisory Committee Approval* form, found on Virtual Advisor, should also be completed by the student. Eight to ten (8-10) copies of this form should be printed on approved theses paper if bound copies of the dissertation are planned. If electronic copies of the dissertation are planned, one (1) copy of this form should be printed on approved theses paper. Upon completion of a successful dissertation defense, the student should obtain original signatures from all Committee members IN BLACK INK on each form and file with the PhD Program Administrator to be held in the candidate's internal College of Nursing file until the candidate's dissertation is submitted for format approval with the Thesis Editor.
- l. Final Reading of the Dissertation.** Before the candidate submits the dissertation to the Thesis Editor for review, the candidate must complete all required revisions as specified by the Supervisory Committee. Once the Chair determines the quality of the dissertation is such that it is ready to be submitted to the Dean of the College, she/he will complete one final read of the dissertation. The Chair will then work with the PhD Program Administrator to forward the

dissertation on to the Associate Dean for Research and PhD Programs for a final reading. Should the Associate Dean for Research and PhD Programs be a member of the candidate's Supervisory committee, the final reading will be completed by the PhD Program Director. The Associate Dean for Research and PhD Programs (or the PhD Program Director) will make a recommendation to the Dean of the College of Nursing as to whether the dissertation will be approved by the College. Upon approval, the PhD Program Administrator will obtain the Chair and Dean's signature on eight to ten (8-10) copies of the *Final Reading Approval* form if bound copies are planned; one (1) copy if electronic copies are planned. Once signatures have been obtained and the forms have been submitted to the Thesis Editor, the candidate may begin working toward format approval with the Thesis Editor.

- m. Official Forms Documenting the Final Reading of the Dissertation.** The *Final Reading Approval* form must be signed by the Chair or one member of the Supervisory Committee (appointed by the Chairperson). The Final Reading Approval form indicates that the dissertation has been read in its final form, and that the citations and references are formatted correctly, illustrative materials are in place, and the final manuscript is acceptable. At this point, the dissertation is ready for review by the Associate Dean for Research and PhD Programs and a signature by the Dean of the College of Nursing. A copy of the dissertation must accompany the Final Reading Approval form when submitted to the Office of Academic Programs and Student Services.

The *Thesis Release* form is signed by the Thesis and Dissertation Editor. The Thesis Release states that the manuscript is acceptable as specified in A Handbook for Theses and Dissertations. This form is generated by the Thesis and Dissertation Editor and then submitted to the PhD Program Administrator.

- n. Distribution of Required Copies.** Students shall submit copies of the approved dissertation to the Thesis Editor as required by University policy. Each member of the Supervisory Committee should receive a final copy of the approved dissertation. This can be either an electronic or bound version according to faculty preference. The Thesis Editor also maintains a list of possible printing options for additional personal copies according to student preference.

The PhD dissertation is expected to be available to other scholars and the general public. It is the responsibility of all doctoral candidates to arrange for the publication of the dissertation, whether submitted as unpublished journal articles or as a single, integrated manuscript.

The Thesis Editor will clear students for electronic publication of the thesis/dissertation with ProQuest Information and Learning. Additionally, the library prints and archives one free copy of the dissertation. Students are encouraged to grant permission to distribute dissertations and theses via USpace, the University of Utah's Institutional Repository <http://uspace.utah.edu>. Putting scholarship on USpace will lead to greater accessibility and visibility for students as authors. Each document receives a unique URL for easy linking and sharing.

- o. Graduation Policy.** To officially graduate (obtain Thesis Release) from the University of Utah in May of the academic year, all work must be completed according to the deadlines in the Thesis Calendar on the University of Utah Graduate School website. However, because the University of Utah holds only graduation exercises once per year, students may participate in convocation if the dissertation has been successfully defended prior to the date of convocation and permission has been obtained by the Associate Dean for Research and PhD Programs in the College of Nursing.

In order to prepare and publish a reasonably accurate convocation program and to make the necessary plans for convocation exercises, the candidate must submit an Application for Graduation to the Office of the Registrar, Graduation Division by the appropriate deadline. The candidate should also alert the PhD Program Administrator at the beginning of spring semester in the academic year of planned graduation. If graduation occurred earlier in the year, the candidate should contact the PhD Program Administrator to indicate whether or not convocation will be attended. Additionally, it is the student's responsibility to notify the Office of the Registrar, Graduate Division and the PhD Program Administrator of any changes to their anticipated graduation term.

IX. Special Institutional Requirements

- a. Accident Report Procedure.** Students who incur an injury (i.e. needle stick, fall, etc.) during a clinical practicum in an affiliated agency should report the incident to their supervising facility and the agency and follow the accident procedure for the agency in which they are located. In addition, a College of Nursing form must be completed and submitted; this form can be obtained from the Business Affairs Office in the College of Nursing. Students who are injured during educational experiences in the College, University, or clinical agencies are not covered by University insurance/Workers' Compensation. All costs incurred relative to the incident (initial and follow-up) are the sole responsibility of the individual student.
- b. Criminal History Review.** Some clinical facilities may require criminal background checks for personnel who provide patient care services. The College of Nursing must comply with these requirements. Students may be required to request and pay for a criminal background check if affiliated with one of these agencies as a student.
- c. Drug Testing Policy.** Clinical agencies may conduct random drug testing. The University of Utah Health Sciences Drug Testing Policy can be found at <http://intranet.uuhsc.utah.edu/standards/>.
- d. Faculty Right to Request Medical Clearance.** College of Nursing faculty, especially those who teach students in clinical or laboratory settings, have the right to request written medical clearance from the student's health care provider if there is reason to believe that a known or suspected problem or illness (physical or emotional) may compromise patients, staff, faculty, peers, or the student's own health, welfare and safety. The student will not be allowed in the clinical area and/or classroom until such written documentation is obtained. A copy of the letter from the health care provider will be kept on

file in the Student Services Office. All expenses related to the medical clearance are the sole responsibility of the student.

- e. **Information Security Policy.** Under normal circumstances students will not keep private health information on their personal computers or USB thumb drives. However, if it becomes necessary to do so, students must abide by the University of Utah's Information Technology Resource Security Policy and only keep Private Health Information on encrypted laptops or USB thumb drives (Policy 4-004 <http://www.regulations.utah.edu/it/4-004.html>).

Violation of the policy may result in disciplinary action in accordance with University policies referenced in Section II of this policy. If you have any questions or concerns, you should contact the Office of Information Technology 801.585.3314 or IT_policy@utah.edu.

- f. **Malpractice Insurance.** Coverage for graduate students is in the student role; however, it is highly recommended that students carry individual malpractice coverage. Doctoral students who are employed must carry individual insurance coverage, as the College assumes no responsibility for student activities when they are employed by an agency.
- g. **Out-of-State Clinical Experiences.** Students are not allowed to complete clinical learning experiences beyond state boundaries because of state insurance codes. All exceptions require approval through the Risk Management Office within six (6) to nine (9) months of processing time, including a feasibility assessment. Costs for this request are the responsibility of the student. Requests for consideration of clinical placement outside the state should be made through the PhD Program Director.
- h. **Other College or University Requirements.** The College of Nursing reserves the right to require students to meet additional College of University requirements that are mandated.

X. Appendices

The following pages contain examples of the aforementioned forms used in the PhD Program progression. All forms are to be routed through the PhD Program Administrator for processing:

Guidelines for Use of Social Media Document

Request for Supervisory Committee

Request to Change Supervisory Committee Personnel

Program of Study Form

Report of Proposal Defense – Internal CoN Form

Report of Qualifying Examination and Recommendation for Admission to Candidacy

Report of the Final Oral Examination

Supervisory Committee Approval of Dissertation

Final Reading Approval

Graduate Student Request for Leave of Absence

Guidelines for Use of Social Media

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the University. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the University, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.
- Make sure the content you post is in harmony with the ethical or other codes of your program and field. In certain circumstances, your program may have made these codes binding on you, and violations may result in action against you.
- If you are in a program that involves confidential information, do not disclose this information. The University may take action against you for disclosures of confidential information.
- Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.