

PhD Program

Policy and Progression Manual 2023-2024

Please Note: Information contained herein is subject to change without notice.

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College of Nursing

10 South 2000 East | Salt Lake City, UT | 84112-5880 Phone: 801.581.3414 | Fax:801.585.9705

[https://nursing.utah.edu](https://nursing.utah.edu/)

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Welcome from the Dean

Welcome to the PhD in Nursing program at the University of Utah College of Nursing! I am delighted that you chose to continue your education as a doctoral student in our college. Our PhD Program is designed for nurses and other health care-focused professionals who are passionate about improving the health and well-being of individuals, families, communities, and populations through cutting-edge health science research.

You will find that the College of Nursing is welcoming, dynamic, and dedicated to student success. Our PhD program focuses on preparing our students and future colleagues for a career in research with real-world impact. Our faculty and students are actively working to transform the knowledge base of nursing and health science by advancing knowledge and scientific practice across a range of fields including women's health, diabetes, health equity and accessibility, caregiving, cancer, and more. Our PhD program of study begins with advanced level core courses the foundations of scientific inquiry, design, and methodology and builds toward students completing their own dissertation research study under the supervision and guidance of faculty experts. Our PhD graduates are well-prepared to be successful researchers and to serve as faculty in schools and colleges of nursing, as evidenced by the number of faculty positions held by our graduates. Nationally known for their expertise as researchers, educators, and clinicians, College of Nursing faculty are eager to facilitate your educational journey and help you achieve your educational goals.

It is important that you be familiar with College of Nursing policies, procedures, and resources. Accordingly, I trust that this policy and progression manual will be a comprehensive and useful reference as you progress through your program of study. In particular, I draw your attention to content related to successful and timely progression in the PhD program, professional behavior, academic integrity, and student services and resources within the college and university.

College of Nursing faculty have planned an exceptional learning experience for you. All the best for a successful program of study!

Kind Regards,



Marla J. De Jong, PhD, RN, CCNS, FAAN Dean, College of Nursing

Professor

Office of the Dean 10 South 2000 East Salt Lake City, Utah 84112 801-581-3414

801-585-9705 – fax

# CONTACT INFORMATION

### PhD Program Assistant Dean

The role of the PhD Program Assistant Dean is to provide leadership for faculty, students, and staff who participate in the PhD program. The Assistant Dean assists the recruitment and retention of students and evaluation including curriculum, policies, and procedures. In addition, the Assistant Dean provides guidance to students in the track for successful progression across the program and advice should issues or difficulties arise.

## ACADEMIC PROGRAM MANAGER

Carrie Radmall, Executive Associate Director of Student Services

801-581-8798

carrie.radmall@nurs.utah.edu

## ASSISTANT DEAN FOR THE PhD PROGRAM

Paula Meek, PhD, RN, FAAN, ATSF

 801-581-8279

paula.meek@nurs.utah.edu

ASSOCIATE DEAN, ACADEMIC PROGRAMS

Gwen Latendresse, PhD, CNM, FACNM, FAAN 801.587.9636

gwen.latendresse@nurs.utah.edu

## DEAN COLLEGE OF NURSING

Marla De Jong, PhD, RN, CCNS, FAAN 801.585.1087

marla.dejong@nurs.utah.edu

## STUDENT SCHOLARSHIP AND FUNDING ADMINISTRATOR

Heather Clarkson 801.585.1671

heather.clarkson@nurs.utah.edu

# WELCOME

On behalf of the administration, faculty, and staff at the College of Nursing we congratulate you on your choice to study at the University of Utah and wish you every success in your career. The PhD Policy and Progression manual, along with the [Graduate Catalog,](https://gradschool.utah.edu/graduate-catalog/) [a](https://gradschool.utah.edu/graduate-catalog/)nd specialty track information will help to make your graduate experience successful. Please refer to these resources regularly as information may change.

# COLLEGE OF NURSING MISSION AND VISION

The University of Utah College of Nursing supports the mission and vision of the University and is an integral part of the Health Science Center. We serve the public by improving health and quality of life through excellence in nursing education, research, and clinical care.

**MISSION STATEMENT**

To advance health through excellence in nursing, gerontology and interdisciplinary teaching, research, practice, and service.

**VISION STATEMENT**

To develop leaders in nursing and health care whose actions, discoveries and voices strengthen and advance the health of individuals and communities worldwide

# ACCREDITATION

* The Northwest Commission on Colleges and Universities (NWCCU) accredits the University of Utah, including the degree programs it offers (<https://nwccu.org/>).
* The College of Nursing is a participant of Western Interstate Commission for Higher Education (WICHE) in Nursing and the American Association of Colleges of Nursing (<https://www.wiche.edu/>).
	+ Participation in WICHE means that residents of the following western US states may qualify for in-state tuition through the Western Regional Graduate Program: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Washington, Wyoming, the Commonwealth of the Northern Mariana Islands, or Guam. More information is available on the College of Nursing website.

# PhD PROGRAM OUTCOMES

The Doctor of Philosophy (PhD) Distance Program prepares graduates for research careers. After establishing a research trajectory in the PhD Program, graduates will be prepared to make lifelong contributions to theory, practice, policy, leadership, and education. The goal is preparation of researchers in a defined area of nursing inquiry.

Graduates of the PhD Program will:

* Master in-depth knowledge in a substantive area
* Understand the evolving nature of the nursing discipline
* Critique and integrate different science perspectives in the conduct of research
* Generate new ideas based on a critical evaluation of existing knowledge
* Conduct original research
* Utilize professional and research ethics and judgment in the conduct of research
* Assume leadership in the conduct of culturally competent scholarship to improve nursing practice
* Communicate research findings to lay and professional audiences and identify implications for policy, nursing practice, and the profession
* Integrate the components of scholarship: research, teaching, mentoring, and service to the profession
* Communicate scholarship including peer-refereed publications and presentations for professional interdisciplinary audiences
* Understand the evolving roles and responsibilities of a nurse scholar
* Lead in advancing the profession
* Conduct team science and participate and lead interdisciplinary research teams
* Provide professional and research mentorship to others
* Contribute to a global community of scholars
* Contribute to the formal and informal education of future nurses through discovery, application, and integration

The College of Nursing is committed to diversity, equity, and inclusion and to establishing an environment that is welcoming to all students, staff, faculty, and the community. Diversity and inclusiveness, independent inquiry, and collegiality form the fabric of everyday life for faculty, staff, and students. For more information, please visit the College of Nursing website: <https://nursing.utah.edu/commitment-diversity>

# ACADEMIC PROGRAM INFORMATION

### STUDENT SERVICES

Students have a designated Program Manager in the College of Nursing Student Services and Academic Programs Office (<https://nursing.utah.edu/student-services>). The Program Manager will help to navigate University of Utah policies and procedures and connect students to College of Nursing and University of Utah resources. Program Managers keep students informed of important information related to progression and graduation. Academic calendar deadlines are listed here: <https://registrar.utah.edu/academic-calendars>

### SYNCHRONOUS 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.

**Student Responsibility.** It is each student’s responsibility to adhere to the technology 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.

**PhD Program Responsibility.**  are expected to report significant technological issues immediately after the class in which they occur to course faculty .

**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. 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 Program Assistant Dean and CoN IT Director for additional recommendations.

**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.

### FACULTY ADVISING

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 Manager and PhD Program Assistant Dean can provide information related to progression and/or graduation requirements.

### GENERAL REQUIREMENTS AND PROGAM POLICIES

### 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 fulfilling the University Residency requirement. 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. 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.

**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.

### Grade Requirements. 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. Letter grades of “B-” or better are required in all graduate nursing courses. A maximum of 2 courses with a failed grade (“C+” or below grade) are allowed to be repeated. Each course must be repeated the first available semester. A failed course can be repeated one time only.

The following is the official College of Nursing grading scale used in the PhD program.

|  |  |
| --- | --- |
| Percentage of Total Possible | Letter Grade |
| 95-100% | A |
| 90-94% | A- |
| 87-89% | B+ |
| 84-86% | B |
| 80-83% | B- |

### Students will automatically be placed on probation if their CGPA falls below 3.0 and will be notified in writing of this probationary status by the PhD Program Committee. Students will be dismissed from the program if their 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.

**Failure to Progress and Probation.** The PhD Program Committee may also 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.

**Termination/Dismissal.** The PhD Program Committee may also recommend termination/dismissal of students who do not 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.

**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. <https://regulations.utah.edu/academics/6-400.php>

**Registration Policies.** The PhD Program Manager oversees the registration for all PhD students each semester. This allows for efficient and accurate monitoring of student progression. Please contact the PhD Program Manager 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. <https://gradschool.utah.edu/navigating-grad-school/graduate-policies/registration.php>

**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 Catalogfor details. <https://catalog.utah.edu/#/policy/S1a8JvQCf?bc=true&bcCurrent=Enrollment%20Status%20(Full%20Time%2FPart%20Time)&bcGroup=Registration&bcItemType=policies>

**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. <https://ecs.utah.edu/_resources/documents/student/graduate-transfer-credit-authorization.pdf>

**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. Students interested in petitioning to waive/substitute one or more courses should work with their 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 students 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). Student seeking a waiver should submit a letter describing the desired waiver and rationale for the waiver request, with appendices that 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.

**Credit Limitations.** University of Utah regulations specify that students 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.

**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. <https://gradschool.utah.edu/navigating-grad-school/graduate-policies/grading.php>

**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.

**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. <https://gradschool.utah.edu/>

### SUPERVISORY COMMITTEE

The Supervisory Committee is a critical component of each student’s predoctoral program. The Supervisory Committee is responsible for approving the student’s Program of Study, approving the dissertation topic, preparing and assessing successful completion of the Comprehensive Examination and Dissertation Proposal components of the Qualifying Examination for Candidacy, administering and judging the final dissertation defense, and approving the final dissertation document. 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. Because guidance of the student’s work is the responsibility of the Supervisory Committee as a whole, all program requirements, including the Program of Study, Qualifying Examination, and Dissertation, may be subject to revision based on the assessment of the Supervisory Committee. The Supervisory Committee is typically formed within the second year, but no later than the third year, of predoctoral coursework.

**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 (i.e. clinical track or research track), a letter from the student and/or Chair must accompany an offical umail to the Program Manager 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 of the proposed external committee member. These documents must be endorsed by the PhD Program Assistant Dean and be submitted to the dean of the Graduate School. A letter with the full proposed supervisory committee listed with faculty titles, departments/colleges and tenure-line status indicated. <https://gradschool.utah.edu/navigating-grad-school/supervisory-committees.ph>

**Assembling a Supervisory Committee.** 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 on or withdraw from a student’s Supervisory Committee.

The following steps to put together an effective Supervisory Committee:

* Select the Chair first then discuss possible Committee members with this faculty around the dissertation topic and methodology.
* Talk individually with each potential Committee member. Inquire about how each faculty would assist with the dissertation and expectations for a quality program of study.
* Once the minimum number of committee members have agreed to serve, an official umail is sent to the Program Manager listing committee information, any additional necessary documentation who will then input the information into the CIS Graduate Tracking System.
* The composition of the Supervisory Committee will then be submitted for approval by the PhD Program Assistant Dean, who has the right to refuse approval of a Supervisory Committee for justifiable academic reasons. Final approval is granted by the Dean of Graduate School.
* Hold a meeting with all committee members present at least once before the Qualifying Examination for Candidacy is planned.

**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 member.

To change one or more members of your Supervisory Committee after it has been approved by the Graduate School, the following steps are recommended:

* + Discuss with the Supervisory Committee Chair the rationale for considering a change in Committee membership.
	+ Meet with the Committee member(s) and advise them of the rationale for changing the Committee membership.
	+ Notify all members, including the member no longer serving on the Committee, of the change.
	+ Complete and submit the Request to Change Supervisory Committee Personnel form. This 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 Assistant Dean’s signature and process electronically via the CIS Graduate Tracking System.

**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 Assistant Dean 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 by official umail to the PhD Program Director. The written umail request should include:

* + Sound justification outlining the necessity to change the Supervisory Committee Chair.
	+ The name of the faculty member to be replaced as Chair.
	+ The name of the faculty member being recommended as Chair.
	+ The name PhD Program Director.
	+ All named will be included in the official umail communication.

### 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.

### PROGRESSION IN THE PhD PROGRAM

The PhD Program in the College of Nursing is divided into three phases: coursework, the Qualifying Examination for PhD Candidacy, and the Dissertation. The general progression of doctoral students is monitored by the PhD Program Committee whose membership is designated in the College bylaws.

**Coursework.** Coursework includes core courses in the College of Nursing, methods electives, 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 to prepare the student to undertake independent research in an area. Note that 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.

In individual cases, the Supervisory Committee may also advise a student to pursue practicum experiences or other academic development experiences for a period 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.

A program of study guide listing current required coursework will be provided during orientation and are available on the College of Nursing website or from the PhD Program Administrator.

 **Qualifying Examination for Admission to PhD Candidacy. –** The Qualifying Examination marks a transition from the coursework-intensive portion of the PhD Program into the active dissertation phase. Scholarly development at the doctoral level entails synthesis of the relevant knowledge of the discipline, analytic processes for structuring a defensible argument, and critical thinking about research endeavors and is demonstrated during the two components of the examination described below. The student must be enrolled in at least 3 credits during the semester/s in which they are completing the components of the qualifying examination, including summer semester.

The qualifying examination is composed of two separate and distinct components: 1) the Qualifying Examination for PhD Candidacy (hereafter referred to as the Qualifying Exam) comprising an oral examination and an option to complete a written paper, and the Dissertation Proposal Defense, comprising a written document and oral defense. 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.

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).

The Comprehensive Examination must be scheduled and completed first, before the student is approved by their supervisory committee to continue with their dissertation proposal defense. Moreover, the student must schedule and pass the Comprehensive Examination within 6 months of the student completing all coursework required by the College of Nursing PhD curriculum. Note that the Comprehensive Examination and the Dissertation Proposal Defense may be scheduled on the same day or on two different days with an intervening time period approved by the supervisory committee. If scheduled on the same day the student is still required to have passed their Comprehensive Examination first, before the proposal defense proceeds.

**Comprehensive Examination.** The Comprehensive Examination consists of both written and oral components. 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 component 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 proposal defense should not be a repeat of the comprehensive examination material, although comprehensive examination questions may relate to theories, concepts, methodologies, or methods used in the student’s dissertation work.

In each of the components of the Qualifying Exam (the comprehensive examination and the proposal defense) 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 Exam will result in dismissal from the program.

* **Written Portion of the Comprehensive Examination.** The organization of the Comprehensive Examination is negotiated among students, the 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.

The student is assigned a set of questions designed by the Supervisory Committee, based on a review of the student’s coursework. The student is required, within a specified period (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.

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 period (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.

# 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. 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.

* **Format of the Written Document Submitted for Proposal Defense.** 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. Again, note that the proposal defense must take place after successful completion of the comprehensive examination.

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 Documention of Successful Defense of the Dissertation Proposal.** Prior to the defense, the student should submit an email to the Program Manager with the title of the proposal and list the chair and all Committee members. At the time of a successful Pass issued by the majority of Supervisory Committee members the chair will send an official umail the PhD Program Manager.
* **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.

If the student receives a Pass upon completion of the proposal defense meeting, Supervisory Committee and chair are included in an official umail 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.

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.

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 an official umail to the Program Manageris required before the student passes to PhD Candidacy and commences the research activities outlined in the dissertation proposal.

**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, and recommends journal articles as a format. When journal articles are the dissertation format chosen, the College of Nursing requires the student to prepare manuscripts for publication 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.

* **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.
* **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.

* **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.
* **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.
* **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.
* **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.
* **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:
* The candidate provides evidence that his or her contribution to the collaborative effort is original, independent and adds to knowledge
* The candidate is the senior author
* Two students, each of whom are candidates for a PhD degree, may collaborate in the writing of a single dissertation provided that the collaboration receives prior approval by each student’s Supervisory Committee, each student submits clear evidence of making a significant contribution to the project, the dissertation reflects the work of both candidates in terms of its scope, depth of analysis, and sophistication of approach, and that it is substantive and equivalent of two manuscripts.
* In all instances of multiple authorship, legally acceptable releases for all authors must be submitted to the Thesis Editor of the Graduate School.
* **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. <https://gradschool.utah.edu/_resources/documents/handbook-2022.pdf>

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.

* **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. Preparation of the dissertation for defense should be an iterative and dynamic process. Students should be collaborating with their Chairs and Supervisory Committees during preparation of the dissertation, including planned manuscripts, and the completion of the final document. 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 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 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 dissertation defense should be scheduled for 2 hours. The student should notify the PhD Program Manager 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 directed by the Chair of the Supervisory Committee, but each student and Chair should discuss the format and plan for the meeting prior to the defense date. The dissertation defense presentation should follow the general order that material is presented in the dissertation document, and should emphasize presentation and discussion of research findings and implications. The defense should allow time for questions from the Supervisory Committee, the academic community, and the general public. The PhD candidate should not provide food or refreshments for those attending the dissertation defense.

* **Official Documentation of 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.
* **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. The Chair determines the quality of the dissertation is such that it is ready to be submitted to the Dean of the College. The student will then submit the dissertation to the Dean’s Read Canvas course for a final reading, and it will be reviewed by the PhD Program Assistant Dean. Should the PhD Program Assistant Dean be a member of the candidate’s Supervisory committee, the final reading will be completed by the Associate Dean for Research. The PhD Program Assistant Dean or the Associate Dean for Research 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 candidate will submit to the Thesis Editor’s online portal for processing for Thesis Release. Information required for the online portal includes the correct University ID, also called uNID, of committee members and department chair or dean. uNIDs can be found on your Campus Information services (CIS) webpage under the Committee tab, or they can be found in the Overview section of the email details. The PhD Program Manager can assist with uNIDs if needed. When you submit the manuscript to the online system you will input the uNIDs of your committee on the submission form. The system will then send them a link to electronic signature forms. The signature forms are signed digitally by the committee members.

It is the responsibility of students to ensure that signatures come in from their committee members and department chair in a timely manner. Students will receive confirmation emails as signatures are submitted. Students should track these emails and follow up on any missing signatures directly with their committee.

<https://gradschool.utah.edu/thesis/index.php>

* **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.
* **Publication of the Dissertation**. 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](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. <https://lib.utah.edu/digital-scholarship/>

### GRADUATION

To officially graduate (obtain Thesis Release) from the University of Utah in May of the academic year, all work must be completed according deadlines in the calendar on the University of Utah Graduate school website: [www.gradschool.utah.edu](file:///C%3A%5CUsers%5Cu0489122%5CDesktop%5Cwww.gradschool.utah.edu). However, because the University of Utah only holds 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.

Graduation applications are required to be submitted by the student by the deadlines established by the University. Applications and additional information can be found at <https://registrar.utah.edu/handbook/graduategraduation.php>

 After the application has been submitted, your personal graduation information section on the Campus Information System will be updated.

The candidate should also alert the PhD Program Manager 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 Manager 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 Manager of any changes to their anticipated graduation term.

# ACADEMIC POLICIES AND GUIDELINES

The University of Utah Code of Student Rights and Responsibilities (Student Code) has seven parts: General Provisions and Definitions, Student Bill of Rights, Student Behavior, Student Academic Performance, Student Academic Conduct, Student Professional and Ethical Conduct, and Student Records. The purposes of the Student Code are to set forth the specific authority and responsibility of the University to maintain social discipline, establish guidelines that facilitate a just and civil campus community, and outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The Student Code is at <https://regulations.utah.edu/academics/6-400.php>.

### RIGHTS AND RESPONSIBILITIES

The University of Utah is fully committed to policies of equal opportunity and nondiscrimination. University policy prohibits any form of discrimination, harassment or prejudicial treatment on the basis of age, race, sex, sexual orientation, gender identity/expression, color, national origin, religion, status as a person with a disability or status as a veteran.

The University of Utah College of Nursing will provide an educational environment that facilitates and enforces behaviors and attitudes of mutual respect between faculty and student learners.

Students have a right to support and assistance from the College in maintaining an environment conducive to thinking and learning. University teaching reflects considerations for the dignity of students and their rights as persons. Mistreatment in the course of teacher- learner environments will not be tolerated. Examples of behaviors or situations that are unacceptable include, but are not limited to:

* Discrimination based on race, color, national origin, religion, sex, sexual orientation, gender/identity expression, protected veteran status, genetic information, age, or disability
* Sexual harassment
* Unwanted physical contact
* Verbal abuse, profanity or demeaning comments
* Inappropriate or unprofessional criticism which belittles, embarrasses, or humiliates a student
* Unreasonable requests for a student to perform personal services
* Grading used to punish or reward a student for non-academic activities rather than to evaluate performance
* Requiring students to perform tasks beyond their level of competency without adequate supervision

Feedback is a necessary part of the educational process. When students fail to meet educational standards, appropriate constructive comments are necessary. An evaluation that is corrective is not, by definition, abusive. However, feedback should be given in such a way as to promote learning and avoid humiliation.

### PROCEDURES TO ADDRESS DISCRIMINATION OR MISTREATMENT

Any student who feels that s/he may have been subjected to abuse, illegal discrimination, harassment or mistreatment of any kind has the right to seek remedy through any one of multiple options. The University of Utah will ensure that this process shall be free of retaliation. The student has both informal and formal options available. Whenever possible, the student is encouraged, but not required, to seek remedy at the most informal level that will adequately and appropriately address the student’s concerns.

Students may report their concerns about mistreatment to any course faculty, faculty mentor, Student Services Program Manager, or Assistant Dean. In addition, students may alternately report concerns of mistreatment to the ombudsman’s office (<https://academic-affairs.utah.edu/office-for-faculty/facultyombuds/> ).

These individuals will coordinate the mistreatment report and investigation with the Office of Student Services, who centrally monitors all reports of mistreatment.

Students may meet with the individual involved in the complaint and come to an informal, mutually agreed upon resolution of the problem. The student may wish to bring a representative of the College (Student Services, Assistant Dean) to aid in dispute resolution. Unless required by law or University policy, there will not be a written record made concerning a matter that is resolved directly between the complainant and the alleged offender.

Allegations of illegal discrimination or sexual harassment must be referred to the Office of Equal Opportunities and Affirmative Action (OEO/AA) (<https://oeo.utah.edu/>). In all other incidents, once the student or student advocate has coordinated with the Office of Student Services with a formal written claim of mistreatment, the Assistant Dean will conduct a timely investigation of the facts, and will assist in any intervention deemed necessary for resolution of the problem. If so desired, the Assistant Dean may form an ad hoc advisory board consisting of faculty, residents and students who are not involved in the incident. The majority of complaints against faculty can be dealt with on a departmental basis, with feedback to the individual. Most complaints against a staff member can be handled with feedback from the Dean’s office to the individual from their supervisor.

### DISABILITY, INCLUSION AND ACCOMODATION

The College of Nursing wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008). Reasonable accommodations are provided to all students on a non- discriminatory basis consistent with the legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) or 1990 and the ADA Amendments Act of 2008.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. Learning disabilities are included in this Act.

### PROCEDURES TO SEEK ACCOMMODATION

To be eligible for accommodations, a student must follow the processes outlined below:

* In order to establish the existence of a disability and to request a reasonable accommodation, students must contact the University’s Center for Disability and Access (CDA) (<https://disability.utah.edu/>). The student must then follow the procedures of the CDA to document the existence and nature of the disability. The CDA will interact with the College of Nursing regarding possible accommodations but will not share the student’s medical information with the College faculty or administration.
* Once the need for reasonable accommodation has been established, the CDA, in consultation with the student and identified faculty from the College, will determine the appropriate accommodations and these will be specified in a written document, signed by all parties. Accommodations must be appropriate to the setting and, in the clinical environment, must respect the requirements of the facility as well as the ability to meet technical standards and course objectives. Documents relating to the student’s disability will be placed in a confidential file, separate from his/her academic records.
* If the student refuses a reasonable accommodation that is offered through this procedure and subsequently experiences academic difficulty, the student will be treated as any other student who experiences academic difficulty.
* A student may seek to establish a disability and request reasonable accommodation at any time before or after matriculation. The student should claim and establish the existence of a disability prior to the onset of academic problems. The College of Nursing has no obligation to remediate an academic failure from a claimed disability that was not brought to the attention of the College and addressed in a timely fashion.
* All claims and proceedings under this provision will be kept confidential to the extent provided by law and University policies. Dissemination of information related to the existence of a disability will be restricted to University administrators and faculty with a legitimate need to know this information; except as provided by law, no mention of the

student’s disability will appear in any correspondence with external agencies unless the student specifically requests such disclosure in writing.

* The University of Utah has designated the following as its ADA/Section 504 Coordinator:
	+ Director, Office of Equal Opportunity and Affirmative Action 201 S Presidents Circle, Rm 135

Salt Lake City, UT 84112 (801) 581-8365

oeo@umail.utah.edu

The College of Nursing has designated as onsite OEO liaison: Carrie Radmall, Executive Director of Student Services 801.587.3194

Carrie.radmall@nurs.utah.edu

### PROGRAM INTERRUPTION

**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.

**Leave of Absence (LOA).** It is highly recommended that before a student requests a leave of absence from the PhD Program for one or more semesters, the student discusses options with the faculty advisor or Chair. The student should also consult with the PhD Program Manager and/or Assistant Dean 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 Absenceform. A student requesting a Leave of Absence should work with the PhD Program Manager to obtain the necessary signatures and file the form with the Graduate School. <https://registrar.utah.edu/_resources/documents/pdf/graduate-leave-absence.pdf>

A Leave of Absence (LOA) will only granted for extenuating and unusual circumstances and must be approved by the student’s faculty advisor or Chair, the PhD Program Assistant Dean 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 Assistant Dean will take into consideration if faculty resources will be available for students upon return to the College. The Assistant Dean 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. <https://gradschool.utah.edu/navigating-grad-school/graduate-policies/registration.php>

It is the student’s responsibility to contact the PhD Program Manager 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 Manager. If the student does not make contact and/or register for coursework for the semester indicated on the LOA agreement, the PhD Program Manager 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.

**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.

### PREGNANCY AND PARENTAL LEAVE

Recognizing that combining childrearing and nursing education is a unique challenge, the College of Nursing is committed to supporting pregnant and parenting students. The College of Nursing complies with Title IX of the Education Amendments Act of 1972 and does not discriminate against students on the basis of sex, which includes pregnancy or pregnancy- related conditions and parental status.

Reasonable accommodations will be made to allow pregnant and parenting students to fully participate in classes throughout pregnancy or a pregnancy-related condition. A reasonable accommodation is one that does not cause undue hardship on the operation of the program, fundamentally alter the nature of the program, or cause significant expense for the department.

The College of Nursing will provide pregnant students, upon request, reasonable accommodations such as classroom space, elevator access, or reasonable time away from class for restroom trips without requiring confirmation from a medical provider.

The College of Nursing will accommodate limited “excused” absences for a medical issue due to pregnancy, childbirth or pregnancy-related conditions as specified in a provider’s note.

Reasonable accommodations for a pregnancy, childbirth or pregnancy-related condition and any related medical illness, as with any other medical illness, may include a leave of absence, if it is determined that the fundamental nature of the course cannot be maintained due to the limitations set forth by the provider’s note.

# COLLEGE OF NURSING PROFESSIONAL GUIDELINES

The College believes that professional behavior is an integral part of each graduate student’s nursing education.

### PROFESSIONAL BEHAVIOR

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e., all of the important facts were not considered). The College believes that professional behavior is an integral part of each student’s education.

For PhD program students who are also nurses, unprofessional behavior is also defined in Section R156-31b-502 of the Utah Nurse Practice Act. The ANA Code for Nurses defines professionalism as follows:

* The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
* The nurse’s primary commitment is to the patient, whether an individual family, group, or community.
* The nurse promotes, advocates for, and strives to protect the health safety and rights of the patient.
* The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
* The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
* The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
* The nurse participates in the advancement of the profession through contributions to the practice, education, administration, and knowledge development.
* The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
* The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

### CLASSROOM AND PROFESSIONAL BEHAVIOR

All students in the College of Nursing are expected to maintain professional behavior. This professional behavior includes, but is not limited to:

* Attending orientations and class.
* Taking exams as scheduled.
* Arriving and leaving class as scheduled.
* Accepting responsibility for own actions.
* Dealing with others (peers, faculty, patients, and clients) in a respectful, sensitive and nonjudgmental manner.

Faculty members acknowledge that emergencies exist and will work with students in these situations as they arise. Note: emergencies do NOT include:

* Scheduling work or vacation during class or exam times. (Missing class in order to work is not an excused absence.
* Non-emergent doctor or dental appointments.
* Being fatigued due to your own actions.
* Planning “special” events that interfere with class or clinical time.

### EXPECTATIONS AND PROFESSIONAL STANDARDS

* Respect other’s physical and virtual space.
* Start and end class on time.
* Maintain a professional appearance and image.
* Assume accountability for preparation in class.
* Maintain constructive verbal and non-verbal behavior.
* Care for others in an empathetic manner.
* Display honest, open, respectful communication.
* Maintain confidentiality of all patient information.
* Promote teamwork and helping behavior for colleagues.
* Exhibit academic and personal honesty and integrity.
* Uphold personal and professional ethics.
* Respect all individuals’ differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).

###

### COMMUNICATION BEHAVIOR EXPECTATIONS

***Classroom equivalency:*** digital communications, including email, discussion threads, and chat rooms are equivalent to the classroom and are subject to the Student Code.

Specifically:

* Posting photos or comments that would be off-topic in a classroom are still off-topic in a discussion thread.
* Off-color language is never appropriate.
* Using angry or abusive language is called "flaming” and is not acceptable.
* Do not use ALL CAPS, except for titles, since it is the equivalent of shouting online, as is overuse of certain punctuation marks such as exclamation points (!!!!) and question marks (?????).
* Digital communications, including messages in Canvas, are the property of the University. Privacy regarding University mail and Canvas messaging communications must not be assumed unless mutually agreed upon in advance.

Concerns regarding coursework may arise during the program. We encourage you to stop and pause before responding to a course situation or course / program related email. Expressing thoughts or concerns is encouraged but professional manner is expected.

### CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

Students are held responsible for content presented in their communications and in class. Students whose behavior is unprofessional will receive sanctions, which may include but are not limited to:

* + class grade being lowered
	+ failing a course
	+ probation
	+ suspension
	+ dismissal from the class or program, and/or from the University of Utah

When problem behaviors are identified:

* the involved faculty member will counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame
* Faculty or staff will document the unacceptable behavior and actions taken in the student’s file
* In addition, the faculty will notify the Assistant Dean
* If a decision regarding program progression needs to be made
	+ the student’s case may be brought forth to the PhD Program Committee
	+ In all cases where an academic sanction is being considered, the Assistant Dean will be notified
	+ The student will be given a copy of the documentation submitted to his/her file

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e. all of the important facts were not considered). If the student believes that the academic sanction taken against them was arbitrary or capricious, the student may appeal by following the policies and procedures set forth in the University of Utah Student Code <https://regulations.utah.edu/academics/guides/students/studentRights.php>

# ACADEMIC ACTIONS AND PERFORMANCE REQUIREMENTS

“**Academic action**” means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a project, dissertation, or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term “academic action” does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.

“**Academic misconduct**” includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct. The University of Utah policies on plagiarism and cheating are clear (<https://regulations.utah.edu/academics/6-400.php> Section V).

### POLICIES RELATED TO CHEATING AND PLAGIARISM

The University of Utah policies on plagiarism and cheating are clear. The University of Utah Student Code defines academic misconduct as: Academic misconduct includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information… It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

“**Cheating**” involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student’s examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one’s work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program. Misrepresenting one’s work includes, but is not limited to, representing material prepared by another as one’s own work; submitting the same work in more than one course without prior permission of both faculty members.

“**Plagiarism**” means the intentional unacknowledged use or incorporation of any other person’s work in, or as the basis for, one’s own work offered for academic consideration or credit, or for public presentation. Plagiarism includes, but is not limited to, representing as one’s own, without attribution, any other individual’s words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.

Plagiarism has many forms and includes but is not limited to:

* Copying and pasting from the internet without a citation or appropriate documentation.
* Copying and pasting from another student’s work.
* Copying and pasting any work that you did not create and claim it as your own.
* Copying and pasting another care provider’s clinical notes or documentation.
* Submitting the same work from a previous course to receive credit in a subsequent course without prior approval from faculty (this is self- plagiarism).

“**Fabrication or falsification**” includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

Consequences of violating the student code include but are not limited to the following:

* Grade reduction
* Failing grade for assignment and/or course
* Probation
* Suspension or dismissal from the program or the College of Nursing
* Suspension or dismissal from the University
* Revocation of the student's degree or certificate

Please note: Sanctions may also include a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

### ACADEMIC PROBATION

In the College of Nursing, students may be placed on academic probation for:

* academic misconduct (as defined above)
* receiving a grade below “B-” in a required nursing course
* unprofessional behavior

In order to remain in the program, a course receiving a “B-“ or below must be retaken the next semester the course is offered. Once placed on academic probation, the student is required to meet with the Program Manager to plan a continued course of study. The plan shall be submitted to the PhD Program committee for approval. Nursing courses may only be retaken once.

### SUSPENSION/DISMISSAL

A recommendation for suspension or dismissal from the program may be made to the Dean of the College of Nursing by the PhD Program Committee based on academic performance, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php> Section IV) when the student:

* fails to meet academic requirements of a course
	+ receives a grade of “C+“ or lower in the same nursing course twice
	+ receives grades of “C+“ or lower in two nursing courses during the student’s enrollment in the program
* fails to meet academic requirements of the program
	+ fails to maintain a cumulative GPA of 3.0

A recommendation for suspension or dismissal from the program may be made to the Dean of the College of Nursing by the PhD Program Committee based on academic misconduct, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php>), which includes but is not limited to:

* cheating, inappropriately collaborating, plagiarism, and fabrication or falsification of information

Students may also be recommended for suspension or dismissal based on behavioral misconduct, as defined in the “Student Code” ([https://regulations.utah.edu/academics/6-](https://regulations.utah.edu/academics/6-400.php) [400.php](https://regulations.utah.edu/academics/6-400.php) Section IIIA), which includes but is not limited to:

* acts of dishonesty
* physical assault
* unauthorized use of equipment
* disruptive behavior
* violation of federal, state or local civil or criminal law Professional misconduct, defined in the “Student Code”

(<https://regulations.utah.edu/academics/6-400.php>) may also result in recommendation for suspension or dismissal. This recommendation may result when a student:

* violation of professional or ethical standards of the profession of nursing (defined above)
* has demonstrated character, personality or behavior unsuitable for the practice of nursing, lacks motivation or is emotionally unstable. This includes but is not limited to substance abuse, aggression, abusiveness, cheating, dishonesty, etc.
* has additional automatic actions after being placed on probation

### AUTOMATIC ACTIONS

The following academic actions are automatic and shall be imposed after confirming that the facts that serve as the basis for the automatic action actually occurred, (e.g. a student did in fact fail a course).

|  |  |  |
| --- | --- | --- |
| Trigger | Situation | Consequence |
| Inadequate GPA | Cumulative GPA <3.0 | * Academic probation
* One semester allowed to increase GPA, or recommendation for dismissal will be made
 |
| Academic misconduct | See definitions below | * Academic probation
* Further incidence will result in recommendation for dismissal
 |
| Patient safety issue | Inappropriate or unsafe clinical performance | * Academic probation
* Further incidence will result in recommendation for dismissal
 |
| Unprofessional behavior | See professionalism expectations | * Academic probation
* Further incidence will result in recommendation for dismissal
 |
| Two failed courses | Course grade < “B-” in any graduate nursing course at any level of the program | * Student will cease progression through the program
* Student must re-take the course, when available
* On successful completion of the course, student may petition for re-entry into the program
* If approved, student will enter the program at the next level
 |
| Two failed courses | Any 2 courses includedstudent’s program of study | * Student will be recommended for dismissal from the program
 |

### ACADEMIC DUE PROCESS

All students have the right to appeal an academic action, including a final grade in a course (see Appendix A), a decision by the PhD Program committee to place a student on academic probation, documented reprimand or recommendation for suspension or dismissal (see Appendix B). Students are notified as soon as possible after a grade or other academic action is imposed and have the right to appeal on the grounds that the action was arbitrary or capricious, following the guidelines outlined by the College of Nursing Academic Appeals and University policies. A recommendation for suspension or dismissal from a program is to be brought to the PhD Program Committee and subsequently to the Dean and to the Academic Appeals Committee. An Academic Appeals Committee hearing may occur (see Appendix B). Further information can be found in the [University Code of](https://regulations.utah.edu/academics/6-400.php) [Student Rights and Responsibilities](https://regulations.utah.edu/academics/6-400.php), Section IV.B. Appeals Process and Section V.C. Student Academic Conduct.

For the purpose of these policies, arbitrary and capricious means that there was no principled basis for the academic action or sanction, and it was not in accordance with applicable policies. With regard to course grades, arbitrary and capricious means:

* The assignment of a course grade on some basis other than performance in the course; or
* The assignment of a course grade by unreasonable application of standards different than those applied to other students in the same course;

or

* The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor’s previously announced standards

### STUDENT RIGHTS REGARDING ACADEMIC ACTIONS

Students have the right to access their academic files as provided by the University of Utah Student Code (<https://regulations.utah.edu/academics/6-400.php>, Section VII). Students with complaints, inquiries or requests for review of official records should address them to the Office of Student Services and Academic Affairs. Access to the student’s official file in the Office of Student Services is subject to the following limitations:

* Reasonable and non-discriminatory rules and regulations may be made as to time, place and supervision
* Restrictions may be imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations)

### APPEAL OF ACADEMIC ACTIONS

The College of Nursing follows the appeals policies of the University of Utah Code of Student Rights and Responsibilities. All references to “days” are understood to mean business days.

#### Appealing an Academic Action Related to Final Failing Grade in a Course

Students who wish to appeal any academic action should first review the University of Utah Student Handbook (<http://registrar.utah.edu/handbook>). The process for grade appeal can be found in Appendix A.

#### Appeal an Academic Action Related to Recommendation for Suspension or Dismissal

All recommendations for suspension or dismissal in the College of Nursing are submitted to the PhD Program committee. The PhD Program committee will review the circumstances and forward a recommendation to the Dean. Students who wish to appeal an academic action resulting in suspension of dismissal should review the University of Utah Student Handbook (<http://registrar.utah.edu/handbook>). The process for appealing a recommendation for suspension or dismissal can be found in Appendix B.

### ACADEMIC MISCONDUCT AND APPEALS COMMITTEE

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 recommendations for dismissals from an academic program. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at [https://regulations.utah.edu/academics/6-](https://regulations.utah.edu/academics/6-400.php) [400.php](https://regulations.utah.edu/academics/6-400.php).

# COLLEGE OF NURSING POLICIES

### SOCIAL MEDIA POLICY

When using social media, students are expected to act with courtesy and respect toward others. Regardless of where or when they make use of these media, students are responsible for the content they post or promote. Students 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 and may range from a reprimand or failing grade to dismissal from a program or the University.

### INTERACTIVE VIDEOCONFERENCING

Any dialogue you engage in on interactive video conferencing sites that the University of Utah supports, such as ZOOM, is publicly available. This is true even in “private” chat rooms or while “instant messaging.” Professional dialogue and behavior are expected at all times.

### BREAST FEEDING AND BREAST PUMPING POLICY

University Student Code protects the rights of all groups of students to have a classroom environment that is conducive to learning. Our College strongly supports breastfeeding and breastfeeding success, which includes pumping of breastmilk while students are separated from their babies.

* In accordance with University of Utah policy, attendance in class is restricted to only those who are registered or guests who have prior faculty approval
* Students are allowed by all course instructors, without penalty, time to leave class to pump breastmilk or breastfeed their infant whenever they need to, up to one year after the birth of the baby
* The College provides a private, dedicated lactation room on the 3rd floor of the College of nursing for breastfeeding and pumping
* Students must communicate their needs for leaving the classroom to breastfeed or pump breast milk to the course instructor
* Students are responsible to make alternative arrangements for obtaining missed content

### EDUCATIONAL RECORDS AND PRIVACY RIGHTS

The University of Utah College of Nursing student records are governed by the Family Educational Rights and Privacy Act (FERPA). FERPA grants to all University students the following basic rights:

* The right to request access to your education records
* The right to have your education records protected from disclosure except in certain limited circumstances
* The right to designate basic directory information (e.g. name, address, telephone number, dates of attendance, etc.) as part of your private education records
* The right to seek an amendment to education records that are inaccurate, misleading or in violation of your privacy rights
* The right to complain to the U.S. Department of Education should your FERPA rights be violated

The University of Utah and the College of Nursing are committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student. The College of Nursing will not give out scholastic or personal information about students. The College will take messages in an emergency situation but will NOT provide families or friends with the means to contact the student.

For more information about each of these rights and about the processes for exercising these rights, please refer to the website of the University’s Registrar at <http://registrar.utah.edu/handbook/ferpa.php>

### INFORMATION SECURITY POLICY

The University of Utah Health Sciences has adopted a policy of using only encrypted devices for students. Information is available at <http://encryption.uucon.org/>

Under normal circumstances students will not keep Protected Health Information (PHI) on their personal computers or USB thumb drives. However, it if becomes necessary to do so, students must abide by the [University of Utah’s Information Technology Resource Security Policy](https://regulations.utah.edu/it/4-004.php) and only keep PHI on encrypted laptops or USB thumb drives.

Violation of the policy may result in disciplinary action in accordance with University policies. If you have any questions or concerns, you should contact the Office of Information Technology, IT\_policy@utah.edu.

### TECHNICAL REQUIREMENTS FOR COMPUTERS

Access to a laptop or PC is necessary for the nursing program. The following are recommended minimum requirements for your computer:

* Encryption is required (<http://encryption.uucon.org/>)
	+ Must adhere to current Health Sciences encryption policy
* Operating system
	+ Windows 10 (recommended)
	+ Mac OS X 10/9 or later
* Intel® Core i5 Processor (or better) (Intel M Processors are not recommended)
* 4 GB RAM
* 20 BG available hard drive space
* Wireless NIC (Network Interface Card)
* Webcam, microphone and speakers

# COLLEGE GOVERNANCE

### COLLEGE OF NURSING COMMITTEES

Students are invited and encouraged to become student representatives on various College of Nursing Committees. The work of each committee is important and varied. Student membership is sought for the following standing committees:

* College Council
* Retention, Promotion and Tenure Oversight (RPT)
* Awards and Recognition Committee
* Program Committees (Baccalaureate, Mater’s Doctoral, PhD)
* Outreach and Inclusion Committee
* Academic Appeals Committee (ad hoc)
* College Student Council (CSC) for CON
* Emergency Preparedness Committee

In addition, students are often invited to participate in ad hoc committees that are formed to address specific short-term needs of the College.

### SIGMA THETA TAU INTERNATIONAL

Honor Society of Nursing (Gamma Rho Chapter)

Gamma Rho Chapter serves the needs of members from the College of Nursing at the University of Utah Health Sciences Center (UUHSC) and throughout the state. Check the Gamma Rho website (<http://nursing.utah.edu/sigma-theta-tau/index.php>) or one of the officers for more information.

# STUDENT LIFE RESOURCES

### GETTING U-CONNECTED

To access online resources at the University, students must have a UNID (University Network ID), password and U or U email account. Step-by-step instructions for setting up ID, password and email can be found at <https://it.utah.edu/help/it_guides/new_student_guide.php>.

For students new to the University, the UNID can be found on the official acceptance notification from the U. Initial password is the student’s birthday; month, day and year (00/00/00). This will be changed on the first entry into the system. Former University of Utah students are able to continue using the existing UNID. Contact Campus Helpdesk at 801-581- 4000 for assistance.

Check your Umail regularly as this is the official and only communication format of the University of Utah. All correspondence from your faculty and the Office of Student Services will be conducted through Canvas and Umail. Do not use personal or industry email addresses (such as Gmail, yahoo, imail, etc) for any University-related communication. Email sent to our central server can also be forwarded to any other existing email accounts on or off campus, if you choose. However, do not forward emails with “Protected Health Information.” For step-by-step instructions visit [www.it.utah.edu](http://www.it.utah.edu/) and follow the appropriate links.

### UNIVERSITY COMMUNICATION (UMAIL)

A Umail account through the University is required. You must set up your Umail account as soon as you are accepted to the University of Utah.

Check your Umail regularly as this is the official and only communication format of the University of Utah. All correspondence from your faculty and the Office of Student Services will be conducted through Canvas and Umail. Do not use personal or industry email addresses (such as Gmail, yahoo, imail, etc) for any University-related communication. Email sent to our central server can also be forwarded to any other existing email accounts on or off campus, if you choose. However, do not forward emails with “Protected Health Information.” For step-by-step instructions visit [www.it.utah.edu](http://www.it.utah.edu/) [a](http://www.it.utah.edu/)nd follow the appropriate links.

### UCARD

Students are required to have a U Identification Card. Two locations exist that furnish the UCard. ([http://www.ucard.utah.edu](http://www.ucard.utah.edu/)):

* Ray Olpin Student Union Building

200 South Central Campus Drive #225 Office hours: Mon-Fri, 8:00 am-6:00 pm

* Hospital Acute Care Center (ACC), LL2, Room B106 Office hours: Mon-Fri, 9:00 am-3:00 pm

### UNIVERSITY SAFETY STATEMENT

The University of Utah values the safety of all campus community members. In an emergency, dial 911 or seek a nearby emergency phone (located throughout campus). To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677).

Important emergency alerts and safety messages regarding campus safety can be received via text message.

The University of Utah seeks to provide a safe and healthy experience for students, employees and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](https://safeu.utah.edu/). Personal well-being is key to personal safety. For crisis, call 801-587-3000 for help.

The University has additional resources to promote emotional and physical wellness, including:

* The **Counseling Center** ([https://counselingcenter.utah.edu](https://counselingcenter.utah.edu/))
* The **Wellness Center** ([https://wellness.utah.edu](https://wellness.utah.edu/))
* The **Women’s Resource Center** ([https://womenscenter.utah.edu](https://womenscenter.utah.edu/))

Counselors and advocates in these centers can help guide students to other resources to address a range of issues, including substance abuse and addiction.

### SEXUAL HARASSMENT

The University of Utah expects members of the University community to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 197, and is a violation of University policy. All questions or concerns will be treated with complete confidentiality. For further information contact the Office of Equal Opportunity and Affirmative Action at 801-581-8365 or visit <https://regulations.utah.edu/general/1-012.php>.

### ADDRESSING SEXUAL MISCONDUCT

Title IX makes it clear that violence and harassment based on sex and gender (which Includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365 (<https://oeo.utah.edu/>), or the Office of the Dean of Students, 270 Union Building, 801-581- 7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585- 2677(COPS).

### MARRIOTT WRITING CENTER

The University Writing Center provides writing consultations for students inside the Marriott Library, Room 1180B. Funded by the Graduate School of the University of Utah and staffed by expert writing fellows, the new Graduate Writing Center is ready to help graduate students in all disciplines with their writing projects. Our goal is to help you become a more confident writer. <https://writingcenter.utah.edu/grad-student-services.php>

###

### COUNSELING CENTER

The [University Counseling Center](https://counselingcenter.utah.edu/) (UCC) provides developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of University of Utah students. The Center helps students resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives. Call 801-581-6826 during business hours and the 24/7 Crisis line at 801-587-3000 after hours.

### CENTER FOR STUDENT WELLNESS

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student’s ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at [www.wellness.utah.edu](https://wellness.utah.edu/) or 801-581-7776.

### VETERANS CENTER

The University has a Veterans Support Center on campus. They are located in the Olpin Union Building, Room 161; hours Mon-Fri 8-5 pm. Please visit <https://veteranscenter.utah.edu/> for more information about the support they offer, a list of ongoing events and links to outside resources.

### LGBTQ RESOURCE CENTER

The University of Utah offers support for members of the LGBTQ Community through its Resource Center, located in the Olpin Union Building, Room 409; hours Mon-Fri 8-5 pm. Visit <https://lgbt.utah.edu/> for additional information about the support they offer, a list of events through the Center, and links to additional resources.

### LEARNERS OF ENGLISH AS AN ADDITONAL/ SECOND LANGUAGE

Several resources are available on campus offering support for language development and writing for those new to the English language. These resources include the Department of Linguistics EAS program (<https://linguistics.utah.edu/>), the Writing Center ([http://writingcenter.utah.edu](http://writingcenter.utah.edu/)), the Writing Program ([http://writing-program.utah.edu](http://writing-program.utah.edu/)), and the English Language Institute (<http://continue.utah.edu/eli>).

Appendix A: Appealing an Academic Action Related to Academic Performance

**Student Discusses Action with Course Faculty**

A student who believes that an academic action (e.g. an assigned grade) was arbitrary or capricious should first discuss the action with the involved faculty member and attempt to resolve the disagreement. The student should notify the faculty within twenty (20) business days of the action, e.g. posting of a grade. The appeals process follows Section IV: Student Academic Performance and Appeals Process outlined in the [“Student Code” – Policy 6-400](https://regulations.utah.edu/academics/6-400.php)

**If No Resolution, Student Files Appeal to Program Director Level** The course faculty has ten (10) days to respond to a student appeal. If the student and faculty member are unable to resolve the disagreement, the student will take the appeal to the appropriate Assistant Dean (Undergraduate, MS, DNP, PhD, Gerontology Interdisciplinary Program) for resolution.

**If No Resolution, Student Files Appeal to Associate Dean Level**

If the student and Assistant Dean are unable to resolve the disagreement, the student shall appeal the academic action in writing to, and consult with, the Associate Dean for Academic Programs at the College of Nursing within forty

(40) days of receiving notification of the academic action.

**Associate Dean Determines Validity of Action**

Within fifteen (15) days of consultation with the student, the Associate Dean of Academic Programs will notify the student and faculty member, in writing, of his/her determination whether the academic action was arbitrary or capricious and the basis for that decision. If the Associate Dean determines that the academic action was arbitrary or capricious, the Associate Dean will take appropriate action to implement his/her decision, unless the faculty member appeals the decision.

**If Student or Faculty Disagrees, They May Make Formal Complaint** If either party disagrees with the Associate Dean’s decision, the party may appeal to the College of Nursing Academic Appeals Committee within fifteen

(15) days of notification of the Associate Dean’s decision. **When the Academic Appeals Committee is initiated, this constitutes a formal complaint.**

The written appeal is sent to the Academic Appeals Committee chair, with a copy to the other party, which has five (5) business days to submit a written response. The chair will schedule a hearing date and notify the parties in writing of the date of the hearing, the names of the Committee members, and [the procedures as outlined in the University regulations (see “Student Code” –](https://regulations.utah.edu/academics/6-400.php) [Policy 6-400 – Section IV) by at least fifteen (15) days prior to the hearing, such](https://regulations.utah.edu/academics/6-400.php) that the scheduling of a hearing is coordinated with all committee members (faculty and students, relevant staff and committee advisors).

**Appeals Committee Presents Decision to Dean**

To overturn the original action, the Academic Appeals Committee must find that the academic action was arbitrary and/or capricious. The committee chair shall prepare a written report of the committee’s findings and recommendations and present it to the Dean of the College of Nursing within ten (10) days after the conclusion of the hearing.

**Dean’s Decision is Final within the College of Nursing**

The Dean of the College considers the documentation submitted and will, within ten (10) days, take one of the following actions: a) accept the committee’s findings; b) return the report to the Committee chair, requesting the committee to reconvene to reconsider or clarify; or c) reject all or parts of the committee’s findings. The Dean’s decision is final within the College of Nursing. Written notification of the Dean’s decision will be sent to the parties, the chair of the Academic Appeals Committee and to the Senior Vice President for Health Sciences within 10 days.

**If Student Disagrees, They May Make Appeal to the SVP of HS** The student has a final option to appeal the Dean’s decision to the Senior Vice President for Health Sciences within ten (10) days after receipt of the decision. The student must file a written notice of appeal with the SVP for HS

**SVP Makes Final Determination**

The Senior Vice President for Health Sciences will consider the appeal and response to the appeal and will make a final determination. The decision of the Senior Vice President for Health Sciences is final. Written notification of the decision shall be communicated to the parties, to the Academic Appeals Committee chair, and to the Dean within ten (10) business days after receipt of the appeal. The Dean shall take appropriate action to implement the final decision.

Appendix B: Appealing Recommendation for Dismissal for Professional/Academic Misconduct

**Complaint of Misconduct**

Upon receipt of a complaint or discovery of professional or academic misconduct, the faculty member shall make reasonable efforts to discuss the alleged academic misconduct with the accused student no later than twenty

(20) business days after receipt of the complaint, and give the student an opportunity to respond. Within ten (10) business days thereafter, the faculty member shall give the student written notice of the academic sanction, if any, to be taken and the student's right to appeal the academic sanction. The [appeals process follows Sections IV and V outlined in the “Student Code” –](https://regulations.utah.edu/academics/6-400.php) [Policy 6-400](https://regulations.utah.edu/academics/6-400.php)

**Recommendation for Dismissal from a Program** Recommendation for probation, suspension, or dismissal from a program must be submitted in writing within thirty (30) business days of the misconduct, to the appropriate faculty committee authorized to evaluate the recommendation; the Baccalaureate Admissions and Advancement Committee for BSN students; MS, DNP or PhD program committees for graduate students. Supporting documentation and rationale must be included in the written recommendation. The committee evaluates the complaint and forwards a written recommendation for action, if any, to the Dean within ten (10) business days, and notifies the student of the complaint and recommendation.

**Dean Evaluates Recommendation**

Upon receipt of a recommendation, the Dean will within a reasonable time, discuss the alleged misconduct with the accused student, giving the student the opportunity to respond. The Dean, or the Dean’s designee, may interview the complaining party and any other persons believed to have pertinent factual knowledge of the allegations. The Dean may also review any other relevant evidence. The Dean shall determine if there is a reasonable basis to believe the student engaged in academic, behavioral or professional misconduct.

**Dean Dismisses Recommendation**

If the Dean determines that there is no reasonable basis to believe the student has engaged in professional or academic misconduct, the Dean will notify the student within twenty

(20) days of receipt of the complaint, and the matter will be dismissed

**Dean Accepts Recommendation** If the Dean determines that there is a reasonable basis for believing that the student engaged in misconduct, he/she will determine whether efforts at informal resolution are appropriate and, if so, will take whatever steps are useful to that end within twenty (20) days of receipt of the complaint.

**Dean Refers to Academic Appeals Committee**

If informal resolution is inappropriate, or if efforts at informal resolution are not successful, the Dean shall, within twenty

(20) days of receipt of the complaint, refer the complaint, including his or her recommendations for sanctions, to the Academic Appeals Committee, and so notify the student in writing.

**Dean Reaches Informal Solution**

If an informal resolution is reached and the responding student complies with the terms and conditions of the resolution, no further action against the student will be taken and the matter will be closed.

**Proceedings before the Academic Appeals Committee**

The student responding to the complaint and recommendations may deliver his/her response to the chair of the Academic Appeals Committee, with a copy to the Dean, no later than five (5) days after receipt of the complaint and recommendations. The Committee chair will schedule a hearing following the guidelines in the [University of Utah Student Cod](https://regulations.utah.edu/academics/6-400.php)e Section V:C and VI:C. Proceedings Before the Academic Appeals Committee

**Review and Decision by the Senior VP for Health Sciences**

The Academic Appeals Committee chair prepares a written report of the committee’s findings and recommendations and presents it to the SVP of Health Sciences within ten (10) business days after the conclusion of the hearing.

The SVP shall consider the documentation submitted and based on such review, and without conducting further hearings, shall, within ten (10) business days take one of the following actions: a) accept the findings and recommendations; b) return the report to the Academic Appeals Committee for reconsideration or clarification, or c) reject all or parts of the Committee’s findings, stating reasons and actions to be taken.

**Appeal to President**

Within ten (10) business days of receipt of the SVP’s decision, any party may appeal the decision by filing a written notice of appeal with the president and delivering a copy to the other party. The other party may file a response to the appeal with the president within five (5) business days of receipt of the appeal.