

**DOCTOR OF PHILOSOPHY IN NURSING
PROGRAM**

STUDENT MANUAL

**THE UNIVERSITY OF KANSAS
SCHOOL OF NURSING**

(Revised 5/11)

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DOCTOR OF PHILOSOPHY IN NURSING STUDENT MANUAL

GENERAL PROGRAM INFORMATION

The doctoral program at the University of Kansas School of Nursing has been in existence since 1983. Only 23 doctoral programs in nursing were established prior to our KU program. Beginning in the Summer Semester of 2006, the program became available as an online program.

The doctoral program consists of 65 total credit hours (50 hours of course work and 15 hours of dissertation). The online option uses a combination of on-campus one-week summer intensives and Internet course work throughout the academic year, Web-based conferencing (synchronous and asynchronous) on a regular basis, and e-mentoring for research and career advisement/development. Appropriate courses in statistics and in the student's minor area of study may be completed at KU or other universities near the student's home and applied to meet the requirements of the Ph.D. program. All non KU courses must be approved in advance by the student's Program Advisory Committee.

Program Milestones

There are several events occurring during the program that mark either movement toward the degree or changes in the student's status. Expanded descriptions of these events can be found later in this document. These events are:

1. Begins coursework in the PhD program: the student becomes an **aspirant** for the PhD degree.
2. Qualifying Exam 1: Occurs after the second summer intensive (Synthesis Workshop I). Successful completion of the Qualifying Exam I signals readiness for the second year of coursework.
3. Qualifying Exam 2: Occurs after the third summer intensive (Synthesis Workshop II) and completion of formal course work. Successful completion of Qualifying Exam II signals readiness to begin dissertation work.
4. Residency requirement: A Graduate Studies requirement. School of Nursing PhD students complete this requirement by attending each of the three required on campus summer intensives.
5. Completion of Minor Area Synthesis Paper: Once the minor area course work is completed, students write a synthesis paper to assure competency in the minor area. This requirement must be completed prior to the Comprehensive Oral Exam.
6. Research Skills and Responsible Scholarship requirement: A Graduate Studies requirement for all University of Kansas PHD students usually consisting of activities or courses that show competency knowledge or skills necessary for research. This requirement must be completed prior to the Comprehensive Oral Exam.
7. Comprehensive Oral Exam: A Graduate Studies requirement for which a Progress Toward Degree Form is required (see below). The School of Nursing Comprehensive consists of the defense of the dissertation proposal and occurs only after all course work has been completed as well as the Research Skills and Responsible Scholarship requirement, the minor synthesis paper, and both Qualifying Exams. Upon successfully completing this defense, the student becomes a **candidate** for the PhD degree.
8. Final Oral Exam: A Graduate Studies requirement for which a Progress Toward Degree Form is required (see below). This exam consists of a public oral defense of the dissertation. Upon successful completion of this oral defense and the submission of the

final dissertation document to Graduate Studies, the student has completed all academic requirements for the PhD degree

Progress Toward Degree Form Procedures:

Two of these milestones, the Comprehensive Oral Exam and the Final Oral Exam, require Graduate Studies approval in order to take the exams. In order to acquire Graduate Studies permission, a Progress Toward Degree Form must be submitted to Graduate Studies from the Office of Student Affairs, School of Nursing. For the Comprehensive Exam and the Final Oral Exam, the student must provide the Office of Student Affairs certain information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of **THREE WEEKS prior to the exam. Failure to meet this deadline may require a rescheduling of the examination.** The Progress Toward Degree information form may be found at <http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf>

Online Educational Expectations

A major advantage of online courses is the availability of the course material and websites 24hrs/7days a week via computer and internet access. However, to prevent frustration for all concerned, there are three important points to remember.

1. Most courses include learning strategies such as online discussions and group assignments or projects. These activities require students' active interaction and participation multiple times, sometimes within short time frames. Faculty members appreciate being informed well in advance when students' schedules affect their interaction in a course.
2. Each faculty member will provide you with information on their schedules and a reasonable time frame within which to expect a response from them. As a general rule, response to an inquiry may be reasonably expected within 24-72 hours. However, faculty members have other academic responsibilities including business travel which may affect availability. Faculty will inform students if travel/responsibilities impact their availability.
3. Students are responsible for assuring that their computers are equipped with all needed hardware and software. Please see http://www2.kumc.edu/ir/operationalprotocols/pc_standards.asp for standards for computer hardware and software.

PROGRAM PLANNING

Advisement

Upon admission to the Ph.D. in Nursing program a student will be assigned an academic advisor whose research is related to the student's area of research interest. That advisor will assist the student in planning a program of study.

The identification of the student's Program Advisory Committee should be accomplished prior to the accumulation of 9 credit hours. The committee shall consist of a minimum of three members, including the major advisor and one person who represents the minor area. All members must have regular or ad hoc graduate appointments at KU.

The Program Advisory Committee shall meet with the student to plan and formally approve the program consisting of courses and other work (see Appendix A). **Part-time students completing 3 semesters of coursework who do not yet have a doctoral program plan on file will not be permitted to enroll until a program of study has been filed. Full-time students must file the plan of study prior to Main Enrollment in the second full semester of enrollment.** A student's advisor and committee can be changed during the program at the request of any of the concerned parties (see Appendix E).

Grades for Courses Not Completed at the University of Kansas

Some requirements for the program can be taken at colleges and universities other than the University of Kansas. Normally these courses may be the statistics and minor requirements. In order for a course taken at another college or university to count toward the degree, a grade of "B" or better must be earned. Approval for these courses should be obtained in advance from the Academic Advisor or appropriate Associate Dean.

Resident Study

The residency requirement of Graduate Studies for both online and on campus students will be satisfied by attending the **three required on campus summer sessions.**

Summer Intensives

The Summer Intensives are designed to facilitate several aspects of doctoral education. Summer Intensive One (NRS 935) focuses upon orientation to doctoral education, and on professional and scholarly writing and provides an opportunity to become acquainted with faculty and fellow students. Summer Intensives Two (NRS 945) and Three (NRS 949) provide opportunities for synthesis of the course work in the previous year and occasions to re-connect with faculty and student in a face-to-face environment. Summer Intensive Two and Three conclude with qualifying exams to determine the student's grasp from the content of the previous year and the student's readiness to move on to the next level of the program. Qualifying exams are explained in another section of this manual.

Minor Area

A student's minor (11 credit hours of courses) can be satisfied by completing one of the three options below. The courses must relate to the student's area of research and the student's Program Advisory Committee must approve the selected courses in each option. These courses may be taken at the University of Kansas or at any accredited college or university. The courses must be graduate level courses. The Program Advisory Committee member who represents the minor area is usually considered the minor advisor. The minor advising role can, however, be filled by another expert, as deemed appropriate by the student and the student's dissertation chair or Program Advisory Committee.

1. A minor completely outside of nursing (could be a combination of courses from many areas), with an identified common thread.
2. A minor with a combination of courses within and outside of nursing.
3. A minor completely within nursing (e.g., health behavior, primary care, educator sequence).

Use of master's coursework to contribute to the Minor: Appropriate non-nursing courses completed in a student's master's degree may be used to satisfy requirements in the minor or in the nursing major upon approval of the student's Program Advisory Committee. This does not, however, reduce the number of hours required in the program. A postmaster's student must complete 65 graduate hours following entry into the Ph.D. program. Careful consideration should be given to the selection of previously completed courses to count toward completion of all or a part of the minor requirement.

Research Skills and Responsible Scholarship Requirement

All students in doctoral programs must meet the research skills and responsible scholarship requirements of the University.

https://documents.ku.edu/policies/Graduate_Studies/Research_Skills_and_Responsible_Scholarship.htm

The Research Skills Requirement Plan for the School of Nursing PhD program requires students participate in at least the following activities*:

- Prepare a qualitative research proposal; complete module related to qualitative research ethics and rigor; complete at least 2 critiques of qualitative research articles (NRSG 802)
- Discuss issues associated with integrity in nursing scholarship and science (NRSG 935 and NRSG 945)
 - institutional oversight for research integrity, protection of human subjects, conflicts of interests, data management and confidentiality, mentor/student responsibilities, peer review, authorship, publication, plagiarism and copyright, professional practices, maintenance of confidentiality, research misconduct, and a model for considering scientific misconduct issues
- Generate researchable problems; articulate the interplay between conceptual and analytic issues (e.g. power) in quantitative methods; complete at least two critiques of quantitative research articles (NRSG 943)
- Manage a large database, including analysis, interpretation, and reporting; complete module related to ethical issues in research, informed consent, scientific integrity and authorship (NRSG 944)
- Evaluate psychometric properties of measurement relevant to health care (NRSG 946)
- Disseminate elements of a qualitative research report; discuss credibility and ethics of the actual conduct of qualitative field research (NRSG 947)
- Demonstrate knowledge of a quantitative software package, SPSS (KU SoN Tutorial)
- Demonstrate knowledge of Human Subjects Protection (KUMC Tutorial)
- Adhere to KU SoN Professional Integrity System (SoN PROFITS)
- Complete Conflict of Interest reporting form (KUMC Form)

*If performing basic science quantitative research, the student also must complete the following activities:

- Demonstrate knowledge of specific laboratory instrumentation (KU SoN Certificate of Completion)
- Complete Animal Use Training Program (KUMC Form/Checklist)

Approved by School of Nursing PhD Council April 29, 2011

QUALIFYING EXAMINATIONS

Doctoral Students are required to complete two qualifying examinations. Qualifying examinations are distributed at the conclusion of the Summer Synthesis Workshops (NRSB 945 and NRSB 949).

QUALIFYING EXAMINATION I

The purpose of Qualifying Examination I is assessment of the student's ability to integrate and synthesize knowledge and skills acquired in completed doctoral courses, and to determine readiness to continue remaining doctoral courses.

PREREQUISITES:

Before taking Qualifying Examination I, doctoral students must successfully complete the following core course work: NRSB 935 Professionalism and Scholarship, NRSB 938 Informatics & Technology Applications, NRSB 940 Knowledge & Theory Development in Nursing Science, NRSB 941 Preparing for Doctoral Leadership, NRSB 942 Theory Application in Nursing Science, Regression Analysis (e.g. PRE 810), Multivariate analysis (e.g. PRE 905), NRSB 946 Measurement Principles and Practice, and NRSB 945 Synthesis Workshop I. The examination is in written format with the possibility of oral or written clarification with the synthesis workshop faculty.

QUALIFYING EXAMINATION II

The purpose of Qualifying Examination II is assessment of the student's ability to integrate and synthesize knowledge and skills from all doctoral courses and determine readiness to continue work on their dissertation proposal.

PREREQUISITES: Before taking Qualifying Examination II, the following core course work must be completed: NRSB 877 Foundation in Education & Learning, NRSB 802 Methods for Qualitative Research, NRSB 943 Methods for Quantitative Research, NRSB 944 Quantitative Research Application, NRSB 947 Qualitative Research Application, and NRSB 949 Synthesis Workshop II. The written examination encompasses the ability to synthesize the full range of doctoral courses including theory, research, statistics and professional development.

QUALIFYING EXAMINATIONS PROCEDURE

Synthesis Workshop faculty will be responsible for preparing and grading Qualifying Examinations I and II. Qualifying Examination I will be distributed at the conclusion of the NRSB 945 Synthesis Workshop I. Qualifying Examination II will be distributed at the conclusion of NRSB 949 Synthesis Workshop II. Referenced responses to each Qualifying Examination will be due two weeks later. Doctoral students are required to pass both the written and, if needed, the oral or written clarification component of the Qualifying Examinations. The Faculty Coordinator of the Qualifying examination will provide the Associate Dean of Student

Affairs written notification of the name of each student with his/her pass/fail status on Qualifying examinations.

Alternatives in Event of Failure of Any Part of the Qualifying Examinations

If a student fails a qualifying examination, a plan for remediation will be developed by the Synthesis Workshop faculty. Synthesis Workshop course syllabi will outline procedures for re-take of the qualifying examination. The final outcome of the Qualifying Examination must be determined prior to the start of the Fall semester following the workshop. The student is dismissed from the doctoral program if not successful on the retake examination.

Minor Area Synthesis Paper

A written synthesis paper in the minor area that directly contributes to the student's dissertation is required to assure competency in the minor area. The student must receive a passing grade on the minor paper prior to scheduling the comprehensive oral examination. The minor paper usually is evaluated by the minor advisor, although another expert may assume this role, as deemed appropriate by the student's dissertation chair or Program Advisory Committee.

Procedure after Passing Qualifying Examination II

After successful completion of Qualifying Examination II each student must submit to the Associate Dean of Graduate Programs, Academic Affairs the names of faculty who have consented to serve on his/her Comprehensive Oral Examination/Dissertation Committee (Appendix C.).

Comprehensive Oral Examination:

Time frame between completion of Qualifying Exam 2 and Comprehensive Oral Exam:

Completion of the minor courses, the minor paper, and the Research Skills and Responsible Scholarship requirements must occur before scheduling the Comprehensive Oral Exam (dissertation proposal defense). Ideally, these requirements should be completed prior to Synthesis 2 and Qualifying Exam 2. In some cases, however, circumstances may delay completion of one or more of these requirements beyond Synthesis 2. If additional time is needed to complete one or more of these requirements, up to 4 semesters (i.e., fall, spring, summer, fall) may be used for this purpose. No more than 4 semesters should pass following the semester in which Qualifying Exam 2 is completed and scheduling the Comprehensive Oral Exam. The student is **at risk for dismissal from the doctoral program if the Comprehensive Oral Exam is not scheduled within 4 semesters of completing Qualifying Exam 2.** See Dissertation Process for more information.

DISSERTATION PROCESS

Dissertation Committee

The dissertation committee shall consist of at least five members; one of the committee members shall hold a regular University of Kansas (KU) graduate faculty appointment from outside the School of Nursing and serve as Graduate Studies representative on the committee, and three committee members must be from the School of Nursing. The committee also may include members from outside the University of Kansas. All members of the committee, however, must be members of the Graduate Faculty. Those members of the committee from outside the University of Kansas must have ad hoc Graduate Faculty appointments. The student should submit the form in Appendix C to the School of Nursing Office of Academic Affairs for final approval.

Dissertation Proposal

The dissertation proposal must be written during enrollment in NRSG 999. The dissertation proposal is read by all members of the dissertation committee. Work on the dissertation can continue only after the dissertation committee has approved the proposal. Three copies of the approved dissertation proposal, signed by the chairperson and two members of the student's dissertation committee, are to be submitted to the School of Nursing Office of Academic Affairs for review prior to submission to the University of Kansas Medical Center Human Subjects Committee for approval or the Institutional Animal Care and Use Committee (if either of these are required). Students under the guidance of the dissertation advisor are required to get Human Subjects (HSC) approval for the dissertation research (see web link) http://www2.kumc.edu/researchcompliance/doc/HSC_Submission_Req.pdf or Institutional Animal Care and Use Committee (IACUC) review and approval <http://www2.kumc.edu/researchcompliance/iacucinitialreview.htm> as appropriate.

Comprehensive Oral Examination

The comprehensive oral examination is the student's defense of the dissertation proposal. The student's dissertation committee serves as the examination committee. This committee should have already been approved by submitting Appendix C to Academic Affairs. The student is expected to be able to critically describe and defend the scientific significance, background, research questions/hypotheses, and research methods of the proposed research. In the process of defending the proposal, students should be able to integrate needed information from their entire program of study during the Comprehensive Oral Examination. The Comprehensive Oral Examination can take place in a face-to-face meeting or by video conference at the student's expense. The student must be enrolled in NRSG 999 during the semester in which the Comprehensive oral exam is taken.

The Comprehensive Oral Exam requires Graduate Studies approval in order to take the exam. In order to acquire Graduate Studies permission, a Progress Toward Degree Form must be submitted to Graduate Studies from the Office of Student Affairs, School of Nursing. For the Comprehensive Exam, the student must provide the Office of Student Affairs certain information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of **THREE WEEKS prior to the exam. Failure to meet this deadline may require a rescheduling of the examination.** The Progress Toward Degree

information form may be found at

<http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf>

Presence at the Comprehensive Oral Examination and the Final Oral Examination for Doctorate

The doctoral student and the dissertation committee chair are required to be physically present for the comprehensive oral examination and the final oral examination. The Graduate Studies representative from outside of the School of Nursing also is required to be physically present for the final oral examination. While the other committee members generally are expected to be physically present for both examinations, special circumstances may necessitate that a member participate in the exam from another location. In this instance, the student may petition the School of Nursing Office of Academic Affairs, Graduate Programs for an exception to the expectation of physical presence for a committee member during the examination.

Continuous Enrollment

After passing the comprehensive oral examination for a doctoral degree the candidate must be continuously enrolled, including summer sessions, until all requirements for the PhD degree are completed, counting the 15 credits of post-comprehensive dissertation (NRSG 999). Post-comprehensive enrollment includes the semester in which the oral examination is completed. For example, a student finishing Qualifying Exam II in Summer of 2012 should enroll in NRSG 999 Doctoral Dissertation in Fall 2012 for a minimum of 6 credits. If the Comprehensive Oral Exam (dissertation proposal) is completed in that Fall 2012 semester, then those 6 credits would count in the 15 credits which is the minimum number of credits necessary for dissertation. If the Comprehensive Oral Exam is not completed in the Fall 2012 semester, then those credits would not count in the required 15 credits.

Each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. However, during this time, until all requirements for the degree have been completed (15 credits) or until 18 post-comprehensive credit hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 credits during Fall and Spring semesters and 3 credits in the Summer semester. If, after 18 credit hours of post-comprehensive enrollment, the degree is not completed, the candidate must continue to enroll each term until all degree requirements have been met.

Dissertation

The candidate must complete a dissertation showing the results of original research. The minimum number of credit hours required for dissertation enrollment is 15 in NRSG 999. Instructions regarding the proper form of the dissertation may be obtained from the University of Kansas Electronic Thesis and Dissertation (ETD) website <http://www.graduate.ku.edu/ETD/>. Click on Dissertation instructions.pdf to get printed instructions.

Policy for Grading of Dissertation Hours

The letter "P" is used to indicate Progress in thesis, dissertation, and research enrollments.

In exceptional cases, the instructor of record has the authority to issue a letter grade (A, B, C, D, or F) in a given semester. For such exceptional cases the instructor of record must submit

justification to the Vice Chancellor for Academic Affairs for approval before the grade can be recorded on the transcript. Under no circumstances, will this grade be used to specifically enhance the cumulative GPA for students who are in academic difficulty in Graduate School. A letter grade (A, B, C, D, and F) is assigned in the last semester of enrollment to characterize the quality of the final product. The I grade is not appropriate for enrollment in thesis, dissertation or research and will not be accepted.

Final Oral Examination for Doctorate

At least five months must elapse between successful completion of the Comprehensive Oral Examination/dissertation proposal defense and the date of the final oral examination/dissertation defense. Upon approval by the School of Nursing Student Affairs Office and Dean of Graduate Studies the final oral examination/dissertation defense will be scheduled at the time and place designated in the request and publicly announced by Graduate Studies. If the candidate fails the final oral examination/dissertation defense, the examination and defense may be repeated upon recommendation of the dissertation committee. (Several requirements, including completion of the Progress Toward Degree form three weeks before the oral examination and defense, need to be met for eligibility to take the final oral examination and dissertation defense--please see Appendix D, PhD Graduation Checklist). The final oral examination and dissertation defense cannot be conducted without an approved Progress Toward Degree.

Dissertation Copies

Students are required to submit their dissertations electronically through University Microfilms International (UMI). Students also must submit a paper signature form to Graduate Studies. Dissertations submitted electronically must be converted to Adobe PDF before submission. Complete instructions are available from the University of Kansas Electronic Thesis and Dissertation (ETD) website <http://www.graduate.ku.edu/ETD>. A fee for UMI submission/archiving is required. The fee schedule may be found at http://www.graduate.ku.edu/ETD/2005_fees.shtml

For additional information, please contact Director, Graduate Studies, 588-1238, the Office of Graduate Studies, 5015 Wescoe. Approval by a representative from the Office of Graduate Studies, 5015 Wescoe, is required before the student can submit the dissertation to UMI.

Copyright registration is optional for dissertation students. Information is available <http://www.graduate.ku.edu/ETD/copyright.shtml> A fee for copyright registration is required.

One additional copy of the title page (photo copy) and abstract must be submitted to the Student Affairs Office where it will be placed in the student's permanent file. Another copy of the title page and the abstract must be given to the Academic Affairs Office.

Degree Requirements To Be Submitted To The University of Kansas

The degree requirements can be found at <http://www.graduate.ku.edu/ETD/>. The [KUMC Graduation Checklist for KUMC Graduate Students](#) is a helpful resource for the student's final semester. It is located at http://www2.kumc.edu/aa/gradstudies/grad_grad.htm. All doctoral students must complete the Survey of Earned Doctorate. The survey can be downloaded from http://www2.kumc.edu/aa/gradstudies/grad_grad.htm and submitted to KUMC Graduate Studies the semester of graduation. All doctoral students are requested to complete the [KU Doctoral](#)

[Exit Survey](http://www2.kumc.edu/aa/gradstudies/grad_grad.htm) the semester they graduate. That survey may be completed online at http://www2.kumc.edu/aa/gradstudies/grad_grad.htm.

PROGRAM POLICIES AND SERVICES

Graduate Catalog and Handbooks for Graduate Students

It is recommended that doctoral students have in their possession a *Graduate Catalog* effective for the year in which study is begun. All requirements of the Graduate School Studies for the Ph.D. degree are included in the *Graduate Catalog* (available from the KUMC Bookstore or on line at <http://www.ur.ku.edu/Acadpub/gradcat/index.shtml>). The *Graduate Catalog* and *KU Graduate Studies Website* www.ku.edu/~graduate/ contain valuable information governing all aspects of the graduate programs at the University of Kansas. The School of Nursing policies regarding graduate study may be found at www.kumc.edu/studenthandbook.son. The Graduate Studies Division at KUMC website has information specific for KUMC graduate programs <http://www2.kumc.edu/aa/gradstudies/default.htm> and serves as a guide regarding graduate programs, policies, and services of the University of Kansas Medical Center.

Schedule of Courses

The schedule of courses for each semester can be found at <http://www2.kumc.edu/son/schedule/index.html>.

Financial Assistance

There are several kinds of financial assistance available to doctoral students.

1. The School of Nursing normally receives funds each year from the Professional Nurse Traineeship Program. The federal rules require that no more than 10% of the total yearly award be used for doctoral students. In practical terms, this normally means that one traineeship (tuition and a monthly stipend) can be awarded to doctoral students each year.
2. Two types of Graduate Teaching Assistantships are available. One type (for doctoral students only) provides teaching support to faculty members. Another type (for both doctoral and master's students) involves teaching undergraduate students in the Clinical Learning Lab. Both types pay an hourly salary as well as provide graduated tuition payments depending on the percentage of time worked. Full tuition and fees are paid for GTAs who work 40% time or more. For information about these opportunities contact the Office of Student Affairs Graduate Desk (913-588-1619)
3. The School of Nursing participates in the full range of financial aid opportunities, including loans, grants and scholarships. For information about loans and grants go to <http://www.kumc.edu/studentcenter/financialaid.html>. The School of Nursing Office of Student Affairs handles the full range of scholarships from private giving to the School. Applications for Scholarships are sought three times per year. Applications may be obtained by contacting the Graduate Desk at the Office of Student Affairs (913-588-1619).
4. Research Assistantships are available on an as-needed basis through the Office of Grants and Research (913-588-1632). Normally, research assistantships pay an hourly wage, and tuition and fees, depending on the percentage of time worked.

Professional Integrity System (Profits)

The Professional Integrity System of the University of Kansas School of Nursing delineates a standard of behavior expected of all persons, faculty, staff and students, associated with the School. The system helps prepare students to practice professionally and ethically in the nursing role and helps faculty and staff maintain professional and ethical standards. Becoming a member of the School of Nursing obliges implicit and explicit adherence to the system, without which learning would be compromised, personal responsibility would be relinquished, and community standards would suffer. The Professional Integrity System builds on values brought to the academic setting and provides a means of incorporating these values to form the foundation of professional nursing practice. This standard addresses behaviors in:

- (a) course and clinical settings,
- (b) evaluation and non-evaluation situations, and
- (c) research and scholarly endeavors.

It promotes a spirit of community conducive to mutual trust and responsibility among students, faculty and staff. Mutual trust is essential to effective functioning of the System. The System is built on the School of Nursing conceptual framework, the concept of students as adult learners, and the rights and responsibilities of individuals. Students and faculty together share the responsibility for development, implementation and evaluation of the system. The System also delineates a process for handling student related occurrences of academic misconduct or abuse of academic resources. Faculty and staff related occurrences of unprofessional behavior will be handled by established policies for classified and unclassified staff.

More information about this policy can be found at:

<http://www.kumc.edu/studenthandbook/son.html#profits>

Program Time Limit

For a student who enters graduate studies, no more than eight years may elapse from the first enrollment until the requirements for the degree have been completed. A student may petition Graduate Studies, through the School of Nursing, for a leave of absence (LOA) during either the pre-comprehensive or post-comprehensive period. LOA's are usually granted for one year or less based upon unexpected or uncontrollable events in the student's life. The time granted for a student LOA is not calculated into the eight-year program time limit.

Change of Academic Advisor and/or Program Advisory Committee Member

Student requests for change of academic advisor or program advisory committee member should be initiated using the Change of Academic Advisor and/or Program Advisory Committee Member Form (Appendix E). This form is then submitted to the Associate Dean of Academic Affairs for final review and approval.

Doctoral Student Study Space

The School of Nursing provides individual carrels for doctoral students who are spending extended periods of time on campus. These carrels are located on the 3rd floor of the School of Nursing Building and are assigned by the Office of Academic Affairs (2010 SON).

Use of E-mail Accounts

Each student is issued a KUMC email account with an address on the kumc.edu domain. This is the account used for University business and official University communications to students. Your email account name is a combination of your first name initial and last name (e.g., jsmith). Your email address will be provided to you at student orientation if not sooner. Your internet email address is accountname@kumc.edu (e.g., jsmith@kumc.edu). The University expects students to regularly check their KUMC account for University communications. You can access your email from anywhere by connecting to <http://webmail.kumc.edu/>. The University encourages students to maintain separate email accounts and addresses with an Internet Service Provider or free email provider (see directories at <http://www.emailaddresses.com> or <http://www.fepg.net>) for personal communications but may use the KUMC account for personal communication at their discretion. Please see <http://www2.kumc.edu/ir/operationalprotocols/studentemail.asp> for further information about KUMC student e-mail.

Test of Spoken English

Doctoral students for whom English is not the native language must pass the Test of Spoken English (TSE) or Applied English Center (AEC) courses before the Oral Comprehensive Examination can be taken. If the student fails the English examination or courses, the test or courses must be repeated until successfully passed.

Use of Degree Credentials

There is no degree credential for doctoral candidacy. Although sometimes used, the Ph.D(c) designation is not an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form, i.e., in the biographical information that accompanies a published article. It is acceptable to use the Ph.D. only after one has successfully defended the doctoral dissertation.

Copies of Forms

If you wish copies of any of the forms appearing in the appendices, you may copy from this manual, in print or on line, or ask for copies from the Graduate Desk, Office of Student Affairs, School of Nursing.

Appendix A
Doctor of Philosophy in Nursing
Program Planning Form

Student _____ KUID # _____

Major Academic Advisor _____ Minor _____

Admit Date _____ Mandatory Completion Date _____

Prerequisite: Analysis of Variance Credit Hours 2/3 University _____

Course Work	Credit	Semester Planned	Semester Completed	Grade	University Attended
NRSG 935 Professionalism & Scholarship Workshop	1				
NRSG 938 Informatics & Technology Applications	2				
NRSG 940 Knowledge & Theory Development in Nursing Science	3				
PRE 810 Regression Analysis	3				
NRSG 941 Preparing for Doctoral Leadership	3				
NRSG 942 Theory Application in Nursing Science	3				
NRSG 946 Measurement Principles & Practice	3				
PRE 905 Multivariate Analysis	3				
NRSG 945 Synthesis Workshop I	1				
NRSG 877 Foundations in Education & Learning	3				
NRSG 802 Methods for Qualitative Research	3				
NRSG 943 Methods for Quantitative Research	3				
NRSG 947 Qualitative Research Application	3				
NRSG 944 Quantitative Research Application	2				
NRSG 948 Advancing Organizational & Clinical Quality	2				
NRSG 949 Synthesis Workshop II	1				
Minor course	3				
Minor course	3				
Minor course	3				
Minor course	2				
Dissertation NRSG 999 Hours awarded post-comprehensive	8				
Dissertation NRSG 999 Hours awarded post-comprehensive	7				

Checklist for RESEARCH SKILLS AND RESPONSIBLE SCHOLARSHIP Requirement see Appendix B

Approval of Course Planning Form: Chair _____ Date _____

Program Advisory Committee Members _____ and _____

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APPENDIX - B

COMPREHENSIVE ORAL EXAMINATION/DISSERTATION COMMITTEE

TO: Associate Dean, Graduate Academic Affairs

FROM: _____ Date _____
(Student's name)

The following have agreed to serve on my comprehensive exam/dissertation committee:

Chair _____
SON, Graduate Faculty

Member _____
SON, Graduate Faculty

Member _____
SON, Graduate Faculty

Member _____

Outside Member _____

Must be a **regular** member of the University of Kansas Graduate Faculty

Please include the address and phone number where these persons may be reached if participants are not School of Nursing faculty.

Associate Dean, Graduate Academic Affairs

Date

After signed by Associate Dean, Graduate Academic Affairs, send to Office of Student Affairs for inclusion in the student's academic file.

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APPENDIX C
PhD GRADUATION CHECK LIST

FOR FINAL ORAL EXAMINATION AND DISSERTATION DEFENSE

Criteria: Successful completion of Comprehensive Oral Examination

Completed at least 65 credit hours.

Completed a minimum of 15 Dissertation hours.

Post Comprehensive exam continuous enrollment

To be held no sooner than five months after Comprehensive Oral Exam

Within 8 year time limit or exception approved

____ 1. Submit APPLICATION FOR DEGREE during enrollment for the final semester. A student must be enrolled in a KU course during the semester in which the dissertation is defended.

(<http://www.him.kumc.edu/pdfs/Online%20instructions%20for%20degree%20application.pdf>)

____ 2. Set-up your final oral examination and dissertation defense time, date, place.

TIME _____

DATE _____

PLACE _____

(Academic Affairs, 913-588-1640, for room and audio-visual reservations)

____ 3. Submit PROGRESS TOWARD DEGREE Information to Office of Student Affairs, (in writing <http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf> or via telephone

913-588-1621) providing the following information: defense time; Committee members; Defense date; Dissertation title in full; and Place.

PROGRESS TOWARD DEGREEs must be submitted at least 3 weeks prior to the defense date. PROGRESS TOWARD DEGREE information submitted less than 3 weeks prior to the defense might not be processed in time for the defense to be held as scheduled and may cause a delay in graduation.

My final oral examination and dissertation defense date is _____

My PROGRESS TOWARD DEGREE Information must be submitted
by _____

____ 4. Submit Abstract and Title Page, to Student Affairs. Final submission of PROGRESS TOWARD DEGREE form to Graduate Studies for certification of graduation will occur after the receipt of these materials. Not submitting this material by the deadline established by Graduate Studies may cause graduation to be delayed.

____ 5. Submit dissertation electronically (see instructions in the dissertation section of this document) by final materials submission date. The date materials must be submitted is: _____.

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APPENDIX D

**CHANGE OF ACADEMIC ADVISOR AND/OR PROGRAM
ADVISORY COMMITTEE MEMBER**

Student Name: _____

Student KUID#: _____

The following change in the advisor or committee is requested:

Advisor from _____ to _____

Committee member from _____ to _____

Committee Member from _____ to _____

Committee Member from _____ to _____

Signature indicates approval by:

Student _____

Present Advisor _____

New Committee Member _____

New Committee Member _____

New Committee Member _____

Approved by:

Associate Dean, Graduate Academic Affairs School of Nursing

Date