THE UNIVERSITY OF TEXAS AT ARLINGTON

PHD IN NURSING
STUDENT HANDBOOK

THE COLLEGE OF NURSING AND HEALTH INNOVATION

Current as of January 24, 2019
In all cases, the Graduate Catalog supersedes.
http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text
SECTION I
PROGRAM OVERVIEW

A. PROGRAM HISTORY AND APPROVAL

In April of 2003, the Texas Higher Education Coordinating Board approved the PhD in Nursing Program at UT Arlington. The program admitted its first students in the fall semester of 2003.

The UT Arlington College of Nursing and Health Innovation (CONHI) is accredited by the Commission on Collegiate Nursing Education (CCNE). No organization or commission specifically accredits PhD programs, but the American Association of Colleges of Nursing (AACN) has published Quality Indicators for Research Intensive Doctoral Programs. The PhD in Nursing Program at UT Arlington strives to maintain these standards. Maintaining these standards contributes to the goal of producing graduates who can contribute to the science of nursing and improve the health outcomes of culturally diverse and vulnerable populations. [Link to AACN website]

B. PROGRAM ADMINISTRATORS

Elizabeth Merwin, PhD, RN, FAAN Dean (Starting 2/1/2019)

Dr. Elizabeth Merwin, PhD, RN, FAAN, is dean of UTA’s College of Nursing and Health Innovation.

An accomplished nursing and health services researcher, her research has focused on improving care for the underserved, particularly minorities and those from rural communities. In the course of the last 25 years, her research has been funded by several agencies, including the National Institutes of Health. Much of her work has been published in leading scholarly journals.

Before coming to UTA, Dr. Merwin served as executive vice dean of Duke University’s School of Nursing, as the school’s Ann Henshaw Gardiner Professor of Nursing and as a professor of psychiatry and behavioral sciences at the School of Medicine.

Prior to joining Duke University, Dr. Merwin was the Madge M. Jones Professor of Nursing and associate dean for research at the University of Virginia (UVA) School of Nursing, and a specialty coordinator for UVA School of Nursing's Health Systems Management (HSM) concentration and the nursing component of the HSM/MBA program. She has been recognized nationally for innovative academic initiatives.

Dr. Merwin holds a PhD in Health Services Organization and Research and a Master of Science in Nursing, both from Virginia Commonwealth University. She received a Bachelor of Science in Nursing from Radford University.
John Gonzalez, DNP, RN, ACNP-BC, ANP-C
Chair, Graduate Nursing Programs
Dr. Gonzalez is a Clinical Assistant Professor who currently serves as the Chair of Graduate Nursing programs. He has over 20 years of experience in nursing which spans many health care settings. He is a dual board certified Acute Care Nurse Practitioner and Adult Nurse Practitioner. He holds a Doctorate of Nursing Practice from Texas Woman’s University and a Master’s of Science in Adult Health Nursing, from Stony Brook University. Dr. Gonzalez has experience in acute care, ambulatory care, home health, public health, HIV/AIDS, insurance case management (workers compensation, disability, and health insurance), clinical drug trials, and education. He maintains a current clinical practice with a hospitalist service at a large metropolitan teaching hospital. Dr. Gonzalez has been teaching at the graduate and undergraduate levels for 14 years. He is experienced with course development and teaching both in a traditional classroom setting and in an online format. His current teaching responsibilities are mainly in the Adult Gerontologic Acute Care Nurse Practitioner Program and Advanced Pathophysiology in the online Nurse Practitioner Programs.

Margarita Treviño, PhD, RN, CHN Associate Chair and PhD Advisor
Dr. Margarita C. Treviño, Clinical Associate Professor, serves as Associate Chair for the MSN Administration, MSN Education, Doctor of Nursing Practice, and the PhD in Nursing Programs. She also serves as the PhD Academic Adviser. Dr. Treviño earned a Bachelor of Science in Nursing and a Master’s of Science in Nursing from Texas Woman’s University. She majored in Community Health Nursing and minored in gerontology and curriculum design in the Master’s Program. Dr. Treviño earned a Doctor of Philosophy at the University of Texas at Arlington having completed an inter-professional degree plan through the School of Business, School of Social Work, and the Institute of Urban Affairs. She minored in research and public health administration. Dr. Treviño has also served on the faculties of Baylor University College of Nursing and Dallas Baptist University, College of Humanities and Social Sciences.

At the UTA College of Nursing and Health Innovation, Dr. Trevino has served as Lead Teacher in Community Health Nursing, both in the on-campus and on-line venues. She currently serves as Faculty-of-Record for two online courses in the MSN Education Program. In addition, she also serves as Director of the Certificate Program in Latin America, which consists of Public Health courses being offered at various Latin America Universities in countries, including Brazil, Chili, Colombia, and Costa Rica.

Clinical experiences include adult acute care, pediatrics acute care, public health, health care administration, health promotion, and higher education. She has served in various volunteer capacities with the American Red Cross, American Heart Association, the American Public Health Association, and other non-profit organizations. Her research interests have included health education and health promotion with vulnerable populations, in the United States and abroad.

Marco Brotto, B.S.N., M.S., Ph.D. Director, PhD Program
Dr. Brotto began his professional career as a clinician, which helped him in his overall vision about the importance of translational research. He is now Director of the Ph.D. in Nursing, Director of the Muscle-Bone Collaborative Sciences, and the George W. and Hazel M. Jay
Professor, Dr. Brotto is an expert in muscle and bone physiology, sarcopenia and excitation contraction coupling. His research receives support from several agencies including NIH, Abbott Nutrition, AHA, DHS, the Missouri Research Board, the Thompson Endowment Fund, and from the major Funding Agencies in Brazil. Prior to his arrival at UT Arlington, he was the Dale and Dorothy Thompson/Missouri Endowed Professor for Nursing Research and director of the University of Missouri-Kansas City’s Muscle Biology Research Group. Dr. Brotto earned his bachelor’s degree in nursing, as well as a master’s degree in pharmacology, at the Federal University of Ceara, Brazil. He completed three fellowships at the Medical College of Georgia in Muscle Physiology and Biophysics and the Heart Development Group before earning his Ph.D. in physiology and biophysics from Trinity College (Oxford), England in 1999. After a post-doctoral fellowship and serving as an instructor at the School of Medicine at Case Western Reserve University, Dr. Brotto served as a member of the faculty at the Robert Wood Johnson Medical School at Rutgers University from 2003 to 2007.

**C. GRADUATE FACULTY MEMBERS**

CONHI faculty who are graduate faculty members and hold doctoral degrees can serve as dissertation chairs. Students can learn about the research programs of CONHI faculty by following the link: [https://www.uta.edu/conhi/academics/nursing-grad/phd/index.php](https://www.uta.edu/conhi/academics/nursing-grad/phd/index.php).

**D. CURRICULUM**

1. **Program Objectives**

   Program graduates are prepared as nurse scientists who are able to meet the health needs of a rapidly changing and culturally diverse US population. The goal of the PhD Program is to prepare qualified researchers and faculty who understand how communities evolve and interact and how they understand health and illness and sanction health-seeking behaviors.

   The PhD Program in Nursing prepares nurse scientists who will:
   
   - Integrate knowledge from nursing and related disciplines, which supports the development of nursing innovations for diverse populations.
   - Design studies for testing nursing innovations for diverse populations.
   - Disseminate synthesis of knowledge for guiding nursing care of diverse populations.
   - Provide leadership in the policy process for diverse population groups.
   - Model values consistent with integrity in science and professional nursing.
   - Collaborate with nurses and other professionals to effect improvements in health for diverse populations.

2. **Core Courses**

   The core courses of the PhD curriculum provide knowledge of science, research, and societal factors that affect health. Theoretical and philosophical content are foundational to understanding scientific methods and rigor. The courses are designed to facilitate the development of skills that will prepare the graduate for a career of research and scholarship. These skills include analyzing epidemiological data, designing studies, selecting funding mechanisms, writing proposals, interpreting statistical results, and disseminating scholarly products.
3. **Individualized Area of Study**

The PhD in Nursing Program offers students the opportunity to identify and design their area of study and research under the guidance of the Program Director, Research Advisor, and PhD Academic Advisor.

4. **Entry Options**

Applicants may apply to enter the PhD in Nursing Program with a master’s degree in nursing/nursing science. The Office of Graduate Studies allows us to waive the GRE requirement for applicants with the masters in nursing/nursing science. If students are in the MSN-to-PhD entry option, they may enroll in either full-time or part-time study.

Applicants may also apply to enter the PhD in Nursing Program with a baccalaureate degree in nursing/nursing science. GRE scores are required for applicants seeking admission with a BSN. Applicants for BSN-to-PhD entry will be required to submit their GRE scores to the Office of Graduate Studies during the application process.

The preference is for PhD students to be enrolled for a minimum of 6 hours (2 classes) in each long semester. The PhD Academic Advisor will work closely with students to develop degree plans that facilitate their progress through the program. Students must register each long semester unless a Leave of Absence is approved. Failure to do so will make it necessary to apply for readmission.

5. **Intensive Class Schedule**

Most classes in the PhD Program meet online with three 3-day intensives (Thursday, Friday, and Saturday) held on campus for a total of nine class days on campus each semester. This reduces travel time but maintains personal contact among students and faculty. There will be required online activities in-between class meetings for the intensives.

6. **Enrollment Options**

Full-time enrollment in the PhD program is 6 hours for long semesters (fall, spring) and 3 hours in summer. Full-time enrollment is a requirement for employment as a Graduate Teaching Assistant or Graduate Research Assistant.

Part-time enrollment can be 3 hours per long semester, but students are strongly encouraged to take 6 hours each semester to facilitate successful progression in the program. After entering the PhD program, students must enroll in classes during each long semester in order to remain in the PhD program. Summer enrollment is not required to remain in the PhD program, except as noted above. Students who wish to change from full time to part time or vice versa should contact the PhD Academic Advisor.

7. **Transfer Credit**

Transfer work is not accepted in the PhD program; however, formal graduate-level coursework completed in a student’s major area of doctoral study from other institutions granting doctoral degrees may serve to establish competency in the subject area and provide a basis for waiving some UT Arlington course requirements. Such waivers must be approved by the PhD Academic Advisor.
8. DEGREE PLANS

After acceptance into the PhD Program and prior to class registration, the PhD Academic Advisor will work with students to develop their initial degree plans. Students who enter the doctoral program through the MSN-to-PhD entry option will begin by enrolling in the PhD in Nursing core courses. Students who enter the doctoral program through the BSN-to-PhD entry option will work with the PhD Academic Advisor to develop an individual degree plan.

<table>
<thead>
<tr>
<th>Degree Requirements for MSN-to-PhD Entry Option</th>
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<tbody>
<tr>
<td>PHD core courses</td>
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<tr>
<td>Research tools</td>
</tr>
<tr>
<td>Dissertation (minimum hrs)</td>
</tr>
<tr>
<td><strong>Total Minimum Cr. Hours</strong></td>
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</tbody>
</table>

Degree Requirements for BSN-to-PhD Entry Option

Students accepted into the BSN-to-PhD entry option will work with a PhD Academic advisor to develop individualized degree plans based on their career goals and research interests. Students will complete 12 hours of core Master's courses and an additional 10-18 hours of Master's coursework based on their area of focus.

Core Master’s Courses taken by all BSN-to-PhD students

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5327</td>
<td>Exploration of Science and Theories for Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NURS 5370</td>
<td>Independent Study in Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NURS 5367</td>
<td>Evidence Based Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NURS 5366</td>
<td>Principles of Research in Nursing</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

10-18 additional hours of Master's coursework in focus area

9. COURSE DESCRIPTIONS

NURS 6302: Issues in Studying Health of Culturally Diverse and Vulnerable Populations (3-0)
NURS 6308: State of the Science: Background in Research (3-0)
NURS 6301: Theoretical Evolution in Science (3-0)
NURS 6319: Psychometric and Nonparametric Statistics for Healthcare Research (3-0)
NURS 6304: Measurement in Culturally Diverse and Vulnerable Populations (3-0)
NURS 6318: Parametric Statistics for Healthcare Research (3-0)
NURS 6381: Research Practicum (0-3)
NURS 6306: Research Design (3-0)
NURS 6382: Health Care Policy
NURS 6305: Qualitative Research (3-0)
Subsequent semesters $\geq 9$ hours of Dissertation

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 6399</td>
<td>Dissertation</td>
</tr>
<tr>
<td>NURS 6699</td>
<td>Dissertation</td>
</tr>
<tr>
<td>NURS 6999</td>
<td>Dissertation</td>
</tr>
<tr>
<td>NURS 7399</td>
<td>Dissertation</td>
</tr>
</tbody>
</table>

10. RESEARCH PRACTICUM

The research practicum can be completed in one semester or over multiple semesters. If the researcher with whom the student will be working is not a UTA faculty member, the student’s research advisor will serve as the faculty of record for the practicum. The student must submit the CV of the outside researcher to his/her research advisor and PhD Program Director for approval, with contact information. The student must maintain a time log of research activities and submit it to the faculty of record.

11. PROGRAM MILESTONES

Diagnostic Evaluation

- The purpose of the Diagnostic Evaluation is to assess students’ progress within the first year of the program and to identify areas of remediation in order to help them become successful in the PhD in Nursing Program. The Diagnostic Evaluation Committee consists of three faculty members including the chair. Diagnostic evaluations may be held twice a year, usually in January and July. Dates will be announced each semester to permit students time to prepare.
- The PhD Academic Advisor schedules students for the Diagnostic Evaluation when they have completed at least two of the core courses. The Diagnostic Evaluation must be completed prior to completing 18 hours in the PhD Program.

Completion of Research Tools

- Students may begin taking courses to meet this requirement no earlier than five years from the expected time of Comprehensive Examination (hours to meet this requirement must be no older than five years at the time of the Comprehensive Examination).
- The Research Tools requirement consists of 6 hours of graduate-level advanced statistics courses and 3 hours of research practicum.

Comprehensive Examination

- The purpose of the Comprehensive Examination Committee is to evaluate students’ knowledge and skills as a nurse scientist.
- The PhD Academic Advisor will select the Examining Committee and Exam Coordinator.
- The comprehensive examination usually marks the end of formal coursework and the beginning of concentrated work on dissertation research and preparation. Students are eligible to take the comprehensive exams when they are within 9 hours of the end of course work.
- The exam coordinator may meet with students who are eligible to take the exam in that year, reviewing both the process of the exam and the general content of the three required papers.
• Students who have finished writing the three comprehensive exam papers will submit them to the exam coordinator who will distribute them to the exam committee members. The exam committee members have two weeks to read the papers. If revision of the papers is not needed, the exam coordinator will schedule the oral exam.

Dissertation Committee
• The purpose of the Dissertation Committee is to evaluate students’ ability to design and implement a study, interpret the findings, and prepare the findings for dissemination.
• During the last 18 hours of course work, students may ask Graduate Faculty members to serve as Dissertation Chair but may not formally designate their Dissertation Chair until after they pass the Comprehensive Exam.
• Collaborating with the Dissertation Chair, students will identify two other Graduate Faculty members as members of the Dissertation Committee. After students become PhD candidates, they may begin enrolling in dissertation hours with their Dissertation Chair.
• One of the three dissertation committee members can be a doctorally prepared faculty member from another UT Arlington School or College or from another university. Advance approval must be granted by the Graduate Studies Committee Chair and by the Office of Graduate Studies.
• Submit the "Request for Approval of Dissertation Committee Members" electronically to the PhD Program Office.
• Should a student wish to change the chair of his or her Dissertation Committee, prior to Proposal Development and Defense, the decision to do so will be made in consultation with the PhD Academic Advisor. The student will then complete the Request for Change of Dissertation Committee Chair form and submit it electronically to the PhD Program office.
• The student and Dissertation Chair may request changes in a Dissertation Committee member. If the change occurs prior to proposal defense, changes need to be submitted on the Request for Change of Dissertation Committee Member form and submitted to the PhD Academic Advisor for approval. After proposal defense, any changes in committee composition require approval from the PhD Academic Advisor. [http://grad.uta.edu/resources/pdf/RequesttoChangeCommitteeMembers.pdf](http://grad.uta.edu/resources/pdf/RequesttoChangeCommitteeMembers.pdf)

Admission to Candidacy
• Upon successful completion of the Comprehensive Examination, students are eligible to apply for PhD candidacy.
• Students will enroll in either a NURS 6399 or NURS 6699 with their Dissertation Chair and write the dissertation proposal.
• Students must take a total of 9 dissertation hours over the course of their entire program of work. If the 9-hour total requirement is met before the final graduation term, students may enroll in as few as 3 credit hours of research (NURS 7399). NOTE: A student who enrolls in NURS 7399 and does not complete the dissertation proposal must enroll in 6 hours of dissertation during the next long semester.
Proposal Defense

- In collaboration with the Dissertation Chair, students will schedule the proposal defense.
- Students may apply for IRB approval after the Dissertation Committee approves the proposal.
- The PhD Academic Advisor will notify students and the Comprehensive Examination Committee when students are taking their last PhD courses.
- Anytime during the last 18 hours of course work, students may officially designate their dissertation chair by submitting "Request for Approval of Dissertation Committee Members" to the PhD Program Office. In collaboration with the Dissertation Chair, students will identify the members of the Dissertation Committee.
- Following successful completion of the Comprehensive Examination, students are eligible to apply for candidacy. Upon admission to candidacy, students may enroll with their Dissertation chair for dissertation hours (NURS 6399, 6699, or 6999). They will continue to enroll each semester with their chair as they write their dissertation proposal. The dissertation may be in one of two formats: the traditional monograph or manuscript format. Guidelines for these formats will be available in the Blackboard Organization for PhD in Nursing at https://elearn.uta.edu/. The Dissertation Committee has the option to change the content of the dissertation in order to fit a specific study.
- When a student’s Dissertation Chair believes the student’s proposal is satisfactory, he or she will collaborate to schedule a meeting with the members of the Dissertation Committee. At least two weeks prior to this meeting, the student will submit electronically a completed Request for Proposal Defense to the PhD Program office. At least two weeks prior to the proposal defense meeting, the student will provide the Dissertation Chair and committee members with the dissertation proposal for their review.
- The proposal defense is a private meeting between the student and the dissertation committee. A student’s chair may ask the student to meet with the committee more than once to address the issues raised by the committee and to revise the proposal. When the committee has approved the student’s proposal, the Dissertation Chair will notify the Associate Dean or designee in writing of this result. The student is then eligible to submit an IRB protocol for research with human subjects (if required by the study).
- Once the proposal is approved, students will submit a protocol to the appropriate Institutional Review Board (IRB) for research to be conducted on human or animal subjects. The IRB protocol must be signed by the chair before it goes to the IRB office. Review the IRB procedures on the Research website to determine the level of IRB review required. At the time students begin the study, their human research subject training must be current. Along with the IRB, the student and the student’s chair must submit a Conflict of Interest form http://www.uta.edu/ra/oric/coi/index.htm to identify any financial relationships that might threaten the integrity of the study.
- Once IRB approval is obtained, a student may begin to conduct the study, maintaining close contact with his or her chair. When the study is complete, the student and chair will discuss the findings and the student will write chapters 4 and 5 of the dissertation. The student will collaborate on any revisions of chapters 1, 2, and 3 and on the completion of chapters 4 and 5. When the chair determines that the dissertation is ready for committee review, a date will be set for the dissertation defense. The student should collaborate with the PhD Office to identify a room large enough for guests since the dissertation defense is a public event.
Dissertation Defense

- When the study is complete, students will write final chapters of the dissertation.
- Students must be enrolled in 7399, 6699, or 6999 in the semester in which the dissertation is defended.
- Students will schedule the Dissertation Defense in collaboration with their Dissertation Chair.
- Students must submit an application for the dissertation defense electronically to the PhD Program office no later than three weeks prior to the date of the defense and before the final date for submission of approved dissertation defense reports. The dissertation supervising committee must have copies of the dissertation at least two weeks prior to the dissertation defense.

Graduation Requirements

- During the semester of the dissertation defense, students must meet University requirements for graduation, including meeting the Office of Graduate Studies’ deadlines.
- After successfully defending the dissertation, students will make final changes to the dissertation and electronically submit the document to the Office of Graduate Studies.

SECTION II
UT ARLINGTON AND CONHI POLICIES

Once accepted into the PhD in Nursing Program, students are expected to follow the University Catalog and the PhD in Nursing Student Handbook. The Rules and Regulations of the Board of Regents of The University of Texas System, the Handbook of Operating Procedures of UT Arlington, and the University Catalog of UT Arlington supersede departmental, program, or college publications. This section of the PhD in Nursing Student Handbook contains general policies for the College of Nursing and Health Innovation and the University that apply to all students. Included is information about expectations, ethics, clinical requirements, and resolution of concerns.

A. GENERAL POLICIES

1. DISABILITY ACCOMMODATIONS

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD), www.uta.edu/disability or calling 817-272-3364
Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

2. **Inclement Weather and Emergencies**

   In case of inclement weather, students can find up-to-date information about school closure on the UT Arlington website (http://www.uta.edu). Students may also call (972) 601-2049 for School Closing inquiries or watch TCI Arlington’s Channel 98. Information regarding inclement weather procedures is available at https://www.uta.edu/policy/procedure/3-35. Information on tornados, including what to watch for and steps to take, is available at https://www.uta.edu/policy/procedure/7-3.

3. **Gift Policy**

   In accordance with the Board of Regents' *Rules and Regulations* and the UTA Standards of Conduct, the College of Nursing and Health Innovation has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds would be an appropriate way to recognize a faculty member’s contribution to a student’s learning. For information regarding Scholarship Funds, please contact the Office of Enrollment and Student Success.

4. **Title IX**

   The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

5. **Academic Integrity:**

   Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

   "I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

   UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/"
B. EXPECTATIONS

1. ATTENDANCE

Regular class attendance and participation is expected. If students are unable to attend a class, they are responsible for all missed course information. Students are expected to notify their course faculty of absences by email or telephone in advance of the class, if possible. If students are unable to notify the faculty member in advance, they should do so as soon as possible.

2. CURRENT PERSONAL INFORMATION

It is important that students notify Office of Records and Registration of any change in name, address, contact information, employer, etc. These updates may be made at http://www.uta.edu/records/services/record-changes.php. Students should also notify the PhD in Nursing Office of the changes. Informing the PhD in Nursing Office about these changes in a timely manner ensures that students will receive information about schedule changes, scholarships, and official program communication. This information also is used to contact students in case of an emergency. Personal information will not be released without a student’s permission.

3. E-CULTURE POLICY

All official communication will be done using UT Arlington’s MavMail. Students’ work email or personal email addresses will not be used for correspondence.

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

When students are accepted into the PhD Program in Nursing, they will receive an email message to the personal email address provided during the application process. This message will provide their network IDs, initial passwords, and information about how to activate their account. After activating your MavMail, students are encouraged to check their UT Arlington MavMail frequently. Students who have difficulty accessing their MavMail account should contact the Office of Information Technology Help Desk at (817) 272-2208 or from a campus telephone 2-2208.

C. ETHICS

1. CODE OF ETHICS

Ethical decision making embodies the values of the nursing discipline. As professional nurses and nurse leaders, PhD students are expected to maintain the highest standards of the profession. Students will be asked to read and sign the CONHI Student Code of Ethics during program orientation. Students are encouraged to keep one copy for their records. Students are asked to return the signed copy to the PhD in Nursing Office.
2. **ACADEMIC INTEGRITY**

Encompassed in the code of ethics is the component of academic integrity. Academic integrity is the accurate presentation of a student’s work and the work of others.

In contrast, academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. The Regents' *Rules and Regulations* are very clear about academic (scholastic) dishonesty.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. (Regents’ *Rules and Regulations*, Series 50101, Section 2.2)

Students enrolled in all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

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3. **PLAGIARISM**

Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, students should place those words in quotes and the source referenced with the author’s name, date of publication, and the page number of publication. If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, a student should attribute his or her idea to the author through proper reference by listing the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced in each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper.

Students are encouraged to review the plagiarism module from the UT Arlington Central Library via [https://libguides.uta.edu/copyright/plagiarism](https://libguides.uta.edu/copyright/plagiarism).
4. APA FORMAT
Correctly citing the source of information used to prepare papers and presentations is an essential skill for a nurse scientist. The PhD in Nursing program has selected the American Psychological Association (APA) format for scholarly papers. Students are expected to write their papers, including citing sources, using the APA format. Course faculty may include additional information on format for specific papers in their syllabi. http://libguides.uta.edu/apa

D. CLINICAL REQUIREMENTS
1. CLINICAL COURSES
Students admitted as BSN to PhD or MSN to PhD must comply with the clinical requirements of the MSN program.

2. CONFIDENTIALITY AGREEMENT
During orientation, students signed a confidentiality agreement and were provided a copy of the form. Students are asked to take their copies of this statement with them when they go to clinical facilities for the practicum experiences. Please do not sign other agency confidentiality forms. Students should contact their faculty if the agency requires them to sign the agency’s confidentiality form.

3. PROFESSIONAL LIABILITY INSURANCE
The Liability Insurance Policy in the Blackboard Organization for PhD in Nursing is provided through UTA and is covered by a student fee that is assessed during fall semester registration.

4. STATUS OF RN LICENSURE
All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the PhD Academic Advisor or the Associate Chair of the PhD Program. The complete policy about encumbered licenses is available online at: www.bon.state.tx.us.

5. EXPOSURE TO BLOOD-BORNE PATHOGENS
In the event of injury, needle stick, and/or exposure to blood or body fluids, students should immediately notify the nursing faculty. The faculty will follow the Exposure to Blood-borne Pathogens Procedure for the College of Nursing and Health Innovation.

E. RESOLUTION OF CONCERNS
1. GRIEVANCES OTHER THAN GRADES
In attempting to resolve any student grievance, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the Associate Chair, PhD Program. Policies regarding grievances other than grades may be found at http://catalog.uta.edu/academicregulations/security/.
SECTION III
PHD PROGRAM POLICIES AND GUIDELINES

A. CULTURE OF THE PHD PROGRAM

The faculty and administrators of the University of Texas at Arlington College of Nursing and Health Innovation have created a community of scholars that includes PhD students. Those within this community provide peer review and celebrate achievements, such as grant funding, publications, and presentations. The culture promotes excellence in scholarly work in discovery, teaching, application, and integration (Boyer, 1990).

1. BECOMING A NURSE SCIENTIST

Becoming a nurse scientist involves adding advanced content, theory, and research knowledge to what students have learned previously through their educational, nursing, and life experiences. The nurse scientist applies knowledge of theory and research methodologies to improve the health outcomes of vulnerable populations. Gaining advanced knowledge can be dangerous if the scientist does not hold to the highest ethical principles of beneficence, justice, accountability, virtue, and veracity. Scientific standards of peer review, rigor, and excellence are rooted in these ethical principles. The journey to being a nurse scientist can be challenging, but the result is worth the effort.

2. MENTORING AND RESEARCH ADVISORS

Doctoral education is predicated on a strong mentoring relationship between the student and faculty throughout the curriculum. Each PhD Nursing student will be matched early in the program with a Research Advisor who will help the student to develop as a scholar and will ideally serve as his/her Dissertation Chair later in the program. The Research Advisor, a faculty member in the College of Nursing and Health Innovation, will provide the student with scientific guidance and will help with development of the student’s research ideas, involve the student in research early in the program, and encourage the development of the student’s expertise and research abilities, as well as, his/her enrichment through development of publications. This partnership is key to a student’s success in the PhD program.

3. PROFESSIONAL SOCIALIZATION

The PhD in Nursing program prepares students to make or continue to make significant contributions to the nursing profession. On selected Fridays during intensive sessions, Lunch Seminars are held. All PhD students are expected to attend Lunch Seminars. During these lunchtime meetings, guest speakers will provide information about PhD policies, funding opportunities, and strategies for success. Participation is expected. In addition, participation in peer study groups and mentoring activities is strongly encouraged. Students will be asked to submit a self-report of scholarly and professional awards and activities (see Section IV for form) and to update their curricula vitae annually. In addition, students are asked to submit via email any news of professional accomplishments such as awards, offices held in professional organizations, publications, and presentations for inclusion in the CONHI newsletter and/or magazine. Students also are strongly urged to attend the Southern Nursing Research Society conference that is held annually in February or March.
4. **Joint Authorship with Faculty**

When students collaborate with faculty to conduct a study, decisions regarding who will be listed as the first author should be negotiated at the beginning of the project. If students present work developed as a part of their doctoral courses, the presentation should indicate the students’ affiliation with and status as a doctoral student in the UT Arlington CONHI. If students develop materials for publication during their doctoral courses, their publications should indicate their affiliation with and their status as a doctoral student in the UT Arlington CONHI. Additionally, if students use faculty data or request or obtain faculty assistance on a presentation or publication, they should include the faculty member’s name as a second author of their work.

5. **Technical Support**

MyMav, the online system for registration and payment, gives students access to their course grades and a record of all courses completed. Students’ net IDs and passwords provide them with secure access to the MyMav and other electronic support programs including the UTA MavMail system, the library, and Blackboard courses. If students have trouble with electronic access, they should contact the Help Desk maintained by the University at [http://www.uta.edu/oit/cs/](http://www.uta.edu/oit/cs/).

The College of Nursing and Health Innovation has a subject librarian who works closely with students and faculty. ReaAnna Jeffers is willing to provide students assistance in database searches. She can be contacted at [raeanna.jeffers@uta.edu](mailto:raeanna.jeffers@uta.edu), 817-272-1563.

6. **Academic Advising**

After acceptance into the PhD Program and prior to class registration, students will work with the PhD Academic Advisor to establish their degree plans. During the program, the PhD Academic Advisor will contact students at least twice annually to discuss their academic plans. A student who needs to talk about his/her performance in the program or factors that are affecting his/her ability to progress should contact the PhD Academic Advisor and set-up an appointment. Faculty may also request that the PhD Academic Advisor meet with a student. The PhD Academic Advisor is also available for questions about program requirements, policies, and resources within the CONHI and UT Arlington.

7. **PhD Blackboard Organization**

Announcements, program forms, schedules and other information are posted in the Blackboard Organization for PhD in Nursing at [https://elearn.uta.edu/](https://elearn.uta.edu/). Students are expected to check this site regularly for updates. Students may self-enroll in this site by opening Blackboard, searching in organizations for PhD in Nursing, and using the password provided during orientation to enroll.

8. **Research**

If students are engaged in research, they are expected and required to adhere to ethical standards and guidelines set forth by the College of Nursing and Health Innovation and by UT Arlington. Students should become familiar with those policies prior to conducting any research study.
Information related to conducting research is available at the Office of Research Integrity & Compliance at http://www.uta.edu/ra/oric/. Forms related to research are at http://www.uta.edu/ra/oric/.

B. FINANCIAL SUPPORT

1. ENHANCED GRADUATE TEACHING ASSISTANTSHIP (EGTA)

   Enhanced Graduate Teaching Assistantship packages may be awarded when available. The PhD program does not receive funding for the EGTA every year. When available, the awards are made on a competitive basis to students beginning their first semester of study in UT Arlington doctoral or doctoral-bound programs. These five-year packages may consist of some combination of Enhanced Graduate Teaching Assistantships (EGTAs) with full tuition fellowships and grant-funded research assistantships that may include some tuition coverage. Requirements include a 50% graduate assistantship, full-time enrollment, and unconditional admission. Interested students should contact the PhD Program office for more information.

2. FELLOWSHIPS

   a. The Mary Lou Bond Fellowship

   Friends and colleagues of Mary Lou Bond established a Fellowship Endowment Award for selected students in the UT Arlington PhD in Nursing Program. The fellowship provides support for dissertation research. Students must apply in writing for the fellowship award.

   Eligibility Criteria
   ▪ Must be enrolled in the UT Arlington PhD in Nursing Program.
   ▪ Must have completed all course work for the doctoral degree, be admitted to candidacy, and be ready to initiate his or her dissertation research.

   If students meet the above requirements, they will be given additional preference if they:
   ▪ Are doctoral candidates from an underrepresented minority group.
   ▪ Intend to pursue a career focusing on improving the health care of Hispanics.
   ▪ Are the first in the family to achieve a graduate degree.
   ▪ Have previous work experience with an underrepresented or vulnerable population.

   Additional information about applying for the Mary Lou Bond Fellowship is available from the PhD Program Office.

   b. The Ferne C. Kyba Fellowship Endowment Award

   Friends and colleagues of Ferne Kyba established a Fellowship Endowment Award for selected students in the UT Arlington PhD in Nursing Program to provide support for dissertation research. The amount awarded is based on available funds. A doctoral candidate may receive only one non-renewable award.
Eligibility Criteria
- Enrollment in the UT Arlington PhD in Nursing Program.
- U.S. citizen or permanent resident of the U.S.
- Completion of all course work for the doctoral degree, admitted to candidacy, prepared to initiate dissertation research.

If students have met the above requirements, they will be given additional preference if they:
- Have earned high school, undergraduate or graduate degrees in the State of Texas.
- Intend to continue their practice in the State of Texas.
- Are first in their family to achieve a graduate degree.
- Have worked in geriatric, hospice, or palliative care nursing.
- Have served on an institutional ethics committee.

Additional information on applying for the Kyba Fellowship is available from the PhD Program Office.

3. Graduate Assistantship Policy

Graduate teaching and research assistantships may be available to full-time students through grant funding and other sources. Students admitted on a provisional basis are not eligible for an assistantship until all provisional requirements have been met. New students admitted on probationary status may be considered for an assistantship provided that they maintain a 3.0 GPA while enrolled as a doctoral student, conform to admission conditions specified by the admitting department or the University, and meet assistantship enrollment requirements.

If students’ native language is not English, they must demonstrate proficiency in English before being appointed to an assistantship at UT Arlington.

The UT Arlington Catalog contains complete information on Graduate Assistantship and Associateship Policies including, but not limited to:
- English Proficiency
- The Developmental English Program
- Continuation or Renewal of Appointment
- Resident Tuition Rates
- Course Load
- Additional employment

For additional information, please refer to the University Catalog at http://catalog.uta.edu/academicregulations/financialaid/.
C. ACADEMIC PROGRESS

1. DOCTORAL STUDENT PROGRESS REVIEW

The Office of Graduate Studies has implemented an Annual Doctoral Student Progress Review. This review is conducted by the PhD Academic Advisor. Prior to students’ reviews, they should complete the review form within the DS-Pro system listing their accomplishments and goals for the next year. Progress reviews are conducted between May and September each year. A current progress review must be on file for continuing students to be cleared to register for the fall semester. Information on using the DS-Pro system will be provided by the PhD Academic Advisor.

2. GRADE REQUIREMENTS

The PhD curriculum is designed with subsequent courses building on previous courses. A grade of A or B indicates that a student has achieved the outcomes of a course at an appropriate level to continue to the next courses in the curriculum. A student who earns a C has minimally met the course’s outcomes or is unable to clearly communicate his or her knowledge due to writing difficulties.

   a. Students who do not earn at least a B in a course or a ‘P’ (pass) independent study would be required to submit to the PhD Academic Advisor an evaluation of his or her engagement in the course, reason for less than satisfactory performance, and a plan to acquire knowledge and skills to continue.

   b. Students who earn a grade that is C or lower in a second course or independent study will be dismissed from the program.

A student is considered to be in good academic standing and making satisfactory progress in a degree program if he or she:

   c. meets all admission conditions within the time required,

   d. has a B (3.0 GPA) or better on all coursework undertaken while enrolled in a graduate program, and

   e. has a B (3.0 GPA) or better grade-point average in courses needed to satisfy degree requirements by the end of the semester in which the student intends to graduate.

Students must be in good academic standing by the end of their final semester in order to receive an advanced degree from UT Arlington. See the policy in the University Catalog at http://catalog.uta.edu/academicregulations/academicstanding/#graduatetext.

3. GRADUATE STUDENT TERMINATION POLICY

It is the students’ initial responsibility to recognize when they are having academic difficulties. Students are expected to initiate steps to resolve the problem. If a student is having academic difficulty, and depending on the severity of the problem, he or she may receive an oral warning and/or written statement of the problem and be required to take corrective actions. Failure to take these corrective actions can result in termination from the PhD program.

Students admitted unconditionally and whose grade point average in all graduate courses taken while enrolled as a UTA graduate student falls below 3.00, will be placed on
academic probation. They must attain a grade point average of at least 3.00 in the next semester that they are enrolled or be subject to dismissal. Undergraduate courses or graduate courses graded P, R, I or W cannot be used to remove the condition of academic probation.

Students admitted on probation who earn a grade below a B during the first 12 hours of coursework are subject to dismissal.

Students who have been dismissed from the University for maintain the 3.0 GPA requirements may be readmitted for further graduate study in the same or a different program only if a Petition to the Graduate Faculty has been approved by the appropriate Committee.

Students may be dismissed from a degree program, not only for failure to maintain an adequate grade point average, but also for reasons such as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a diagnostic or comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner or complete thesis or dissertation work in an acceptable amount of time.

If students fail to pass a diagnostic/comprehensive examination or thesis/dissertation defense, they may be terminated upon the recommendation of the respective examining committee.

Termination due to inadequate academic progress is a decision made by the PhD Academic Advisor and Graduate Studies Committee. A student’s thesis/dissertation committee may recommend termination for failure to prepare a thesis/dissertation proposal, prospectus or final draft in a satisfactory manner, or failure to complete and submit work in an acceptable amount of time to the program's Graduate Advisor and Graduate Studies Committee.

D. GRADUATION

1. DEGREE REQUIREMENTS

Graduate students must complete degree requirements in accordance with the Graduate Catalog in force at the time they entered the graduate program in which the degree will be awarded or, at the student’s option, the catalog of any subsequent year in which the student was in residence. If students choose to complete degree requirements in accordance with the catalog of a year subsequent to that in which they entered the graduate program, their graduate advisor must submit an online request form to Graduate Studies. The graduate advisor may contact the Office of Graduate Studies graduation desk for access to the required form. Additional information is available at http://www.uta.edu/commencement/graduates/masters-doctoral.php.

2. APPLICATION FOR GRADUATION

Graduate students must be enrolled in each semester in which they are completing coursework at UT Arlington or working on any other requirements for the degree such as a final master’s examination, a master’s thesis, or a doctoral dissertation.

Students who have completed all degree requirements or who will complete degree
requirements must submit an application for graduation by the deadline for graduation for the next available graduation date. They must also pay the appropriate graduation fees. Enrolled students who do not complete all requirements by the beginning of the next long semester must enroll to complete remaining requirements.

Please refer to the Graduate Catalog for complete graduation information. http://catalog.uta.edu/academicregulations/graduation/#applicationforgraduation .

**Forms related to graduation are available at:**
http://grad.pci.uta.edu/students/forms/doctoral/. Additional information is available at http://www.uta.edu/commencement/graduates/masters-doctoral.php.

3. **SUMMARY OF FINAL SEMESTER REQUIREMENTS FOR DOCTORAL CANDIDATES**

Students should carefully review the Graduate Catalog for requirements related to graduation. Information is available at http://catalog.uta.edu/academicregulations/graduation/#text .

**NOTE:** University and Program procedures are updated frequently as changes are needed. The most current student handbook is available online at http://www.uta.edu/conhi/students/policy/index.php .

**ALL PhD PROGRAM FORMS REFERENCED IN THIS HANDBOOK MAY BE FOUND IN THE BLACKBOARD ORGANIZATION FOR PhD IN NURSING.** Please open BLACKBOARD, search in organizations for PhD in Nursing, and use the password provided during orientation to access the site.