# PHD in Nursing Student Handbook
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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.

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 .
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. http://www.aacn.nche.edu/Publications/positions/qualityindicators.htm

B. PROGRAM ADMINISTRATORS

Anne Bavier, PhD, RN, FAAN
Dean
Dr. Bavier is Dean of the College of Nursing and Health Innovation at the University of Texas Arlington and President of the National League for Nursing. Dr. Bavier was professor of nursing and medicine at the University of Connecticut (UCONN). After completing her work as Dean of UCONN’s School of Nursing, she joined the Office of the Provost to create and Chair the Academic Deans Clinical Coordinating Committee. Dr. Bavier’s previous experiences include Dean of the School of Nursing at Saint Xavier University (SXU), Assistant Dean of the School of Nursing at Emory University, Associate Director of Emory’s Winship Cancer Center, Deputy Director of the Office of Research on Women’s Health, Office of the Director, NIH, Women’s Health Coordinator, Office of the Administrator, AHCPR (now AHRQ), and program director for nursing research and the Community Clinical Oncology Program for the NCI. Prior to joining the Federal Government, she was associate professor at Yale University.

All of Dr. Bavier’s formal education is in nursing, including a baccalaureate from Duke University, a master’s from Emory University, and a PhD from Duquesne University.

Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC&AC, ANEF, FAAN
Associate Dean and Chair
Dr. Judy LeFlore is Associate Dean of Graduate Nursing programs, Professor of Nursing at UT Arlington, College of Nursing and Health Innovation and the Director of Pediatric, Acute Care Pediatric, and Neonatal Nurse Practitioner Programs. She teaches courses in her two areas of expertise, pediatric and neonatal care. She is considered an international expert on medical simulation, and her work has been presented around the world. She is a sought after speaker invited to such events as the Third International Pediatric Simulation Symposium in Madrid Spain, 2010. She has received national and international awards, including Bayada Technology Award in 2007, Innovation in Teaching Award from The University of Texas at
Arlington in 2007, Innovation in Education Award from The University of Texas System in 2008, and Fellow in the National League of Nursing’s Academy of Nursing Education. She won 1st place at Second Annual International Pediatric Simulation Symposium and Workshop and 3rd place for Emerging and Innovative Methods and Technology Research at the 10th Annual International Meeting on Simulation in Healthcare for her work *Virtual Infant Patients, Families, and Staff Collaboration: Simulating Situational Medical Scenarios with a Virtual Living World*, and more recently, The UT System Regents’ Outstanding Teaching Award. She is a well respected and funded researcher, and the results of her research have been published in medical and technology peer review journals.

Lauri D. John, PhD, RN, CNS (oncology)
Associate Chair and Advisor
Dr. John has been a faculty member at the UT Arlington College of Nursing and Health Innovation since 2007. Prior to joining the faculty at UTA, Dr. John taught in the nursing programs at Houston Baptist University, The University of Texas Medical Branch at Galveston, and the University of Texas at Austin. Dr. John’s academic preparation includes a BS degree in Psychology/Biology from the University of Illinois at Urbana-Champaign, a BSN from Loyola University in Chicago, an MSN from the University of Texas Health Science Center-Houston, and a PhD from Texas Woman’s University. Dr. John is a Clinical Nurse Specialist whose clinical practice was in thoracic radiation oncology and palliative care at the University of Texas M. D. Anderson Cancer Center. The primary focus of Dr. John’s scholarly work has been the development and testing of interventions to promote quality of life in people with cancer. Her most recent study was with bone marrow transplant patients at Baylor University Medical Center in Dallas.

Marco Brotto, B.S.N., M.S., Ph.D.
Director
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

Below is a list of graduate faculty members who hold doctoral degrees and can serve on dissertation committees. Others may be available with approval from the PhD Advisor.
Students can learn about their research programs by following the link:
https://www.uta.edu/ra/real/browseprofiles.php?view=1&hid=44

<table>
<thead>
<tr>
<th>Dr. Cheryl Anderson</th>
<th>Dr. Daisha Cipher</th>
<th>Dr. Beth Mancini</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Joy Don Baker</td>
<td>Dr. Reni Courtney</td>
<td>Dr. Jacqueline Michael</td>
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<tr>
<td>Dr. Donelle Barnes</td>
<td>Dr. Kathy Daniel</td>
<td>Dr. Barbara Raudonis</td>
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<tr>
<td>Dr. Susan Baxley</td>
<td>Dr. Mark Haykowsky</td>
<td>Dr. Mary Schira</td>
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<tr>
<td>Dr. Anne Bavier</td>
<td>Dr. Lauri John</td>
<td>Dr. Patricia Thomas</td>
</tr>
<tr>
<td>Dr. Marco Brotto</td>
<td>Dr. Judy LeFlore</td>
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</tr>
</tbody>
</table>

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’s Graduate Advisor.

4. **ENTRY OPTIONS**

   Applicants may apply to enter the PhD in Nursing Program with a master’s degree in nursing/nursing science. The Graduate School 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. Applicant for BSN-to-PhD entry will need to submit their GRE scores to the Graduate School 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 Advisor of the PhD Program 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 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 Advisor.

8. **DEGREE PLANS**

After acceptance into the PhD Program and prior to class registration, the PhD 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 Advisor to develop an individual degree plan.

### Degree Requirements for MSN-to-PhD Entry Option

<table>
<thead>
<tr>
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<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>PhD core courses</td>
<td>30</td>
</tr>
<tr>
<td>Research tools</td>
<td>9</td>
</tr>
<tr>
<td>Dissertation (minimum hrs)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Minimum Cr. Hours</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

### Degree Requirements for BSN-to-PhD Entry Option

Students accepted into the BSN-to-PhD entry option will work with an 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 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5327</td>
<td>Exploration of Science and Theories for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5370</td>
<td>Independent Study in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5367</td>
<td>Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5366</td>
<td>Principles of Research in Nursing</td>
<td>3</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**: Research Seminar (3-0)
- **NURS 6303**: Culture of Science (3-0)
- **NURS 6310**: Proposal Development Seminar (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 6370**: Independent Study: Research Practicum (0-3)
- **NURS 6306**: Research Design (3-0)
- **NURS 6382**: Health Care Policy
- **NURS 6305**: Qualitative Research (3-0)
- **NURS 6321**: Epidemiology (3-0)

**Subsequent semesters ≥ 9 hours of Dissertation**

- **NURS 6399** Dissertation
- **NURS 6699** Dissertation
- **NURS 6999** Dissertation
- **NURS 7399** Dissertation

10. **INDEPENDENT STUDY**

Students may register for an independent study if the course has been added to their degree plan. Prior to registration, students will need to contact the faculty member with whom they would like to study to obtain his/her permission and discuss the purpose, planned activities, and outcomes of the independent study. Students must complete and sign an **Independent Study Agreement** which can be found at this link: [http://www.uta.edu/nursing/PhD/forms/independent_study.pdf](http://www.uta.edu/nursing/PhD/forms/independent_study.pdf). Obtain the supervising faculty member's signature, and submit it electronically to the PhD Program Office. This agreement contains what students agree to do during the semester for credit in the course. The Independent Study Agreement must be on file in the PhD Program Office no later than the semester Census Date. An independent study is graded on pass-fail basis. An incomplete (X) grade cannot be assigned to an independent study. Guidelines for Independent Study Courses are available in Section IV of this handbook.

11. **PROGRAM MILESTONES**

**Diagnostic Evaluation (See Student Handbook Section III, C-3)**

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 are held twice a year, usually in January and June. Dates will be announced each semester to permit students time to prepare.

- During students’ first year of doctoral program work they must demonstrate potential to successfully complete a degree program.
- The Diagnostic Evaluation occurs two times each year on dates set by the Associate Dean or designee.
- The Diagnostic Committee is comprised of three faculty members including the chair.
- The 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 statistics courses and 3 hours of research practicum.
  Detailed information about the Research Practicum, the Agreement for Research Practicum Independent Study, and the Log Hours of Research Practicum form are available in Section IV of this handbook.

Comprehensive Examination (See Student Handbook Section III, D-3)

- The purpose of the Comprehensive Examination Committee is to evaluate students’ knowledge and skills as a nurse scientist.
- The PhD Advisor will select the Examining Committee and 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, but it is recommended that students have completed or be in the process of completing all required PhD courses during the semester in which the exam is planned.
- 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 Coordinator who will distribute them to the committee members. The members have two weeks to read the papers. If revision of the papers is not needed, the coordinator will schedule the oral exam.

Dissertation Committee (See Student Handbook Section III, E-1)

- 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 Chair until after they pass the Comprehensive Exam.

Collaborating with the 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 chair.

One of the three 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.

Admission to Candidacy (Student Handbook Section III, D-3)
- Upon successful completion of the Comprehensive Examination, students are eligible to apply for candidacy.
- Students will enroll in either 6399 or 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 (7399). NOTE: A student who enrolls 7399 and does not complete must enroll in 6 hours of dissertation during the next long semester.

Proposal Defense (Student Handbook Section III, E-4)
- In collaboration with the Dissertation Chair, students will schedule the proposal defense.
- Students may apply for IRB approval after the committee approves the proposal.

Dissertation Defense (Student Handbook Section III, E-12)
- 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.

Graduation Requirements (Student Handbook Section III, F-4)
- 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 Graduate 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 Graduate 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

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671

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. Information on other emergency situations is available at http://www.uta.edu/police/EMERGENCY%20PLAN.pdf

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 Dean’s office.

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.

**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 Administrative Assistant in the PhD in Nursing Office of the changes. Letting the Administrative Assistant know 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 address provided during the application process. This message will provide their network IDs, initial passwords, and information about how to activate their account. Students are encouraged to check their UT Arlington email frequently. It is also possible to automatically forward messages from one’s UT email address to a personal email account. Students who have difficulty accessing their email 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 Program staff.

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 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.

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 http://library.uta.edu/plagiarism/index.html.
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.

D. CLINICAL REQUIREMENTS

1. CLINICAL COURSES

Students admitted as BSN to PhD students must comply with the clinical requirements of the MSN program. Students admitted as MSN to PhD students who will be in clinical settings for research purposes or teaching experiences will need to comply with the clinical requirements listed below.

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 Associate Dean, Department of Graduate Nursing. 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 department chair or office director, then to the Vice Provost for Academic Analytics and Operations. Appeals to the Vice Provost must be submitted in writing on an appeal form available in academic departments. Policies regarding grievances other than grades may be found at http://catalog.uta.edu/academicregulations/security/.

2. GRIEVANCES RELATED TO GRADES

It is a student’s obligation when attempting to resolve any grievance regarding grades that the student first makes a serious effort to resolve the matter with the instructor with whom the grievance originated. Policies regarding grievances related to grades may be found at http://catalog.uta.edu/academicregulations/grades/#graduatetext.
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

The mentoring program is designed to provide students with opportunities to network, share ideas and information, and to receive support as they progress through the PhD program. Students will be offered an opportunity to link with a faculty member and/or external professional resource persons whose interests and expertise match the student’s area of focus. Activities are held that provide opportunities for students to collaborate with other students, their mentor(s), and faculty on ideas and ways to address challenges and issues faced throughout students’ academic careers.

In addition to the mentoring program described above, each student is expected to have 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 match between student and research advisor will occur before or soon after a student enters the program and will be based on the student’s identified research interest. The research advisor 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, encourage the development of the student’s expertise and research abilities as well as his/her enrichment through publications.

The advisor relationship may or may not evolve into a relationship similar to that of a mentor. Neither the mentor nor the research advisor role is exclusive of the other although in some occasions an individual may hold both roles. Should a student, mentor, or research advisor find that the match is not comfortable or productive, a request for change may be made to the academic advisor and/or program director.
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, 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.

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’ netIDs and passwords provide them with secure access to the MyMav and other electronic support programs including the UTA email 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. Ms. Peace Williamson is willing to provide students assistance in database searches. Ms. Williamson can be reached at 817-272-6208 or [peace@uta.edu](mailto:peace@uta.edu).

6. **Academic Advising**

After acceptance into the PhD Program and prior to class registration, students will work with the Advisor to establish their degree plans or plans of study. During the program, the 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 Advisor’s assistant by email (PhDinNursing@uta.edu) or telephone (817-272-9440) to set up an appointment. Faculty may also request that the Advisor meet with a student. The Advisor is also available for questions about program requirements, policies, and resources within the CONHI and UT Arlington.
7. **DOCTORAL STUDENT ROOM**

The Delta Theta Chapter Sigma Theta Tau International Honor Society of Nursing Scholarship Room has been designated as a site for doctoral students to work, study, rest, and socialize. This is a shared space that is used for as a classroom and meeting space as well as for doctoral students. Students who wish to use the room should check on its availability with doctoral program’s administrative assistant. In order to ensure students’ safety and to maintain the room for future use, students are asked to adhere to the following guidelines.

**Security**

The student ID Swipe Card allows doctoral students access to the doctoral student room whenever the University is officially open. Students should observe security measures when entering and leaving the room. If a student is working alone in evening hours, that student is encouraged to be aware of the fact that she/he may be one of few individuals in the building. During those times, the door should remain closed and locked. The UTA emergency police number is **2-3003** from a campus phone or (817) 272-3003 from any other phone. The non-emergency number is 2-3381 from a campus phone or (817) 272-3381 from any other phone.

**Equipment**

The computers in the doctoral student room have been provided for use by doctoral students through a Department of Health and Human Services (DHHS), Health Resources Services Administration (HRSA) grant. Please report any problems with the computers to the doctoral program’s administrative assistant at extension 2-1038.

**Food and Drink**

Students are welcome to bring snacks into the room as well as to use the coffee pot. Please use care with beverages near the computers so that they are protected from spills. Please be sure that the coffee pot is turned off and disconnected when not in use and at the end of each day.

**Staff use of Doctoral Student Room**

A work-study student, employed on one of the PhD program grants, may occasionally use one of the computers in the doctoral study room. Should this create any problems for availability of computers, please notify the doctoral program’s administrative assistant.

**Use of Doctoral Student Room for Class**

The doctoral student room will occasionally be used for classes. Notices of such use will be made available to PhD and DNP students.

8. **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.
B. FINANCIAL SUPPORT

1. ENHANCED GRADUATE TEACHING ASSISTANTSHIP

Enhanced Graduate Teaching Assistantship packages awarded on an available basis. 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 on applying for the Mary Lou Bond Fellowship is available from the administrative office of the PhD in Nursing Program.

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 administrative office of the PhD in Nursing Program.

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, 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 Graduate 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 Graduate Catalog at [http://catalog.uta.edu/academicregulations/financialaid/](http://catalog.uta.edu/academicregulations/financialaid/).

C. ACADEMIC PROGRESS

1. ADDS, DROPS AND WITHDRAWALS

To learn the complete details on adds, drops, and withdrawals, consult the Graduate Catalog at [http://catalog.uta.edu/academicregulations/registration/#graduatetext](http://catalog.uta.edu/academicregulations/registration/#graduatetext). If students wish to drop or add a course, they should discuss their options with the Advisor. The Graduate Catalog contains regulations about the process.

Students who wish to add or drop a course must first consult with their Advisor. Adds and drops may be made through late registration either on the Web at MyMav or in
person through the student’s academic department. Drops can continue through a point two-thirds of the way through the term or session. It is students’ responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Office of Financial Aid and Scholarships at http://www.uta.edu/fao/. The last day to drop a course is listed in the Academic Calendar available at http://www.uta.edu/uta/acadcal.php?session=20166.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last day to drop may receive a grade of W. Students dropping a course must contact their advisor to obtain the drop form and further instructions before the last day to drop.

Dropping all courses in which a student is enrolled constitutes withdrawal from the University. Before taking this serious step, students should consult with the Advisor, Associate Dean, or designee to discuss their options. If a student chooses to withdraw from all courses he or she should contact the PhD Program Office for information on steps to be taken.

Students may drop a course up to 12 weeks into the fall or spring semester and up to 8 weeks into a 10-week summer session. Under extreme circumstances, the Dean of Graduate Studies for the University may consider a petition to withdraw after the designated drop date. The Graduate School does not allow you to selectively drop courses after the drop date and remain enrolled in any other course.

2. **Leave of Absence**

Under some circumstances, such as health-related issues or major financial issues, students may request a leave of absence. Leaves may be granted for up to two long semesters. If students wish to request a leave of absence, they should complete the Leave of Absence Request Form and obtain the signature of the Advisor. The form will be submitted to the Office of Admissions, Records and Registration for consideration. Students can review detailed information in the Graduate School Catalog at [http://grad.pci.uta.edu/about/catalog/current/general/regulations/#leave](http://grad.pci.uta.edu/about/catalog/current/general/regulations/#leave). Additional information and a link to the Leave of Absence form is at [http://www.uta.edu/records/graduate/leave-of-absence-loa.php](http://www.uta.edu/records/graduate/leave-of-absence-loa.php).

3. **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 are held twice a year, usually in January and June. Dates will be announced each semester to permit students time to prepare.

The PhD office will notify students of the date, time, and location of their diagnostic evaluation meeting. Students should submit an original, ungraded copy of a self-
assessment and the application for diagnostic evaluation form to the PhD office no later than three weeks before their evaluation.

The diagnostic evaluation report must be filed with Graduate Studies by the Advisor during students’ first year of doctoral program work, but no later than the completion of the first 18 semester hours beyond appropriate master’s level coursework. Refer to http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext.

**Procedure**

Students will be notified of the tentative evaluation date at least one semester prior to the evaluation. Students will complete the Application for Diagnostic Evaluation Form found in the Blackboard Organization for PhD in Nursing at https://elearn.uta.edu/ and submit the written materials described below to the Diagnostic Evaluation Committee by the specified date.

The **written portion** of the diagnostic evaluation will consist of two parts:

1. A self assessment that addresses each of the following points:
   a. **Knowledge:** What is the student’s topic or question? Students explain what they have already learned about the topic and the population they plan to study.
   b. **Growth as a scholar:** Students explain how they have grown as scholars and the self-initiated activities they have used to increase their success in the PhD program. Students discuss networking strategies they have used and interactions they have had with experts in the field. They describe their experiences at professional conferences (e.g. Southern Nursing Research Society) and how these experiences enhanced their professional and scholarly development.
   c. **Needs:** Based on students’ self-reflection, they explain knowledge or expertise gaps they have and how they plan to address them.
   d. **Plan:** Students describe their goals and include a timeline for achieving them.

2. Review of course grades and progress based on the Diagnostic Evaluation Application

   The **oral component** of the evaluation is intended to ensure that students have a broad understanding of their intended focus for future research including the issues surrounding the study of their population focus. It is not meant to be a presentation, but an examination of a student’s current level of knowledge and assessment of future learning needs. It will include clarification and/or elaboration of the materials submitted and relevant questions related to the application of prior coursework.

**Outcome of Evaluation**

Results of the diagnostic evaluation may be:

1. Approval to continue in the doctoral program;
2. Approval to continue with specified remedial work;
3. Failure, but with permission for assessment through a second diagnostic evaluation after a specified period; or
4. Failure and termination in the program. 
http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext

The Graduate Advisor will notify each student of the outcome of the examination within five working days. If the Diagnostic Evaluation Committee determines that a student needs remedial work, he or she will meet with the Advisor to identify appropriate coursework. The Advisor will monitor completion of remedial coursework.

4. DOCTORAL STUDENT PROGRESS REVIEW

Graduate Studies has implemented an Annual Doctoral Student Progress Review. This review is conducted by the 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 academic advisor.

5. 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.

- Students who do not earn at least a B in a course or independent study are required to submit to the Advisor an evaluation of his or her engagement in the course, reason for less than satisfactory performance, and plan to acquire knowledge and skills to continue.

- Students who earn a second course or independent study grade that is C or lower 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:

- meets all admission conditions within the time required
- has a B (3.0 GPA) or better on all coursework undertaken while in Graduate School, and
- 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 Graduate Catalog at http://catalog.uta.edu/academicregulations/academicstanding/#graduatetext.

6. 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 degree 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, X 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 Graduate School for failure to meet the 3.0 GPA requirements may be readmitted for further graduate study in the same or in a different program only if a Petition to the Graduate Faculty has been approved by the appropriate Committee on Graduate Studies and the Dean of the College of Nursing and Health Innovation.

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 examining committee. Such decisions are indicated on the Diagnostic Evaluation Report, Comprehensive Examination Report, or Final Defense Report. Students will receive formal notification of the decisions.

Termination due to inadequate academic progress is a decision made by the Graduate 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. Such decisions to terminate a student will be communicated to the Dean of the College of Nursing and Health Innovation by the Chairman of the Graduate Studies Committee in writing, giving the specific reasons involved, all warnings provided to the student, a description of the procedures and actions leading to the recommendation and the recorded votes of the Graduate Advisor and Graduate Studies Committee. The student may appeal the termination to the Dean in writing within one year of the date of the decision by the Graduate Advisor and Graduate Studies Committee. The student may continue enrollment during the appeal process.

7. Seeking Exceptions to Graduate Policies
A student may petition for exceptions to published graduate policy by submitting a petition. The Graduate Advisor and the departmental Committee on Graduate Studies Chair will evaluate the petition and send it to the Dean for final decision. Limited exceptions to some rules may be approved if the facts presented by the petitioner are fully justified in the views of the Graduate Advisor, Committee on Graduate Studies Chair, and Dean. All petitions must be submitted on the petition form available online at https://grad.pci.uta.edu/students/petition/.

D. PROGRAM COMPLETION

1. Residency Requirements

In order to meet residency requirements for the PhD in Nursing Program, students must complete 18 semester credit hours at UT Arlington within three contiguous semesters, excluding summer sessions. Because the final semester requires enrollment in 9 hours of dissertation, students may choose to use this semester as one of the three contiguous semesters. Students may meet the residency requirement by being enrolled in 6 hours in the fall semester, 6 hours in the spring semester, and 6 hours in the subsequent fall semester. The Advisor will document when students have met the residency requirement.

2. Comprehensive Examination

Students are eligible for the Comprehensive Examination when they are within 9 hours of completing the PhD program courses, but it is recommended that students have completed or be in the process of completing all required PhD courses during the semester in which the exam is planned. The advisor will notify students who are eligible for the Comprehensive Examination.

Successful completion of the written and oral Comprehensive Examination makes students eligible to apply for candidacy. Graduate Studies requires enrollment in the semester that students take the Comprehensive Examination.

The purpose of the Comprehensive Examination is to evaluate to what extent students have acquired the knowledge needed to function as independent researchers. The expectation is that students eligible for the Comprehensive Examination can apply, integrate, and synthesize this knowledge.

Examining Committee membership: The Committee Coordinator/Chair is a faculty member who teaches in the PhD program. The two committee members hold an earned doctoral degree and are members of the Graduate Faculty. The Advisor will notify the Coordinator when students become eligible to take the comprehensive examination. 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.

Written component of the comprehensive examination: Students will submit three papers that reflect their knowledge as a nurse scientist; one each on theory, research methodologies, and a phenomenon of concern (such as a literature review of a substantive area). The papers may be ones started in doctoral coursework and later amplified and refined, or they may be new papers. The content of each paper may be, but may not be, related to the student’s plans for dissertation research. Each paper must be 12 to 15 pages in length plus references. Students may seek guidance from the Examining Committee.
Coordinator in the selection of papers to be submitted for review. When a student has finished writing the three papers, he or she will submit an electronic copy of the papers and three hard copies of each paper to the Coordinator who will distribute them to the committee members. The members have two weeks to read the papers.

The committee will meet to discuss the merits of the three papers and decide if they are ready for (strong enough for) the oral portion of the examination. If re-writing is needed, the coordinator will give that feedback to the student who will then re-write and re-submit the paper(s). If re-writing is not needed, the coordinator will schedule the oral exam.

When the papers have been re-submitted, an oral examination will be scheduled. This is a one-time resubmission. Once a date has been agreed upon, fill out and file the Request for the Comprehensive Examination and submit it electronically to the PhD Program office.

The committee will only work on two student’s comps at one time, with the two-week window for reading papers and meeting to discuss

Comprehensive Examinations are only held in regular, long semesters papers will be accepted only during those semesters (none in summer/December). Students will be scheduled in the order in which they submit their three completed papers.

**Oral Examination:** During the oral examination, members of the Examining Committee may ask questions from any of the three submitted papers as well as other questions about any part of the student’s preparation as a nurse scientist. The Examining Committee will be evaluating the student’s readiness to proceed to candidacy.

The student and members of the committee are the only persons who will be present for the oral component of the Comprehensive Examination. The Coordinator of the Examining Committee will guide the assessment. When each member’s queries have been addressed, the Coordinator will end the examination by informing the student of the Committees’ recommendation. The Committee will send their assessment recommendation to the Advisor within three working days.

The Committee may recommend any of the following outcomes:

1) Unconditional pass. With an unconditional pass the student becomes eligible to apply for candidacy and prepare for the defense of his or her dissertation proposal.

2) Pass with conditions. A pass with conditions requires that the student perform each of the conditions satisfactorily in order to become eligible for candidacy.

3) Unsatisfactory with opportunity to retake the examination. With this recommendation, the committee will specify when the retake will occur.

4) Unsatisfactory, do not continue in program.

If the outcome of the Comprehensive Examination is an unconditional pass, the student may apply for candidacy immediately. If the outcome is a pass with conditions, the student may apply for candidacy when the Examining Committee Coordinator notifies the Associate Chair that the student has met the conditions stipulated by the Committee.

### 3. ADMISSION TO CANDIDACY
Upon passing the comprehensive examination, students will become eligible for admission to candidacy and may use the title, “Candidate for PhD Degree” with their names. The PhD in nursing faculty prefer that this not be abbreviated to PhD(C).

E. DISSERTATION

1. DISSERTATION CHAIR AND COMMITTEE MEMBERS

The selection of the Dissertation Committee chair is an important one and should be given a great deal of thought. The dissertation phase is a long process. A student’s committee, and particularly the chair, should be someone with whom she or he can work collaboratively and with whom the student is comfortable. During the last 18 hours of course work, students will identify a graduate faculty member to potentially serve as their dissertation chair. After discussing the possibility with that faculty member, students will notify the Advisor of their preference for Chair. After students are admitted to candidacy, they will submit the Request for Approval of Dissertation Committee Chair form to the Advisor.

Students should collaborate with the chair to identify the remaining members of the Dissertation Committee. The Dissertation Committee must have a minimum of three members, including the chair. One member may be external to the University and/or a member external to the College of Nursing and Health Innovation, but within UT Arlington. If an external member is desired, the student should speak with the individual and obtain his/her CV electronically for submission to the PhD Program Office for Approval by the GSC chair and the Office of Graduate Studies.

As candidates for the doctoral degree, students will enroll in dissertation hours with the dissertation chair while developing the proposal. As soon as all members of the Dissertation Committee have been selected, students will notify the Advisor of the composition of their committee for final approval and submit the Request for Approval of Dissertation Committee Members form electronically to the PhD Program Office.

2. CHANGE OF DISSERTATION COMMITTEE CHAIR

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 Advisor. The student will then complete the Request for Change of Dissertation Committee Chair form and submit it electronically to the PhD Program Office.

3. CHANGES IN THE DISSERTATION COMMITTEE

The student and chair may request changes in Dissertation Committee membership. If the change occurs prior to proposal defense, changes will be made on the Request for Change of Dissertation Committee Member form and submitted to the Advisor for approval. After proposal defense, any changes in committee composition require Advisor approval. http://grad.uta.edu/resources/pdf/RequesttoChangeCommitteeMembers.pdf

4. PROPOSAL DEVELOPMENT

The Advisor will notify students and the Comprehensive Examination Committee when students are taking their last PhD courses (See Section III, D-3 for details of the Comprehensive Examination and Committee membership.)
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 chair, students will identify the members of the Dissertation Committee (See Section III, E-1 on 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 chair for dissertation hours (NURS 6399, 6699, or 6999). They will continue to enroll 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.

5. Proposal Defense

When a student’s chair believes the student’s proposal is satisfactory, he or she will collaborate with the chair 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 chair and committee members with the dissertation proposal for their review.

The proposal defense is a private meeting between the student and the committee. A student’s chair may ask that 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).
6. **TIME LIMITS**

A student can be dismissed from a degree program not only for failure to maintain an adequate grade point average, but also for such reasons as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a 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. Termination due to inadequate academic progress is a decision made by the program's or department's graduate 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 work in an acceptable amount of time to the program's graduate advisor and Graduate Studies Committee. Such decisions to terminate a student must be communicated to the academic dean by the Chairman of the Graduate Studies Committee with required justification. The academic dean will review the case make the final decision. The student may continue enrollment until the dean finalizes the termination decision.

HTTP://CATALOG.UTA.EDU/ACADEMICREGULATIONS/ACADEMICSTANDING/#GRADUATETEXT

1. Students have four years to complete required courses (8 long semesters).

2. After course completion, students have two years to successfully pass comprehensive examination.

All requirements for the doctoral degree must be completed within four years after students pass the comprehensive examination.

**“99 Hour Rule”**

Under state and University policy, a doctoral student must pay non-resident tuition beginning the first long semester in which a) the student has been enrolled previously as a graduate student for 14 or more long semesters AND b) the student has accumulated more than 99 semester credit hours of doctoral study at UTA. Students exceeding both limits will not be eligible for assistantships supported by state funds. This policy stems from action by the 75th Legislature which placed a 99 hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding. Formula funding is not provided for hours in excess of this limit. Additional information is available at http://catalog.uta.edu/academicregulations/tuition_fees/.

7. **CONTINUOUS ENROLLMENT**

After initial enrollment in the dissertation course, students must maintain continuous enrollment in dissertation courses (summers excluded) until the dissertation has been accepted by Graduate Studies. Please refer to the Graduate Catalog for additional information on academic standing and enrollment requirements. http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext.

As a doctoral candidate, a student must take a total of 9 dissertation hours over the course of his or her entire program of work. If the 9-hour total requirement is met before a student’s final graduation term, the student may enroll in as few as 3 credit hours of research (7399). If a student registers for 7399 and does not complete, he or she must enroll in a minimum of 6
hours in the following semester. If students receive advice and assistance from a faculty member in preparation of their dissertations, they must register for the appropriate course even if they are not on campus. Please see additional information at http://catalog.uta.edu/academicregulations/degereerequirements/graduate/#doctoraltext.

8. **Grades for Dissertation Courses**

Grades awarded in three- and six-hour dissertation courses (R, F or W)
The only grades awarded in these courses are research in progress (R); fail (F) or withdraw (W).

**Grades awarded in final dissertation courses (P, R, F or W)**
The grades pass (P), research in progress (R), fail (F) and withdraw (W) may be awarded in these courses. The grade of P can be awarded when the dissertation is defended successfully. Accordingly, a student must have met the 9-hour requirement and be enrolled in 7399, 6699, or 6999 in the semester in which the dissertation is defended. Typically, students are enrolled in these courses, defend, and apply for graduation in the same semester. Detailed information on grades and the grading policy are available at http://catalog.uta.edu/academicregulations/grades/#graduatetext and http://catalog.uta.edu/search/?P=grades.

9. **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/.

10. **Institutional Review Board Approval**

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 and by the Dean of the College of Nursing and Health Innovation 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 student 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.
11. COMPLETION OF 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.

12. DISSERTATION DEFENSE

Students should be aware of the Office of Graduate Studies dates for scheduling and holding dissertation defense and submission of the final dissertation. 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. Please see additional information at http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext

The dissertation defense is a public event. An announcement of the event will be made, and invitations to the event issued, by the PhD Office in collaboration with the student and the dissertation chair.

The dissertation defense begins with the student’s presentation of the study and is followed by a period of questions and answers. The committee will meet privately after the defense to determine the outcome. The committee will announce the results to the attendees. The dissertation chair will formally notify the Associate Dean or designee of the committee’s decision. A positive outcome to the dissertation defense makes the student eligible for graduation. In the case of a negative outcome, the chair would work with the Associate Dean or designee to develop a plan for the student to rewrite the dissertation.

F. 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.

Students who exceed the published time limits for completing the graduate degree but wish to graduate, must petition the Academic Dean for an exception to the time limit policy. Specifically, coursework completed more than six years prior to the term in which a student applies to graduate will not satisfy degree requirements. Further, doctoral degree applicants must meet all requirements for the degree within four years after passing the comprehensive examination unconditionally. An approved petition for an exception to these requirements must be on file prior to the end of the intended graduation term.

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.

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.