

UNIVERSITY *of*
NORTHERN COLORADO



School of Nursing

PhD in Nursing Education

STUDENT HANDBOOK

2009-2010

**UNIVERSITY OF NORTHERN COLORADO
SCHOOL OF NURSING**

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DESCRIPTION OF THE PHD NURSING EDUCATION PROGRAM

Promoting excellence for teachers as scholars, in research, leadership and education

The primary mission of the UNC PhD in Nursing Education is to establish excellence in nursing education. The doctoral program prepares nurses to contribute to developing leadership in nursing education, the scholarship of teaching, and education-based research in the discipline. Education at the doctoral level builds upon and extends content acquired at the baccalaureate and master's levels to emphasize theory development, learning strategies and research skills. In addition to offerings within the School of Nursing, the program draws upon the educational mission of the University at large, utilizing leadership and research resources of other disciplines within the University. The program is committed to increasing the number of doctorally prepared nurse educators. Graduates of the PhD program are qualified to fill nursing faculty positions in educational institutions and health care agencies.

MISSION AND VISION STATEMENT

UNIVERSITY

Mission Statement:

The University of Northern Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The University shall offer a comprehensive array of baccalaureate programs and master's and doctoral degrees primarily in the field of education. The University of Northern Colorado has statewide authority to offer graduate programs for the preparation of educational personnel. The commission shall include in its funding recommendations a level of general fund support for these programs.

Vision Statement:

The University of Northern Colorado strives to be a leading student-centered University that promotes effective teaching lifelong learning, the advancement of knowledge, research and a commitment to service. Graduates are educated in the liberal arts and professional prepared to live and contribute effectively in a rapidly changing, technologically advanced society.

Values, Purposes and Goals:

The University provides services that support equal learning opportunities for all students. Learning occurs in an environment characterized by small classes taught by full-time faculty, UNC faculty, at both the graduate and undergraduate levels, subscribe to a teacher/scholar model in which excellence in instruction is complemented by activities in scholarship and service. Support for the continuous improvement of teaching, learning, scholarship, and service is provided through University programs, policies and practices.

Values: The University of Northern Colorado believes that its distinctive service to society can be offered in a student-centered atmosphere of integrity that is grounded in honesty, trust, fairness, respect and responsibility. For this reason, the University is committed to promoting an environment in which:

- Academic integrity is valued and expected;
- Excellence is sought and rewarded;
- Teaching and learning flourish;
- Diversity of thought and culture is respected;
- Intellectual freedom is preserved;
- Equal opportunity is afforded.

SCHOOL OF NURSING

Mission Statement:

The mission of the University of Northern Colorado SON is to provide comprehensive baccalaureate nursing education and specialized graduate nursing education within the roles of nurse educator, family nurse practitioner or clinical specialist. Critical thinking as well as the role of the nurse as educator are foundational to both the baccalaureate and graduate nursing programs.

Vision Statement:

The SON is committed to improving the quality of health in the state and region through teaching, learning, the advancement of knowledge, utilization of technologies, research and community service. The SON believes we must promote life long learning in the education of the current and future nursing workforce. In addition, the faculty of the SON emphasizes advanced scholarship within the nursing discipline by participating in and promoting research through evidence based practice. The SON is particularly committed to rural and underserved populations.

Values: Purposes and Goals:

The University of Northern Colorado SON believes that professional nursing education cultivates the development of professional values. Learning is of higher quality within small class sizes taught by faculty – scholars who are both educators and clinicians.

Values: The professional nurse must have strong critical thinking and communication skills and must demonstrate a balance of intelligence, confidence, understanding and compassion. The professional nurse is committed to lifelong learning and a willingness to assume accountability for career management – including graduate study as pivotal to professional advancement. Professional nursing education is student-centered, and promotes trust, respect and responsibility for personal and professional behavior. The School of Nursing is committed to the professional values of altruism, justice, autonomy, human dignity, integrity and social justice as espoused by the American Association of Colleges of Nursing (AACN, 1998).

UNIVERSITY	SCHOOL OF NURSING
<p><u>Purposes and Goals:</u> The University of Northern Colorado is committed to the following purposes and goals:</p> <ul style="list-style-type: none"> • To prepare a well-educated citizenry whose understanding of issues enables them to be contributing members of a rapidly changing, technologically advanced, diverse society. • To prepare undergraduate students. <ol style="list-style-type: none"> 1. Students will acquire a solid foundation of general knowledge in the liberal arts and sciences. 2. Students will develop a variety of competencies in critical thinking, communication, and problem-solving, and current technologies. 3. Students will develop an appreciation for diversity, citizenship, artistic expression and a positive, healthy lifestyle through educational, cultural, social and recreational programs. 4. Students will develop a lifelong commitment to scholarship and service. 5. Students will acquire depth of knowledge in a specialized scholarly discipline. 6. Students will acquire the knowledge and skills that prepare them for careers and/or advanced scholarly work. 7. Students will master methods of inquiry to acquire deeper understanding of their discipline. 8. Students will demonstrate knowledge of professional standards and practice. • To prepare graduate students in specialized fields of study. <ol style="list-style-type: none"> 1. Students will acquire and appreciation for an ability to work in an increasingly diverse population. 2. Students will engage in scholarly activity, research and creative endeavors to advance the knowledge and practices of the discipline. 3. Students will acquire advanced knowledge and skills consistent with the professional preparation and standards of discipline. 4. Students will develop a commitment to scholarship and lifelong learning. 5. Students will develop those competencies essential to assuming leadership positions in their professional fields. 	<p><u>Purposes and Goals:</u> The UNC, SON is committed to the following purposes and goals:</p> <ul style="list-style-type: none"> • To prepare well-educated baccalaureate and graduate prepared nurses who understand the impact of professional nursing on a dynamic, diverse, and technologically advancing health care system. • To prepare baccalaureate nurses. <ol style="list-style-type: none"> 1. Students will acquire a solid foundation of general knowledge in the liberal arts and sciences. 2. Students will develop critical thinking and communication/technological skills, knowledge of research-based therapeutic interventions, cultural competence and professional leadership/management skills. 3. Students will develop a lifelong commitment to scholarship and service. 4. Graduates of the SON will acquire appreciation for an increasingly diverse population. 5. SON graduates will acquire the knowledge and skills that prepare them for beginning level professional nursing practice with a foundation for future graduate level study. 6. SON graduates will demonstrate knowledge of professional values and standards of practice to provide quality nursing care in a variety of health care arenas. • To prepare graduate nurses in specialized fields of study. <ol style="list-style-type: none"> 1. Students are prepared for advanced professional nursing roles through a solid foundation of theory, research and advanced practice standards as well as specialty nursing coursework. 2. Students develop professional values fostering the commitment to lifelong learning, scholarship and service. 3. Students will engage in scholarly activity, research and creative projects conducive to advanced professional nursing roles and advanced nursing practice. 4. Students will develop competencies essential to assume leadership positions in nursing education and practice.

PHILOSOPHY OF THE SCHOOL OF NURSING PROGRAM

Each individual is a holistic, biopsychosocial and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger community and society. The individual is respected as a unique person who may initiate, perform, accomplish and maintain activities with a changing capacity for self-care. All individuals have a right to health care.

Health is a dynamic state on a wellness continuum. Health is the integration and balance of the physical, spiritual, and emotional self resulting in a state of optimal functioning. Health is the responsibility of the individual, family, community and society.

Society and culture are a functional and integrated whole with interdependent parts. The components of society and culture, such as political, economic, religious, kinship, and health systems perform separate functions but mesh to form an operating whole.

Health care is in a constant state of change. Persistent and growing underserved and vulnerable populations exist whom professional nursing can influence. Numerous societal demands require creative interventions, alternative settings and new partnerships and coalitions to maximize health care delivery. Cost-effective utilization of health care resources emphasizes primary and secondary prevention strategies.

Nursing is both an art and a science that promotes, supports and restores optimal health in individuals, families, and communities. It is a professional discipline that is an integral component of the health care delivery system. Nursing is a caring profession that is an integral component of the health care delivery system. Nursing involves the application of the nursing process, collaboration with members of the interdisciplinary team, and initiation and implementation of scientific nursing research. The profession of nursing is practiced in a variety of settings.

The nurse is a caregiver, client advocate, teacher, leader, manager, and researcher. With an awareness of his or her own values and beliefs, the nurse is sensitive to the values and beliefs of others. The nurse is professionally accountable and autonomous for nursing interventions and is responsible for continued professional growth.

Learning is a lifelong process that involves the acquisition of knowledge, skills and attitudes. The educational process of the professional nurse includes the systematic investigation of health utilizing critical thinking, communication, technology and therapeutic nursing interventions. Preparation for leadership, cultural competency and self-direction is an integral component of the educational process. Students move from relative dependence to functioning independently, in preparation for assuming professional responsibility. Faculty facilitate the self-directed learning process.

The educational process is seen as a collaborative relationship between students and faculty. The professional nurse is educated at the baccalaureate level with a background in the arts, sciences, and humanities, as well as the discipline of nursing for entry level into the profession as a generalist. The graduate program in nursing prepares advanced practice nurses who may practice in primary care settings, health care facilities and educational institutions. Graduate study promotes scholarship that is characterized by scientific inquiry, the ability to implement conceptual models into practice and the ability to test research propositions in a clinical setting. Both the undergraduate and graduate programs provide the basis for continued graduate studies.

PHD NURSING EDUCATION PROGRAM OBJECTIVES

1. Evaluate multiple dimensions of contemporary nursing education demonstrating expertise in teaching to promote excellence in the discipline
2. Formulate advanced knowledge and skill in research design, methods and data analysis relative to nursing education
3. Utilize concepts, theories and strategies from nursing and related disciplines to provide professional leadership for ethical, political, socio-cultural and economic problems confronting nursing education and the health care system
4. Display expertise in an area of nursing science as a foundation for educating future nurses

PHD: MASTER'S – PHD GENERAL TIMELINE

Student Name: _____ Advisor: _____ Date _____ Dissertation Chair: _____

Year I		Year II		Year III	
Fall 20__	Spring 20__	Fall 20__	Spring 20__	Fall 20__	Spring 20__
NURS 797 (1) NURS 790 (2) PSY 681 (3) 6 hrs. <u>Activities toward dissertation:</u> Identify potential research interests	NURS 700 (3) ET 604 (3) 6 hrs. <u>Activities toward dissertation:</u>	SRM 602 (3) 3 hrs. <u>Activities toward dissertation:</u>	SRM 680 (3) NURS 702 (3) 6 hrs. <u>Activities toward dissertation:</u>	NURS 760 (3) Elective (3) 6 hrs. <u>Activities toward dissertation:</u>	SRM 603 (3) NURS 740 (3) 6 hrs. <u>Activities toward dissertation:</u>
SRM 700 (3) SRM 670 (3) Elective (3) 9 hrs. <u>Activities toward dissertation:</u> Per policy: Create doctoral research committee **(see Footnote 1) ➤ Identify Dissertation Chair ➤ Begin work on proposal ideas via N797 with Dissertation Committee Chair	NURS 730 (2) NURS 780 (3) NURS 797 (3) 8 hrs. <u>Activities toward dissertation:</u> Per policy: Eligible for oral comp. exam ➤ Student must come to campus for orals ➤ Must allow 2 weeks between completion of oral and written Per policy: Eligible for Written comp. exams after 36 hours of coursework Written Comp date: _____ Oral Comp date: _____	NURS 707 (3) 3 hrs. <u>Activities toward dissertation:</u> Eligible to schedule Proposal Hearing with entire Dissertation Committee ***(see Footnote 2) Proposal Hearing date: _____	15 hrs.	18 hrs.	20 hrs.

Year IV			
Fall 20__	Spring 20__	Summer 20__	
NURS 799 (3) 3 hrs. <u>Activities toward dissertation:</u> ➤ First Chapters / Data Collection	NURS 799 (6) 6 hrs. <u>Activities toward dissertation:</u> ➤ Data Analysis / Final write-up	NURS 799 (3) 3 hrs. <u>Activities toward dissertation:</u> ➤ Continuous registration is required until Dissertation is successfully defended and eligible for Graduation Dissertation Defense date: _____ GRADUATION date: _____	12 hrs.

*Footnote 1: Doctoral Research committee consists (as a minimum) of:

1. Chair (Faculty from the SON with doctoral research (DR) endorsement) – co-chair is possible if desired chair has GF status and both agree to co-chair.
2. & 3. Two nursing faculty members: one of which must be from the UNC SON; the other may be from a SON of another University (both must have a minimum of Graduate Lecturer status at UNC).
4. A faculty representative from another department (student/advisor may suggest an individual to the graduate school; the graduate school formally appoints this individual by policy).
5. Only one committee member may have Graduate Lecturer status. All others must have either GF or DR endorsement.

**Footnote 2: Only *completed* copies of the proposal are distributed and reviewed by the entire committee; the completed proposal (polished) must be provided to all committee members in hard copy 3 weeks prior to the scheduled *Proposal Hearing*. All students are required to come to campus for the *Proposal Hearing* – this formal presentation requires all committee members to be present = proposal defense either in person or by teleconference.

KNOW GRADUATE SCHOOL REQUIREMENTS

You may receive reminders from your advisor, but ultimately it is your responsibility to know about the Graduate School policies and deadlines and follow them. The UNC Graduate School home page is <http://www.unco.edu/grad/index.html> . Under Current Students you will find deadlines, guidelines for theses and dissertations, forms, and more.

Here are some of the key Grad School things to pay attention to:

- You must enroll in courses during the first year of admission. A form is available to apply for an exception.
- You must maintain continuous enrollment every semester except summers. There is a form that may be filed requesting an exception.
- The deadlines posted cover dates by which examination results must be filed, proposals must be filed, and ultimately when dissertations must be filed. As a general rule, dissertations must be filed about one month prior to the end of the semester.

School of Nursing policies will also apply and are to be found in this Student Handbook.

*****Please note that the Graduate School requirements supersede this Handbook. Every effort is made to keep this handbook up to date, but information and forms should be verified with the Graduate School Website to be sure that you have the most up-to-date information and/or version of a form.**

STUDENTS' DISHONEST ACTS

The School of Nursing has a policy regarding student dishonesty (see Policy and Procedure Regarding Students' Dishonest Acts). The following information is provided to clarify the act of plagiarism as this is considered to be a dishonest act.

Plagiarism:... means to use someone's ideas, research, published or/ unpublished works as your own.

"Quotation marks should be used to indicate the **exact** words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is **paraphrasing**. Each time a source is paraphrased, a credit for the source needs to be included in the text." (APA, 2001, p. 399)

For additional information, refer to the American Psychological Association (2001). Publication Manual of the American Psychological Association (5th ed.) Washington, DC: author.

Academic Honesty

Students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records or documents and similar acts or the attempt to engage in such acts are grounds for disciplinary action.

This action can include any of the following, in addition to any University disciplinary action:

- A failing grade for an assignment.
- A failing grade for a class.
- Requirement remediation.
- Dismissal from the program.

Students are referred to the Student Conduct Code, and the section on plagiarism in the Graduate Catalog.

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO Sponsoring Committee: <u>Graduate Affairs Committee</u> Title of Policy: <u>SON Academic Appeals for Graduate Students</u>	<u>9/87</u> Date adopted by NF-SO Date reviewed for currency & initial: <u>9/92</u> <u>2/20/98 J.R.</u> <u>12/01</u>
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POLICY:

The purpose of the procedures outlined below is to provide the student with easily implemented means for appealing any academic decision that he/she considers unwarranted or capricious. Before utilizing these procedures, or between any of the appeals steps outlined below, the student should seek advice from his/her academic advisor.

PROCEDURE:

STEP 1:

- 1A: A conference with the instructor involved for the purpose of trying to resolve the problem.
- 1B: If no resolution is reach in Step 1A, the student should request a conference with the program coordinator. (If the instructor involved is the program coordinator, the student then schedule a conference with the Assistant Director.)
- 1C: If the problem remains unresolved, the student may petition by filing the grievance with the Assistant Director. GAC will hear input from both the student and faculty involved. Both Parties must submit written data to the committee. GAC may make recommendations to a faculty member.

STEPS 2 & 3:

If the student does not believe the above has resolved the problem, the student shall request a conference with the Director and then with the Dean of CHHS as outlined in the University Academic Appeals Procedures Step 2 and 3.

STEP 4:

If the student is not satisfied with the results of the Step 3, the student may appeal the case to the University Academic Appeals Board, filing a written request for a hearing through the office of the Vice-President for Academic Affairs. Such a request shall identify the instructor or the department involved and shall describe in specific detail the grounds for the complaint. The student must request this hearing before the end of the academic semester following that in which the problem originated, or before the end of the following fall semester if the problem originated in the spring semester. (Refer to the University Academic Appeals process iin the University Bulletin and Rights and Responsibilities of Students statement available from the Vice President for Student Affairs.

OPPORTUNITIES FOR STUDENT INVOLVEMENT

POLICIES FOR STUDENT(S) INTERACTION(S) AND INFLUENCE IN THE GOVERNANCE SYSTEM OF THE SCHOOL OF NURSING

A. About the governance structure of the School of Nursing

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was completed in 2007.

NURSING FACULTY STUDENT ORGANIZATION (NF/SO)

This is a committee of the faculty as a whole plus student representatives from all levels. It meets several times per semester for communication of information and for decision making regarding Nursing program policies. In addition, there are subcommittees which also meet every semester for Graduate Affairs (policies and issues for graduate programs) and Graduate Curriculum (curriculum development, implementation, and evaluation). Student representatives have full voice and vote in all these meetings with the exception of declared executive sessions.

Student representatives receive the meeting agendas and minutes, and mailboxes are provided for them in School of Nursing Office. NFSO and subcommittee meetings are open for any interested student to attend. They are often scheduled on Friday mornings or afternoons (check with a faculty member or the office staff for dates).

Graduate nursing students annually select one or more representatives to attend meetings of the NFSO, the Graduate Affairs Committee, and the Graduate Curriculum Committee. Be sure you know who your representative is. All students are encouraged to contact their representatives in person, in writing, by email or by phone to share questions and feedback about programs and issues. Class time is allotted in core MS Nursing courses to elicit student input and for the Graduate student representative to provide feedback. The Nursing Masters Student Discussion Forum "class" on Blackboard and email communication to the program distribution lists are other ways to share information.

B. Most important, about student participation in the governance of the School of Nursing:

Students are elected by their peers to represent them at meetings of the Nursing Faculty-Student Organization and its subcommittees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.

CAMPUS RESOURCES

WRITING CENTER

Staff can assist in improving writing skills. Appointments can be made online and staff will provide online assistance with writing. The Writing Center is provided by the English Department and can be accessed at www.unco.edu/english/wcenter.

MICHENER LIBRARY

Stephanie Wiegand is our reference librarian. She can help you search for materials or narrow down a topic. 970.351.1534 stephanie.weigand@unco.edu
She is also a resource for questions on APA writing style.

COMPUTERS ON CAMPUS

If you have need of a computer when you are on campus, UNC has available two computer labs on the first floor of Gunter Hall for typing papers, internet access and course assignments. Computers are also conveniently located in many other campus buildings (see <http://www.unco.edu/uncmap/index.asp?o=a&v=l&level=1§ion=1&secalpha=a>).

GRADUATE STUDENT ASSOCIATION

This is a student organization that provides graduate students with financial support to attend and/or present at conferences and to support research projects. See <http://www.unco.edu/gsa/>.

GRADUATE ASSISTANTSHIPS / TEACHING ASSISTANTSHIPS / TRAINEESHIPS

Availability is determined on a year-to-year basis and announcements are sent by email when application is available.

GA/TA Description:

The recipient of the award will be required to work 8 -10 hours per week (.20 FTE for each semester). Responsibilities may include assisting in online courses or in faculty research projects.

The Graduate Assistant/Teaching Assistant will receive an established University salary or stipend. The student may also have some or all of that semester's tuition paid by the Graduate School.

Traineeship Description:

UNC receives Federal traineeship funds most of which must be awarded to Master's students. A small percent of the money may be awarded to PhD students. The criteria and application form are distributed to each enrolled student by email.

URSA REGISTRATION INSTRUCTIONS

URSA is the secure entry point and personal portal for University of Northern Colorado students, faculty and administrative staff. Among the many options available to students through this portal are access to Bearmail, your student records, and course registration.

Accessing Ursa

1. Using a web browser, go to the URSA site at <http://ursa.unco.edu/>. If you are a new student, follow directions at the bottom left hand side of this page; or click on 'new student' on the top left side of this page. If you have a pop-up blocker installed on your computer you will need to follow the instructions on the screen in order to access URSA.
2. In the Secure Access Login area of <http://ursa.unco.edu/> you will need to enter your User Name (the first eight characters of your Bearmail) and Password (the same password that is used to access Bearmail) and then click the Login button.
3. There will be several tabs across the top of the screen. To register you will need to click on the Student tab.

Registering in URSA

1. Find the correct 5-digit course reference number (CRN) by going to the Extended Studies coursework menu: <http://www.unco.edu/extendedstudies/extended/current/Cur-programs.html> Scroll down to your program and cohort, and click on your program. Available coursework will be listed with the course reference numbers. You will need the course registration numbers (CRN) to register.
2. Access URSA following instructions above, and login to URSA as previously instructed. To register, click on Student Tab
3. On the student tab there is a Registration Tools menu. In this menu you will need to select Register, Add or Drop Classes.
4. Select the appropriate term and submit.
5. From this point on you can register for class on the Add Classes worksheet.
 1. Enter the CRN's of the courses for which you want to register.
 2. Click the Submit Changes button at the bottom of the page.
 3. Read the instructions at the top of the page and scroll down to check for registration errors.
 4. Review your current schedule.
6. When you have finished registering go back to the Student Tab by clicking on the Student and Financial Aid tab.
7. To view your schedule, select the Registration menu item. From here you can look at your Student Detail Schedule, Week at a Glance or Registration History. All three of the choices will give you a different view of your schedule.
8. To logout, click the Logout icon in the top right corner of the screen.

Common Registration Error Messages

- **Time Conflict** – course times overlap. Choose a different section for one or both of the conflicting classes, then add both classes to your registration.
- **Approval** – permission has not been processed. See the appropriate person to have the permission processed. Once it has been processed you will need to web register for the course. This applies to course pre-requisites, co-requisites, and major/college restrictions.
- **Class Closed** – the course section is full. You will need to register for another section or course.
- **Link Error** – You have registered for a lab or lecture section without the corresponding lecture or lab. Use the Add Class area to add BOTH the lecture and lab sections at the same time.
- **PIN** – If you are registering in Fall or Spring terms and you are required to enter a unique PIN, your adviser will provide that number for you or you can contact the Office of Extended Studies. (970.351.2944 or 1.800.232.1749)

URSA Portal Entry Troubleshooting

If you have problems logging on to URSA please contact the Technical Support Center at 970.351.4357 or 1.800.545.2331.

Registration Troubleshooting

If you have problems registering for your classes, if they are closed, or if it is requiring a prerequisite, please contact the Registrar's Office at 970.351.2521 or the Office of Extended Studies at 970.351.2944 or 1.800.232.1749.

Logging onto Your Online Class

ACCESS your online/Blackboard course by using a browser and typing in the following URL:
<http://bb.unco.edu> or <http://unco.blackboard.com>

USERNAME:

-first 8 characters of the UNC generated email/Bearmail address

PASSWORD:

-is the same as you use to access URSA and your bear email account

-the email address added to the Blackboard system will be the student's university-generated email address

Please consider logging onto the UNC Blackboard Help site for more assistance with your online course at: <http://www.unco.edu/blackboard/> and click on Student Help. There are tutorials that will help you learn and understand more about online instruction that you can take advantage of.

CONTINUOUS REGISTRATION POLICY FOR GRADUATE STUDENTS

Policy

All graduate students must be enrolled for at least 1 credit hour each academic semester (fall and spring). Students register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate. Students must also register for at least 3 semester hours the semester (or summer term) in which they take written and oral comprehensive examinations and dissertation defenses and the semester (or summer term) in which they graduate.

Exceptions

Exceptions will be considered in these circumstances:

1. Students make a strong case that their life circumstances do not permit them to continue study for a prescribed period of time. These circumstances might include unforeseen financial burdens, family responsibilities, health problems, or other significant disruption or hardship. The student must petition the Graduate School for exceptions to continuous enrollment. Leaves of absence are typically not granted for a period exceeding one year. Students seeking such an exception are expected to provide documentation.
2. Enrollment in summer terms may count as one of the fall or spring semesters.

Transfer of credit from other institutions will **not** be considered in lieu of continuous registration.

Request for Exception

Students seeking an exception to the Continuous Registration Policy for Graduate Students are encouraged to follow procedures of the "Graduate Student Petition for Exception." Students should complete the petition in a timely fashion so as to ensure their continued status with the university is protected. The form requires the student's completion and signatures by the student, program advisor, department chair/division director and Graduate Dean.

Failure to Follow Continuous Registration Policy for Graduate Students

Effective fall 2009, the University's policy will require a continuous registration fee of \$150 per semester for all graduate students (both on- and off-campus) who are not registered for academic courses. Students who fail to register continuously for one year will be notified with a letter of warning. At the beginning of the fourth semester of non-enrollment the student will be classified as inactive. Inactive students will need to re-apply to the Graduate School, repay application fee and be reaccepted by their program and the Graduate Dean if they wish to resume their studies. Acceptance is not guaranteed. Additional coursework and examinations may be required for students who are re-admitted.

Progression in the Program

Students are expected to progress according to the Program of Study provided by their advisor. Any exceptions must be discussed with the advisor and approved by the Assistant Director of Graduate Programs in nursing.

Requirements must be successfully completed within eight years of first registration following admission to the program.

All courses must be completed with a minimum grade of “B”. One course may be repeated if the grade is lower than “B”. The repeated course will be recorded on the student’s transcript, and both letter grades will count toward the cumulative grade point average. A second grade below “B” will be grounds for dismissal from the program.

Incomplete Grades

A grade of “I” can be assigned when coursework is not completed at the end of the semester due to sickness, family emergency, or other serious emergency that occurs during the last week of the semester and prevents the students from completing academic responsibilities. Documentation will be required. Completion of the course requirements must be done by the end of the following semester.

COURSES TAKEN THROUGH NEXUS

NEXus is a partnership among selected universities in the Western Institute of Nursing (WIN) to offer doctoral courses online to students in each of the participating universities. To view the courses offered in a particular semester, visit the website at www.winnexus.org

You may take individual courses as electives in the PhD program with the approval of your advisor or you may enroll in a cognate. Cognates consist of 3-4 courses on a particular topic. The currently offered cognates are *Nursing Education* and *Diverse and Vulnerable Populations*. Check the WINNEXus website for updates.

If you are interested in registering for a course through NEXus, contact Dr. Janice Hayes, Coordinator, PhD in Nursing Education.

TRANSFER CREDIT

A student who wishes to transfer credit must obtain and complete a *Petition to Count Work in a Degree Program* form at www.unco.edu/grad/forms/PTCW.pdf and must obtain an official transcript(s) showing the course(s) to be transferred. The student must then present the completed petition and transcript to the program advisor for approval or disapproval. If the program advisor approves and signs the petition, it must be sent to the Graduate School for final approval/disapproval. This process must occur no later than three weeks prior to the end of the semester that the student plans to graduate.

Courses requested for transfer must meet all criteria for credit transfer (see general transfer policies) to be approved by the Graduate School.

- Transfer work is not used in the calculation of the graduate grade point average.
- Graduate credit earned in off-campus or extension courses is not transferable unless it is acceptable to the major school and to the Graduate School.
- Transfer credit will not be accepted if the work was used to obtain a degree or is included as part of another degree at any institution.
- Transfer work must be approved by the school and must be "A" or "B" work.
- Transfer credit cannot be used to meet any residency requirement.
- Transfer credit cannot be used to make up "C," "D," "F," or "U" grades. Courses graded "S/U" are not transferable unless documentation can be obtained from the originating institution stating that the "S" grade granted is equivalent to an "A" or "B" grade.
- All program requirements, including transfer work, must be completed within the time limits of the degree program, i.e., five years for the master's degree, six years for the specialist degree, or eight years for the doctoral degree.
- Transfer courses must be numbered as graduate level according to the course numbering system at the originating institution.
- Transfer courses must be from accredited institutions of higher education that offer equivalent level degrees (e.g., doctoral degrees if transferring graduate credit into a doctoral program).

DOCTORAL RESEARCH COMMITTEE SPECIFICATIONS

1. PhD students need a minimum of three committee members from the nursing discipline and one committee member outside of the discipline who serves as the UNC faculty representative.
2. The Chair of the committee must hold Doctoral Research Endorsement Graduate Faculty appointment. Faculty with GF can co-chair the committee with a DRE appointed faculty.
3. The UNC Faculty Representative must have at least a Graduate Faculty (GF) appointment in order to serve on the Research Committee (Dissertation Committee).
4. One of the three nursing faculty can come from outside of the University of Northern Colorado, but this person must be granted Graduate Faculty Equivalence from the Graduate School. In order to do this, the outside member's CV, date of birth, and social security number should be sent to the PhD Coordinator who will complete the Graduate Lecturer Application form. Signatures of the Director and the College Dean are required. The Graduate School will notify the outside member of the approved appointment and assign a Bear number.
5. In order to officially constitute the committee, the Request for Appointment of a Doctoral Committee (Graduate School web site under Student Forms, Forms for Doctoral Students). Note, if the committee composition changes, the student must submit a Request to Change a Doctoral Committee. The form should be sent to the Coordinator of the PhD program for signature and forwarding to the Graduate School.
6. There are policies guiding committee membership and process of appointment. Be sure to always refer to the Catalog for clarification as well as the policies on the Graduate School web site.
7. The Doctoral Research Committee must be approved by the Graduate School 2 weeks prior to scheduling Comprehensive Exams.

UNIVERSITY of
NORTHERN COLORADO



Date _____

Graduate School & International Admissions
Request for Appointment of Doctoral Committee

Program Area _____

Student Name _____ Bear Number _____

Current Address _____

City _____ State _____ Zip _____

Please appoint the following faculty members to the Doctoral Committee for the above named student. Each of these faculty members has been contacted by the student and signatures indicate willingness to serve on this committee. By signing this form, the committee member verifies that ***NO CONFLICT OF INTEREST EXISTS.***

_____ Advisor/Co-Advisor/Research Advisor (circle) **	_____ Bear Number
_____ Committee Member/Co-Advisor (circle)	_____ Bear Number
_____ Committee Member	_____ Bear Number
_____ Committee Member	_____ Bear Number
_____ Faculty Representative	_____ Bear Number

Indicate the student's anticipated research topic

Faculty Representative _____

Expertise this person will bring to the committee _____

Signature of Program Advisor _____

** At time of proposal submission, committee chair must be doctoral research endorsed.

***Do not copy this form.
Use the form on the Graduate School website as forms are subject to change without notice!***

UNIVERSITY of
NORTHERN COLORADO



Graduate School & International Admissions
Request to Change a Doctoral Committee Member

Student Name _____ Bear Number _____

Current Address _____

City _____ State _____ Zip _____

Research Advisor's Name _____

Department _____

Faculty Member on Committee _____
(name of faculty to be removed)

Faculty Member Requested _____
(name of faculty to be added)

Bear Number of Faculty Member _____

Reason as to why committee membership is being changed:

Signature of Research Advisor _____ Date _____

Signature of Current Committee Member (leaving committee) _____ Date _____

Signature of New Committee Member _____ Date _____

*Do not copy this form.
Use the form on the Graduate School website as forms are subject to change without notice!*

SCHOOL OF NURSING DOCTORAL EXAMINATIONS

Comprehensive Examinations

Comprehensive examinations are school-administered and given in two sections: written and oral. The written is given first and may be taken after successful completion of 36 hours of doctoral coursework. Once the student successfully passes the written exam, s/he is eligible for the Oral Comprehensive Examination. Policy and procedure for the examinations are detailed in the graduate school catalog. (*Note: "Program Advisor" is designated as the Doctoral program coordinator until such time as a student has formally identified a Dissertation Committee Chair. From that point forward, the "Program Advisor" is the Dissertation Committee Chair*). The format of each examination is outlined below.

Comprehensive Written Examinations

The Comprehensive Written Examination is a broad-based, written examination covering the program content studied in the first 36 hours of completed coursework. The purpose of the examination is for the student to demonstrate a comprehensive, scholarly synthesis of content in the areas of nursing theory/philosophy, nursing research methods, nursing pedagogy and leadership. Passing the examination indicates that the student has acquired a suitable foundation for undertaking high level research in the discipline. These exams test for competency in the core courses.

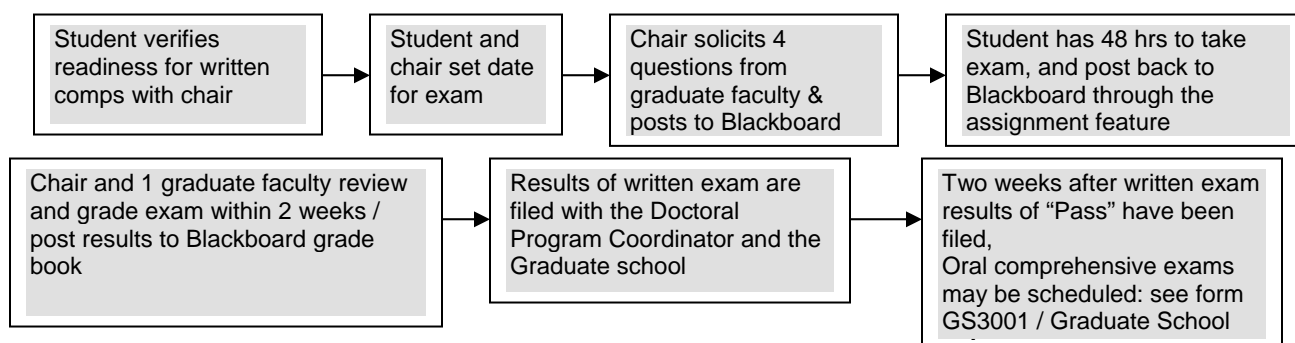
Procedures. The written comprehensive examination is designed, administered and evaluated by the graduate faculty members of the School of Nursing. Other qualified faculty may be a part of the process as specified by the dissertation committee chair, depending on individual student needs. The Written Examination may not be taken until the **student** has provided evidence to the Doctoral Program Coordinator that s/he has:

- been granted regular admission to the degree program;
- filed an approved plan of study with the graduate school;
- completed at least 36 semester hours of work applicable toward the degree;
- maintained a grade average of at least 3.00 in the doctoral program;
- has constituted a doctoral committee approved by the graduate school;
- obtained approval from the doctoral committee chair to take the exam.

The dissertation committee chairperson is responsible for scheduling the date of the written examination in coordination with the student. The doctoral student shall not have prior access to the written examination questions. The student's chairperson has the responsibility of soliciting questions for the written examination from the graduate nursing faculty members at least three weeks prior to the time the examination is to be taken. On the scheduled date, the dissertation chairperson will post a set of 4 questions, one for each of the four focus areas of the PhD, to the UNC online platform (e.g., Blackboard). The student will have 48 hours to complete the examination and post to Blackboard through the 'assignment feature'. All responses to the exam questions must be typed, APA format. As with all scholarly written products, grammar, spelling and writing style will be considered when faculty evaluate the exam. Completed exams will not be accepted by email, fax, hardcopy or regular mail.

Two graduate nursing faculty members will be assigned by the Doctoral Program Coordinator to evaluate the examination. One of the graduate faculty members will be the dissertation committee chair; the other must hold a minimum of graduate faculty appointment from the Graduate School. A third reader with graduate faculty appointment may be assigned to read the examination if it is believed to be necessary by the student's committee chair or the Doctoral Program Coordinator. Written feedback will be submitted to the chair by each reader. The chair will compile the comments and provide feedback to the student within 2 weeks of the date the exam was completed. The dissertation Chairperson will post the grade on the online grade book as "pass", "conditional pass", or "fail". A grade of Fail will require a retake of the examination and the student may also be given additional requirements such as to successfully complete an additional course or write a paper in an area in which the committee finds the student needs additional knowledge. The specified, additional, academic requirements are decided upon by the faculty members who reviewed the exam, and are reported to the student in writing by the dissertation Chairperson. This written notification must include expected standards of achievement and times for completion. Please note that a retake of the examination may not be scheduled during the same semester that the original examination was completed. Failure of the examination retake or its equivalent will result in the termination of the student's degree program. A grade of Conditional Pass will require that the student address the specified area in a satisfactory manner during the oral examination.

Once the examination has been evaluated, *the dissertation committee chairperson* must return the signed report form to the Doctoral Program Coordinator *and* the Graduate School, indicating the outcome of the examination. After passing the written comprehensive examination, each doctoral student must pass an oral comprehensive examination. *Permits for the oral comprehensive examination will not be released and the oral examination will not be authorized until the written examination report is filed with the Graduate School indicating that the student passed the written examination. The results of the written comprehensive examination must be on file in the Graduate School two weeks prior to the scheduling of the oral comprehensive examination.*



Comprehensive Oral Examinations

The comprehensive oral examination requires campus residency and full Dissertation Committee participation. The student is required to be physically present on campus for this examination; non-UNC faculty of the committee may be permitted to participate by telephone conference call or other technology medium as agreed upon by the Dissertation Chair, the Doctoral Program Coordinator and the student.

The Oral Comprehensive Exam in the School of Nursing is an assessment of a.) the student's understanding of knowledge considered by the graduate nursing faculty to be necessary for doctoral level scholarship and b.) the student's ability to communicate ideas in a clear, coherent, and organized manner.

The purpose of the examination is to:

- A. Review program matrix of outcomes and scholarly portfolio of what the student has accomplished to date in the doctoral program;
- B. Extend the evaluation of the student's knowledge and understanding of subject matter covered in the written examination (e.g. emphasis may be placed on topics in which the student's responses to the written examination were judged to be weak or unclear);
- C. Evaluate the student's knowledge and understanding of subject matter not included in the written examination, but related to their research concept of interest;
- D. Evaluate the student's ability to respond, in a scholarly and professional manner, to a variety of verbal questions;
- E. Begin a discussion of the dissertation proposal with the committee.

Format for Oral Examination:

- A. Presentation of matrix
- B. Discussion of results of written comps
- C. Discussion of Dissertation research plans to date
- D. Discussion of Dissertation hearing timeline/date for scheduling; Dissertation timeline and Dissertation Defense timeline

Procedures

The student shall not have prior access to specific oral examination questions. However, upon the student's request, general information about the type of questions to be asked may be given to the student by members of the Dissertation committee.

The Doctoral Student is responsible for 1.) contacting the dissertation committee and coordinating the date and time of the comprehensive oral examination in concert with the dissertation chairperson, 2.) submitting the program evaluation matrix and portfolio of evidence to support the matrix to all Dissertation Committee members. The Dissertation Chair will serve as chairperson of the oral comprehensive examination committee and will 1.) arrange an assigned room for the oral examination, and 2.) send copies of the written comprehensive exam to all committee members. After all arrangements have been made, the student or program advisor will notify the Graduate School by forwarding a completed ***Request to Schedule Doctoral Examination*** form **two weeks (14 calendar days) before the exam date**. Requests submitted with greater advance notice are encouraged and appreciated. The Graduate School will approve and publicize the examination date, time and place in ***UNC TODAY*** or in any other appropriate university publication. All members of the UNC faculty are invited to attend and may ask questions of the student after the committee members finish their questioning. Other graduate students may also attend with permission from the chairperson of the committee. These exams may not be scheduled on a weekend or a day on which the university offices are closed.

The student's performance on the examination will be evaluated by the Dissertation Committee as (a) pass, (b) will pass if meets stated conditions, (c) unsatisfactory, retake permitted, (d) fail, retake not permitted, program terminated. At least three-fourths of the committee members must agree on the final evaluation.

Passed. If the student passes the examination, the program advisor must obtain the signatures of the committee members on the ***Report of the Oral Comprehensive Examination*** form and return the form to the Graduate School.

Passed With Conditions. If the student is evaluated as ***will pass if meets stated conditions***, the report stating the conditions must be signed and returned to the Graduate School. The student must subsequently meet the stated conditions. No student will be admitted to candidacy until at least three-fourths of the committee affirms that the conditions have been met.

Unsatisfactory or Failed. If the student's performance was unsatisfactory, the report must be signed and returned to the Graduate School. The student may retake the oral examination during a subsequent semester. At this point, the membership of the student's committee may not be altered without approval by the Graduate School. Failure to pass the oral retest or failure to meet conditions specified after an oral retest will terminate the student's degree program. If the student failed the examination with no retake permitted, the report must be signed and returned to the Graduate School. The Graduate School will terminate the degree program, and the student will not be permitted to do further work or take further examinations in that degree program.

Summary of Oral Exam Process:

1. Student receives feedback on written comprehensive exam.
2. Chair submits paperwork to Grad school re: pass on written comps.
3. Student completes paperwork requesting oral exam date that works for all committee members and sends form with requested date to chair.
4. Chair signs and turns in the above to Grad school.
5. Student sends copy of matrix and any other materials requested by the committee before orals.
6. Chair sends copy of written comp summary to all members of committee.
7. Committee meets with the student at the designated time for the exam.
8. Chair sends form to Graduate School indicating results of the exam.

Once the Comprehensive Exams have started (written and oral), it is considered a take and cannot be interrupted. Results will be based upon what is achieved within the scheduled time.

UNIVERSITY of
NORTHERN COLORADO



College of Natural and Health Sciences
School of Nursing

Request for Written Comprehensive Examination

To: Program Advisor: _____
Dissertation Advisor: _____

From: Student: _____
Bear Number: _____
Student Address: _____
Email Address: _____
Phone Number(s): _____

Re: Scheduling the Written Comprehensive Examination

____ I have reviewed the School of Nursing policy regarding the Written Comprehensive Exam
____ I have filed the paperwork/form with the Graduate School and Dissertation Advisor appointing my
doctoral committee. The following individuals have agreed to serve on my doctoral committee:
NAME and CONTACT INFORMATION

Date for examination: _____
Time (48 hour period) Start Time: _____
End Time: _____

Student areas of interest and/or expertise for examination questions:

Comments or special arrangements requested by student:

UNIVERSITY OF NORTHERN COLORADO
SCHOOL OF NURSING

WRITTEN PHD COMPREHENSIVE EXAMINATION EVALUATION

Student: _____

1. Leadership

	Pass	Conditional Pass	Fail	Comments
Overall quality, content, and organization in answering the question				
Use of critical thinking skill				
Quality of presentation and writing				
Synthesizes PhD curriculum content in responses				

2. Nursing Science

	Pass	Conditional Pass	Fail	Comments
Use of critical thinking skill				
Overall quality, content, and organization in answering the question				
Quality of presentation and writing				
Synthesizes PhD curriculum content in responses				

3. Nursing Education/Pedagogy

	Pass	Conditional Pass	Fail	Comments
Use of critical thinking skill				
Overall quality, content, and organization in answering the question				
Quality of presentation and writing				
Synthesizes PhD curriculum content in responses				

4. Research

	Pass	Conditional Pass	Fail	Comments
Use of critical thinking skill				
Overall quality, content, and organization in answering the question				
Quality of presentation and writing				
Synthesizes PhD curriculum content in responses				

Overall Evaluation of the Written Comprehensive Examination

___ Pass: Summary comments:

___ Conditional Pass: Recommendations for remediation:

___ Fail: Summary comments:

Signature of Evaluating Faculty: _____ Date _____

UNIVERSITY OF NORTHERN COLORADO
SCHOOL OF NURSING

WRITTEN PhD COMPREHENSIVE EXAMINATION RESULTS

Semester Comps Completed _____

Student Name: _____ Bear Number: _____

PLEASE CIRCLE ONE: Pass Fail

Committee Chair: _____

Date: _____

PhD Coordinator: _____

REQUEST TO SCHEDULE A DOCTORAL EXAMINATION

TO: Graduate School

FROM: (School or Program) _____

DATE: _____ Bear Number _____

Student's Name _____

Current Address _____

TYPE OF EXAMINATION REQUESTED: Please check either **ORAL COMPREHENSIVE** or **DEFENSE OF DISSERTATION** blank and have your advisor sign on the appropriate line. Requests must be turned in to the Graduate School at least two weeks prior to the Exam/Defense. Exceptions to this rule must be accompanied by an explanation of the late request and will be considered on a case by case basis. No exam/defense will be allowed with less than one week prior notice.

____ **ORAL COMPREHENSIVE.** The oral exam will not be authorized until the written examination report signed by the program advisor is filed with the Graduate School indicating that the student passed the written exam at least two weeks prior to the actual date of the oral comprehensive.

Signature of Program Advisor _____ Date _____

____ **DEFENSE OF DISSERTATION.** Please indicate the title of the dissertation

Signature of Research Advisor _____ Date _____

PLACE WHERE EXAMINATION WILL BE HELD: _____
Building and Room Number

DATE: _____ TIME: _____

List of Committee Members:

Exams conducted without prior approval from the Graduate School will NOT be accepted.

*Do not copy this form.
Use the form on the Graduate School website as forms are subject to change without notice!*

RESEARCH PROPOSAL AND DISSERTATION

A dissertation proposal and final dissertation should be developed pertaining to a significant topic in the student's major and is required of all doctoral students. The dissertation proposal should be presented to the student's committee and the Graduate School for approval prior to engaging in data collection. IRB approval is also required prior to beginning data collection.

When the chair and the student feel the proposal is ready for defense, the student schedules a time and day with the full committee to defend the proposal. Hard copies of the proposal should be sent by the student to all committee members at least 3 weeks prior to the defense. The chair will assist with scheduling of a room. Residence on campus is required for the proposal defense and all committee members must be in attendance either in person or by distance technology.

The student must bring to the defense the **Title Page for Doctoral Dissertation Proposal** using the current form found in the Dissertation Manual on the Graduate School web site. This title page will be signed by the committee members upon successful completion of the defense. A final copy including any required revisions will be submitted with the signed title page to the Graduate School by the chair. A signed copy of the nonplagiarism affirmation must accompany the proposal when it is filed with the Graduate School. This affirmation can be found in the Dissertation Manual.

Approval of the dissertation proposal establishes the expectations for the final dissertation and assures agreement among the committee with the student's methods and research strategy prior to proceeding. The proposal defense allows the committee to introduce required changes or additions to a student's proposed project while changes are still possible. Once the proposal is approved by the committee and IRB approval is given, no changes may be made to the methods and procedures of the study without another review.

When the chair and the student feel the dissertation is ready for defense, the student completes the Request to Schedule a Doctoral Examination form (found on the Graduate School web site). This request must be sent to the Graduate School at least 2 week prior to the defense. The dissertation defense must be held at least one semester after the proposal defense. The student schedules the defense with the full committee who must all be present either in person or by distance technology. The student must be present in residence for the defense. The chair will assist in scheduling the room. The student should be aware of the Graduate School calendar regarding deadline dates for defense and filing of completed dissertation.

Upon successful completion of the dissertation defense, the committee signs the **Signature Page for the Doctoral Dissertation**. A sample copy is found in the Dissertation Manual. It must be signed in black or blue ink, and only original signatures are acceptable. An original signature page is needed for each bound copy of the dissertation. The form will not be signed until all changes are accepted by the committee. Submission of the final copy to the Graduate School is the student's responsibility.

The student should submit to the chair a final copy of the Doctoral Comprehensive Performance Matrix (an SON form) at the defense.

GRADUATION

Students are responsible for determining that the **Application for Graduation** has been filed with the Graduate School in accordance with published guidelines and deadlines. In addition there is a form on the Graduate School web site for information about mailing the diploma. This must be completed and submitted by the student.

During the graduate ceremony, the student/graduate will be hooded by the chair.

INSTRUCTIONS FOR SUBMITTING YOUR FINAL MANUSCRIPT

Print the **THESIS AND DISSERTATION MANUAL** from the UNC Graduate School website at www.unco.edu/grad. There are formatting rules for your thesis or dissertation that differ from most style manuals. These rules override specific style manuals, especially regarding the left margin. There are also specific formats you need to follow for the signature pages, title page, abstract pages, etc. You will be held accountable for the information in the *Thesis and Dissertation Manual*, even if you have not seen or downloaded it. You should not rely on previously published UNC dissertations as your guide for format. Any deviation from standard thesis or dissertation format must be approved early on in the semester that you plan to graduate.

If you have not received a copy of the *Schedule of Deadlines for Graduate Students*, it can be found on the Graduate School website. It includes pertinent dates for the submission process, which may differ for Master's and Doctoral students.

Important Steps to be aware of:

- ***Apply for Graduation***
 - File Dissertation Proposal to Graduate School at least one semester before you plan to graduate. (Does not apply to Thesis)
 - Defend Thesis or Dissertation – Have committee members sign an original signature page for each bound copy of your Thesis or Dissertation. These must be original signatures in blue or black ink. They may not be copied, but do not need to be on cotton paper. It is sometimes useful to have extra copies signed in case you decide to have additional copies bound or a signature page is damaged.
 - If the committee requests changes to the content, the research advisor should wait to sign the signature page until changes are accepted.
 - Please deliver the original signature pages to the Graduate School at this point to verify committee approval.

- ***Submission of Final Thesis or Dissertation***
 - After defending, you need to bring one copy of the thesis or dissertation to Carol Steward in the Graduate School to discuss and approve formatting and check all references and citations. Or you may email an electronic copy to dissertations@unco.edu in no more than two MS Word documents (the preliminary pages and the dissertation) or preferably in a pdf document.
 - If you can't send an electronic copy, please bring one copy of thesis or dissertation on plain paper to the Graduate School for approval **prior to** making all of your final copies.
 - The review copy is read by two people in the Graduate school for format and to assure that it meets University standards. Corrections are commonly requested at this point, so please wait for final approval from the Graduate School before binding copies are printed. We will keep the copy to review and email any changes to you. You will also receive a packet of final forms to be completed via email. Please return all of these with the final copies of the thesis or dissertation for binding.
 - After approval from the Graduate School, deliver final copies of thesis or dissertation and the final forms to Carol Steward in the Graduate School.







1 copy on 25% (or higher) cotton paper for the Archives, 20 or 24 lb. It should have a watermark (such as Southworth Exceptional Business or Resume paper)

3 copies on plain 20 lb. copy paper.

If you have co-advisors, you need to make a total of 5 copies minimum. If you want additional copies for friends or family, bring additional copies to be bound. Your UNC account will be charged for the final binding.

Mailing Instructions

If you are not able to deliver the manuscript copies in person, please pack them carefully for shipping to avoid additional expenses. Samples of shipped manuscripts:

<p>Don't let this happen to your manuscript!</p> 	<p>I will not accept manuscripts</p> 	<p>in this condition!</p> 
 <p>Place manuscript neatly in a box with a lid made specifically for paper or hold all pages in paper wrap and tape securely so manuscript does not shift at all. (Plastic wrap works too!)</p>	<p>Package your manuscripts with care; this is the legacy of your hard work!</p>  <p>Place smaller paper box within a well padded larger box.</p>	 <p>Tape box and ship to: Graduate School Campus Box 135 University of Northern Colorado Greeley, CO 80639-0064</p>

If you would rather contact a Greeley copy business, that is perfectly acceptable, as long as they can print one copy on the correct paper. The Graduate School cannot pick up copies, so the printer must have delivery service to Carter Hall Office 2007, or you should find someone reliable to deliver the final copies to us. If they are not in good condition, you will be required to reprint. I must have acceptable copies and all final forms completed by graduation day in order to release your degree confirmation and final transcript.

**APPLICATION FOR GRADUATION
AUD/DA/PHD/PSYD**

**University of Northern Colorado
Graduate School & International Admissions**

Students are responsible for determining that the application has been filed with the Graduate School in accordance to published deadlines - www.unco.edu/grad/pdf/deadlines.pdf

(1) Name: _____ (2) Bear Number: _____
Name as Desired on Diploma

(3) Mailing Address: _____
Street City State Zip

(4) This address is effective until: _____

(5) Telephone Numbers: _____
Home # Day/work # Cell #

(6) Email address: _____

DEGREES HELD

(7) Degree	Year	College/University/City and State

CURRENT DEGREE PROGRAM

(8) _____
Major Minor (if Applicable)

(9) **DISSERTATION/CAPSTONE TITLE:** _____

(10) **RESEARCH ADVISOR:** _____

(11) _____
Student's Signature Date

SEMESTER OF PROPOSED DEGREE COMPLETION: _____
Fall/Spring/Summer Year

SEMESTER OF CEREMONY PARTICIPATION: _____
Fall/Spring Year

*Do not copy this form.
Use the form on the Graduate School website as forms are subject to change without notice!*