UNIVERSITY OF
NORTHERN COLORADO

PhD in Nursing Education

STUDENT HANDBOOK

2026-2027

School of Nursing
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Greeley, CO 80639
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nursing@unco.edu
unco.edu/nursing

Please note:

The Official Handbook with the most recent updates is located here:
https://www.unco.edu/nhs/nursing/#handbooks
and it will be updated as changes occur.

Students will be responsible for accessing and using the most current version.
(The Plan of Study for the Fall 2026 cohort will be as published in this handbook.)

(Revised 10.19.26)

(Please review the UNC Graduate School Student Handbook here)
https://www.unco.edu/graduate-school/student-resources/current-students/

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UNC School of Nursing (SON) Information

UNIVERSITY OF
NORTHERN COLORADO
School of Nursing

SON Mission

The Mission of the University of Northern Colorado School of Nursing, congruent with the University mission, to improve the health and well-being of society by preparing compassionate, courageous, and competent nurses who advance nursing through leadership, scholarship and practice.

4/2023 revision adopted by NFSO

SON Vision

The University of Northern Colorado School of Nursing will be known for excellence in the preparation of exceptional practitioners and nurse educators. Through leadership in practice and education, our faculty and students will transform the healthcare landscape to meet the needs of society and advance our discipline.

SON Values

- **Excellence:** being outstanding; fostered through intentional decision-making and development of high standards and processes for ensuring quality.

- **Professionalism:** consistent demonstration of and adherence to accountability, competence, responsibility, dependability and a commitment to life-long learning.

- **Caring:** an integral component of nursing practice requiring ongoing development of empathy, conscience, compassion, resilience, and confidence in interactions with patients, families, communities, other healthcare professionals, and ourselves.

- **Equity, Diversity and Inclusion:** acknowledgement of human dignity and autonomy, privacy, equity, freedom, and inclusivity as central to cultivating deep understanding of people in the betterment of health and well-being of all members of society.

- **Social Justice:** We can achieve a just and equitable healthcare system for all by recognizing and combating discrimination in healthcare and becoming aware of implicit bias and its effects. We oppose discrimination in healthcare and are committed to continued efforts to prevent discriminatory acts.

- **Student-Centered Teaching and Learning:** Evidence-based, innovative teaching and learning is critical to meeting the changing demands in healthcare, nursing practice, and nursing education.

- **Community Engagement:** collaboration with community-based partners to enrich learning, foster equitable decision-making processes, and deepen relationships and trust to meet the healthcare needs of the region.

- **Innovation**: We value creativity, curiosity, and responsible innovation in nursing education and practice. By integrating AI thoughtfully and ethically, we prepare nurses to use technology to improve patient care, optimize systems, advance research, and strengthen clinical and academic decision-making, while upholding the humanistic values central to the nursing profession.

UNC Institutional Equity and Compliance (Title IX)

The University of Northern Colorado is committed to providing equal opportunity in its educational programs and activities and protects students, employees, and applicants for admission and employment from discrimination, harassment, and/or related retaliation based upon protected classes. For purposes of these policies, "protected classes" refers to race, color, national origin/ancestry, religion, creed, sex, sexual orientation, pregnancy, gender identity, gender expression, genetic information, veteran status/military service, marital/family status, age, disability, and political affiliation. The university prohibits sex-based discrimination and harassment, including discrimination based on sex as defined by Title IX, discrimination based on sex that falls outside of Title IX, and other forms of sexual harassment and sexual misconduct as defined by UNC Policy (Board Policy Manual 1-1-508(3) and University Regulations 3-6-125 et seq.) It is critical to this commitment that anyone who may have been the target of or has experienced discrimination feel free to report their concerns without fear of retaliation.

Any person who has experienced protected class discrimination, harassment, sexual harassment, sexual misconduct, or related retaliation, should report concerns to the Office of Institutional Equity and Compliance. To foster a climate that encourages prevention and reporting, OIEC will respond to all reports promptly, provide supportive measures when necessary to maintain the safety of the university environment, and recognize the inherent dignity of all individuals involved. The university shall provide fair and equitable processes to investigate and address complaints that provides fundamental due process.

All inquiries about the application of policy under established laws and regulations (including Title IX) can be directed to the University's Title IX Coordinator and Equity Officer.

Jimmy Kohles
Phone: (970) 351-4899
Email: titleix@unco.edu
Website: www.unco.edu/oiec
https://www.unco.edu/institutional-equity-compliance/

SON Purpose and Goals for Graduate Programs

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.

Goals - Graduate Programs:

- Students will engage in scholarly activity, research and creative projects conducive to advanced professional nursing roles and advanced nursing practice.
- 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.
- Students develop professional values fostering the commitment to life-long learning, scholarship and service.
- Students will develop competencies essential to assume leadership positions in nursing education and practice.

Adopted NFSO 12/2/2023

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Campus and Student Resources

MyUNC

MyUNC is UNC's on-line platform for students to: register, view transcripts, access textbook information, view financial aid, pay your bill, use Degree Works, see grades, etc. Students may access this service through the UNC website at: http://my.unco.edu.

Academic Program Support

Your SON program advisor and the SON Graduate Program Management Specialist are critical contacts for you within the School of Nursing. These individuals are available to help you with problems you may encounter or be able to refer you to other sources of help for student problems and/or situations which you may encounter while attending UNC.

School of Nursing Faculty and Staff: https://www.unco.edu/nhs/nursing/faculty-staff/

UNC Dean Of Students

The UNC Dean of Students website is: https://www.unco.edu/dean-of-students/

The Dean of Students office is available for you to share concerns and navigate difficult situations. Student Outreach and Support, Student Rights and Responsibilities, Student Legal Services, Bear Pantry, and Student Judiciary are located here to assist you.

1. Students Rights and Responsibilities - https://www.unco.edu/graduate-school/academic-policies-deadlines/
2. Title IX/Non-Discrimination or Sexual Misconduct Policies - https://www.unco.edu/institutional-equity-compliance/

UNC Graduate School

The UNC Graduate School website is: https://www.unco.edu/graduate-school/
****NOTE: 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.*

UNC Graduate School Policies

UNC Graduate School academic policies and deadlines should be reviewed by each graduate student. These policies are updated on a regular basis and can change from semester to semester. The School of Nursing and your program coordinators will do his/her best to keep students informed of any important changes in Graduate School policies, but ultimately it is the graduate student's responsibility to be aware of Graduate School policies as an active graduate student.

https://www.unco.edu/graduate-school/academic-policies-deadlines/

Other Graduate School items to note:

- **Current Students page**: https://www.unco.edu/graduate-school/current-graduate-students/
  Includes links to the Graduate School Handbook, policies, deadlines, campus resources, guidelines for theses and dissertations, forms, and more.

- **Deferral prior to start of program** - You must enroll in courses during the first year of admission. If you choose to defer prior to starting your first semester, please discuss with your program coordinator, then complete this deferral process through the individualized account you created for the UNC Graduate application.

- **Continuous Registration** - All Masters, Specialist, and Doctoral students are required to register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate. Students must be enrolled for at least 1 credit hour each academic semester (fall and spring) to be in compliance with this policy. Students not in compliance with the continuous registration policy will automatically be assessed a $150 continuous registration fee each semester of non-enrollment. Payment of the continuous registration fee does exempt the student from financial aid obligations or the health insurance requirement. Full policy: http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration/Continuous-Registration-for-Graduate-Students

- **Graduate School Forms/Appeals:** https://www.unco.edu/graduate-school/graduate-school-forms/

  Communicate with your program advisor prior to completing these forms:
  - Transfer credit form (transfer courses from another institution):
  - Graduate Student Petition for Exception (*used for exceptions to time to completion and leave of absence from the program etc.)*
  - Withdrawal from a course or the program *(communicate with your program advisor prior to taking these steps)*
  - Leave of Absence *(communicate with your program advisor prior to taking these steps)*

Financial Aid and Other Funding Opportunities

Financial Aid for Graduate Students: https://www.unco.edu/financial-aid/applying/graduate/

GRADUATE ASSISTANT/TEACHING ASSISTANT/RESEARCH ASSISTANT:

- The recipient of the award will be required to work 8 -11 hours per week (.20 FTE for each semester). Responsibilities may include assisting in skills lab, online courses or in faculty research projects.
- The GA/TA/RA 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.
- Requirements for becoming a GA/TA/RA can be found on the Graduate School website.
- Availability is determined on a year-to-year basis and announcements are sent by email when applications are available.

SCHOLARSHIPS:

UNC Scholarship Application: Graduate students are encouraged to complete the UNC Scholarship Application each year to be considered for scholarships funded through the UNC Foundation and various academic departments. The application is available in MyUNC under the Financial Aid tab. Opens November 1st / Priority deadline June 1st.

UNC Graduate School Scholarships: https://www.unco.edu/graduate-school/scholarships/

Friends of Nursing (Colorado Residents) - https://friendsofnursing.org/scholarships/

Scholarship Opportunities Posted in Canvas: NURSPROG_SUPP shell *(please reach out to mellany.archer@unco.edu if you have not received an invitation to this Canvas shell)*

Graduate Nursing Student Academy (GNSA) - https://www.aacnnursing.org/students/gnsa

Sigma Theta Tau, Zeta Omicron Chapter:

The Zeta Omicron chapter of Sigma Theta Tau, the International Organization for Nursing Scholarship, invites qualified students to join the organization each year. The following awards are sponsored by the organization:

- **Catalyst Scholarship/Grant Awards**
  Money for small grants may be available on an annual basis. Interested students should check the Zeta Omicron

Drennan Award

The Drennan Award sponsored by Dr. Phyllis Drennan, former Dean of the UNC School of Nursing, is awarded to one or two outstanding graduate nursing student/s each year. Graduate nursing faculty nominate students for the award. The candidates will be evaluated by the selection committee based on their commitment to nursing, professionalism, research activities, and professional growth achievements. The Drennan Award recipient(s) will receive a certificate of recognition, stipend and his/her name engraved on the Drennan Award Plaque displayed in the School of Nursing.

Updated 8/2026

Nurse Faculty Loan Program (NFLP):

Nurse Faculty Loan Program funds are awarded annually to Schools of Nursing by HRSA. Awards are not made until late summer and funding amounts vary each year. Information about applying is sent by email to PhD students when we are notified of an award for that year.

Please contact Dr. Darcy Copeland for additional information regarding the NFLP, Darcy.Copeland@unco.edu.

Letters of Reference

The faculty of the School of Nursing are responsible for encouraging graduates to maintain a professional vita and a list of references. Individual references may be provided by faculty upon request.

UNC Campus Resources

Writing Center

Staff can assist in improving writing skills. Appointments can be made online or on campus and staff will provide assistance with writing. The Writing Center is provided by the English Department and can be accessed at https://www.unco.edu/hss/centers-events/writing-center/. Online tutoring is available.

Michener Library

Maggie Shawcross is our reference librarian. She can help you search for materials or narrow down a topic. 970-351-1474 maggie.shawcross@unco.edu. Maggie is also a resource for questions on APA writing style.

Research Consulting Lab

Assistance with research and statistical issues are provided through the Research Consulting Lab in the Department of Applied Statistics and Research Methods located within the College of Education. Information can be found at https://www.unco.edu/ebs/applied-statistics-research-methods/research-consulting-lab/

Statistical Consulting

Statistical consulting is available at no charge to graduate students through the UNC Research Consulting Lab on campus. https://www.unco.edu/ebs/applied-statistics-research-methods/statistics-support-center/

Hiring A Typist, Editor, Or Transcriptionist

The Graduate School maintains a list of people who can be hired by students for these services. More information can be found at https://www.unco.edu/graduate-school/hiring-a-typist-editor-transcriptionist/

UNC Counseling Center

The UNC Counseling Center's goal is to support students throughout their academic journeys towards healthy and meaningful college experiences. Counseling services are **free** to UNC students. https://www.unco.edu/counseling-center/

Psychological Services Clinic

UNC Psychological Services at UNC accepts students in addition to the Northern Colorado community as clients for counseling and assessment services. Fees are based on a sliding fee scale. Interested individuals can contact them at (970) 351-1645 or https://www.unco.edu/ebs/centers-institutes/psychological-services-clinic/ .

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SON Governance and Student Organizations

Nursing Faculty Student Organization (NFSO)

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 2026.

This is a committee of all SON faculty 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 Leadership (policies and issues for graduate programs) and Graduate Curriculum (curriculum development, implementation, and evaluation).

Student Participation in the Governance of the School of Nursing

The graduate program coordinators will coordinate selection of a graduate student representative and an alternate each fall to NFSO and the Graduate Curriculum Committee (GCO) or program specific subcommittees. Additionally, NFSO and subcommittee meetings are open for any interested student to attend. Student representatives have full voice and vote in all these meetings with the exception of declared executive sessions. Student representatives will receive the meeting agendas/minutes, associated documents, and other communications via email. They are often scheduled on Friday mornings or afternoons (check with a faculty member or the office staff for dates).

Faculty value student input and hope that students take appropriate advantage of the opportunities to participate. 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.

UNC Graduate Student Association (GSA)

https://www.unco.edu/graduate-student-association/

This is a student organization that provides graduate students with information on matters related to graduate students including financial support to attend and/or present at conferences and to support research projects.

Sigma Theta Tau (Zeta Omicron)

The UNC chapter of STTI, Zeta Omicron, was founded in 1982 by six nursing faculty members. Eligible students will receive an invitational email to join Zeta Omicron in the fall semester and are encouraged to participate in an induction ceremony later in the year. Find out more about STTI at https://www.sigmanursing.org/

PhD Program Description, Admission, Outcomes, etc.

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 is to establish leaders in nursing knowledge development and education. The program prepares the graduate to face future challenges in the discipline through education and advancement of nursing science. Education at the doctoral level builds upon the foundational content acquired at the baccalaureate and master's levels, emphasizing the relationships between philosophy, theory, research, education, policy, and practice. The program draws upon the educational mission of the university at large utilizing resources from disciplines across the university community. The program is committed to increasing the number of doctorally prepared nurses who are qualified to conduct research and assume faculty positions in educational institutions.

PhD Program Outcomes

1. Generate new knowledge to advance nursing science. (Research)
2. Advance the professional discipline of nursing. (Leadership)
3. Promote and disseminate innovative and evidence-based approaches in education for students from diverse backgrounds and settings. (Education)

PhD Admissions Policy

UNC | School of Nursing

POLICY TITLE:

PhD Admission Requirements and Process

Last Revision/Review Date: 4/26/2024 NFSO; 11/20/2025 MH/MA edits
Previous Review Dates: 11/16/04; 5/08 DWL; 10/2012 LGT; 11/14/14 GLT; 10/21/15 GLT; 4/29/2022 NFSO; 10/7/2022 NFSO 12/1/2023 NFSO
Original Policy Date: 11/16/04
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

In order to provide equitable screening of all PhD in Nursing Education program applicants, the following criteria will be utilized to screen program applicants:

ADMISSION REQUIREMENTS:

- A bachelor's degree or higher level direct–entry/prelicensure program from an ACEN, CNEA or CCNE accredited institution with a major in nursing.
- A master's degree in nursing from an ACEN, CNEA or CCNE accredited institution is preferred. Applicants with a master's or doctorate in a healthcare-related field will be considered on a case-by-case basis.
- Current, unencumbered RN license (licensure outside of the United States is acceptable).
- Meet Graduate School Requirements for admission.
- A minimum grade point average of 3.0 at the master's level.

APPLICATION REQUIREMENTS INCLUDE:

- Official transcript from each college or university where courses were taken including any in progress and including documentation of a bachelor's degree or master's degree.

- Please Note: As all official transcripts are submitted to NursingCAS, they do not need to be resubmitted to the Office of Admissions. Applicants with academic credentials from outside the U.S. will need to follow the requirements for submission of foreign transcripts.
- Copy of current unencumbered RN license. Licensure outside of the United States is acceptable.
- Two letters of reference from former faculty or colleagues with a doctoral degree. Applicants will be asked to supply contact information for references in the application.
- A statement of career goals.
- One to two years of teaching experience recommended, but not required, prior to program enrollment.
- Sample of written scholarly work, project, or publication in which the applicant was the sole or primary contributor.
- A current CV or resume
- A personal interview may be required.

APPLICATION PROCESSING PROCEDURE:

- The priority deadline for completed applications (including all supplemental materials) each year is February 1st. Additional applications will be considered on a space available basis.
- Program applications are posted through the NursingCAS platform
- Each completed applicant file will be loaded by the Graduate Program Management Specialist to a shared and secured e-file location that only GLT faculty and PhD admission team members will be allowed to access.
- A PhD admission team will be invited by GLT each academic year, comprising of faculty who primarily teach in the program and led by the PhD program coordinator.
- Each Admission team member will screen each applicant individually by using the criteria above for admission.
- They will provide rationale for the top candidates and their recommendations to GLT for review. A face-to-face meeting may take place if deliberation is needed.
- The Program Coordinator will summarize the feedback from each member and create a list of applicants recommended for admission, an alternate list, and a decline/disqualifying list – to be reviewed by GLT for final approval.
- The Graduate Program Management Specialist will then email each applicant of their admission status (a recommendation for admission, placement on the alternate list, or an official denial).
- The Graduate Program Management Specialist will email the Graduate School with the names of the students to be admitted. They will download those applications from NursingCAS into Slate and verify with the applicant that the application requirements are met.
- The Graduate School will push the applicant names back to the SON for final confirmation in Slate.
- The Graduate School will email applicants their final admission notifications.
- Applicants will be admitted to the program based on meeting the above criteria and space availability.

POLICY TITLE:

Delayed Admission to SON Programs

Last Revision/Review Date: 3/6/2026 NFSO; edits MH 5/13/2026
Previous Review Dates: 11/5/15 KH; 2/5/16 NFSO; Reviewed GLT 4/2022
Original Policy Date: 5/4/94
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Students who have been accepted into a SON program (undergraduate or graduate) may choose to delay their admission to the program for a variety of reasons. For such circumstances, the following procedure will be followed:

PROCEDURE:

1. Applicants who have been admitted to a SON program (undergraduate and graduate) but wish to delay their program start date, may do so for a maximum of one year, regardless of the circumstance. The applicant must have completed all admission requirements for the originally designated program start date before requesting deferment.

2. Applicants must request deferment of admission, in writing, to the respective program coordinator within 1 month of their acceptance to their program.

3. Applicants delaying admission will not have to reapply to the UNC (UG Admissions or Graduate School) School of Nursing the following year but must provide, in writing to the program coordinator, their intention to begin the program no later than 4 weeks prior to the program start date, or as otherwise indicated.

    a. Failure to submit a letter of intention 1 month prior to the program start date will lead to forfeiture of their admission. The applicant may reapply during the next application cycle.

    b. Program coordinators and SON administrative staff will not be responsible for contacting students in order to prompt their letter of intent to begin the program.

POLICY TITLE:

Provisional Admission to Graduate Programs

Last Revision/Review Date: 12/4/15 NFSO; Reviewed GLT 4/2022
Previous Review Dates: 12/10/08 KH; 2/09 GCO/GLT; 11/2015 GLT/GCO
Original Policy Date: 5/4/94
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Students who meet all of the admission requirements except that of the GPA minimum, may be admitted with a provisional status upon recommendation of the Graduate Leadership Team.

PROCEDURE:

Prior to regular admission to the Graduate School and School of Nursing Master's Program, the specific provisions outlined by the School of Nursing which are consistent with Graduate School provisions are as follows:

1. Upon the recommendation of the Graduate Program Coordinator, the program advisor will select five semester hours of graduate level courses which are representative courses in the program's curriculum (e.g. core nursing courses). These courses must be taken within the student's first two semesters at UNC, and must be UNC courses.
2. If the student's grade point average for the above selected courses falls below 3.00 the student will not be granted regular admission to a degree program in the School of Nursing.
3. If the student's grade point for the selected courses is equal to or greater than 3.00, the department/division may recommend the student to the Dean of the Graduate School for regular admission.

PhD in Nursing Education

(66 credits)

Year One (1)

First Fall	First Spring	First Summer
NURS 703 - Philosophical Underpinnings of Nursing Science (3)	NURS 711 - Advanced Theory and Knowledge Development in Nursing (3)	NURS 724 - Design, Methods and Analysis in Health Care Research, Part II (3)
NURS 741 - Evidence–Based Teaching (3)	NURS 723 - Design, Methods and Analysis in Health Care Research, Part I (3)	PSY 681 - Cognition and Instruction I (3)

Expected/Recommended Outcomes at End of Year 1

Personal Goal Setting:

- Develop personal goals for each year of the PhD program and beyond
- Identify potential dissertation topic and theoretical framework to guide dissertation (Note: this can change!)

Program Outcome 1: Research/Scholarship benchmarks:

- Reflect on the relationship between theory and research
- Demonstrate awareness of opportunities for scholarly presentations, networking, by noting appropriate conferences, attendance if feasible, for example, Nurse Educator of the Rockies conference or similar
- Beginning preparation for comps
  - Develop system for filing course materials/materials for comprehensive exam review (e.g., leadership, research, and education) and dissertation focus

Program Outcome 2: Leadership benchmarks:

- Guidelines and handbooks:
  - Develop familiarity with Graduate School website, deadlines, location of forms, and dissertation manual
  - Review PhD handbook, including initial knowledge of expectations for success, comprehensive exam procedures, and dissertation options

Program Outcome 3: Scholarship of teaching benchmarks:

- Writing, searching and formatting:
  - Use RefWorks, or other system at their university, for citations;
  - Familiarize yourself with APA writing style and formatting - review book or identify online resources.
  - Conduct focused keyword searches in at least two UNC databases, seeking consultation from UNC librarian and PhD faculty, as needed
  - Identify writing supports within and outside UNC

If alternative dissertation format planned:

Identify one article by end of year one that might be developed from course projects. Consult with PhD Program Coordinator and faculty if this is of interest to you.

YEAR TWO (2)

Second Fall	Second Spring	Second Summer
NURS 707 - Leadership in Health Policy (3)	NURS 760 - Advanced Nursing Curriculum Design and Program Evaluation (3)	NURS 702 - Advanced Concepts of Vulnerable Underserved Populations (3)
SRM 700 - Advanced Research Methods (3)	SRM 680 - Introduction to Qualitative Research (3)	NURS 679 – Technology in Healthcare Education (3)

EXPECTED/RECOMMENDED OUTCOMES AT END OF YEAR 2

Personal Goal Setting:

- Assess and review Year 1 personal goals and revise as needed
- Continue refining dissertation topic and specific research questions
- Preparation for comprehensive exam; keep resources and course materials organized for easy access.

Program Outcome 1: Research/Scholarship benchmarks

- Refine potential dissertation topic
- Discuss dissertation topic and methods ideas with PhD faculty and PhD Program Director
- Consider potential committee members from UNC as a whole and from the School of Nursing
- Submit abstract for poster or podium presentation for professional conference (notify PhD program coordinator of acceptances!)

If alternative dissertation format planned:

- Complete draft of Article 1
- Identify potential Article 2 from Year 2 classes; draft initial thoughts

Program Outcome 2: Leadership benchmarks

- Continue to review guidelines and handbooks
- Review Graduate School deadlines/procedures for final year of classes
- Familiarize self with elective possibilities, talk over with PhD Program Coordinator or Research Advisor, review NEXUS website

Program Outcome 3: Scholarship of teaching benchmarks

-
- Apply growing body of knowledge regarding the scholarship of teaching to educational practice through application in work setting and scholarship activities
- Writing skills
  - Continue to develop writing and APA skills (for example, gaining skills in creating persuasive, clearly written documents such as proposals, presentations, grant submission, abstract, etc.), seeking consultation from PhD faculty if additional resources are needed

YEAR THREE (3)

Third Fall	Third Spring	Third Summer
NURS 716 Scholarly Writing and Inquiry (3)	NURS 720 – Grant Writing for Nursing Education (2)	NURS 777 – Advanced Qualitative Research Methods in Nursing (3)
NURS 710 – Measurement of Nursing Student Outcomes (3)	**ELECTIVE (3)	NURS 797 - Doctoral Proposal Research (2 (w/ Research Advisor)
NURS 797 - Doctoral Proposal Research (1 (w/ Cohort)	NURS 797 - Doctoral Proposal Research (1 w/ Cohort)	**NURS 777 and Elective courses may flip-flop semesters*

EXPECTED/RECOMMENDED OUTCOMES AT END OF YEAR 3

Personal Goal Setting:

- Re-assess personal goals for Year 2 and revise as needed
- Draft ideas for a potential program of research related to topics of interest
- Complete written and oral comprehensive exams

Program Outcome 1: Research/Scholarship benchmarks

- Preparation for Comps
  - Finalize Research Advisor and Dissertation Committee
  - Schedule written comprehensive exam in Spring with Research Advisor and Program Coordinator (noting comps review panel meeting in that semester)
  - Following success with written comprehensive, schedule oral comprehensive exam with committee and Graduate School
- Finalize dissertation topic and method
  - Develop timeline for Year 4
  - Proposal:
    - Complete/update (if needed) CITI certification for IRB approval and dissertation work
    - Complete draft of proposal—Chap 1, 2 and 3 (or alternative format)
    - Plan site(s) approvals, IRBs or MOU's if needed
    - Schedule proposal defense with committee and Graduate School
  - Submit abstract for podium presentation for professional conference (notify PhD program coordinator of acceptances!)
  - Explore funding mechanisms for dissertation research

If alternative dissertation format planned:

- Complete draft of Article 2

Program Outcome 2: Leadership benchmarks

- Continue adherence to guidelines and handbooks
- Review Graduate School deadlines/procedures for final year of classes/dissertation progress

Program Outcome 3: Scholarship of teaching benchmarks

- Continue to add to dissertation files
- Continue to apply growing body of knowledge regarding the scholarship of teaching to educational practice through activities in work setting, presentation and scholarship
- Writing skills
  - Continue to develop writing and APA skills, seeking consultation from PhD faculty and Research Advisor if additional resources are needed
  - Plan on a submission for publication and/or a grant proposal

YEAR FOUR (4)

Fourth Fall	Fourth Spring	Fourth Summer
NURS 799 - Doctoral Dissertation	NURS 799 - Doctoral Dissertation	NURS 799 - Doctoral Dissertation

EXPECTED/RECOMMENDED OUTCOMES AT END OF YEAR 4….AND BEYOND

Program Outcome 1: Research/Scholarship benchmarks

- Schedule proposal defense with committee members
- Draft timeline for completion of dissertation research including Graduate School deadlines
  - Conduct research
- Schedule final defense with committee members and Graduate School
- Apply for graduation

Program Outcome 2: Leadership benchmarks

- With Research Advisor, comply with requirements for dissertation credits
- Assure adherence to policies and procedures for graduation
- Graduate and Celebrate!

Program Outcome 3: Scholarship of teaching benchmarks

- Draft publications
- Continue to apply growing body of knowledge regarding the scholarship of teaching to educational practice
- Consider nurse educator career planning
- Submit abstracts for presentation at professional conferences
- Notify Research Advisor/Grad Management Specialist of publication/presentation

If alternative dissertation format planned:

- Submit article(s)

* The distribution of the required 12 credit hours of NURS 799 are scheduled in consultation with your Research Advisor. **You must register for at least 1 credit or pay the continuous enrollment fee the semester in which you graduate**.

**Three (3) credits of electives are required; suggested scheduling is presented. Elective options may include but are not limited to: NEXus Courses; UNC courses such as NURS 679, PSY 500, PSY 644, SRM 660, SRM 687, TIP 641, TIP 643, ELPS 601, ELPS 604, ELPS 605, ELPS 608, ELPS 665

****Doctoral students have up to 8 years in total to complete their program.*

Elective Course Options

Consult with Dr. Darcy Copeland (darcy.copeland@unco.edu), PhD Program Coordinator, for approval and final course selection.

OPTION 1: UNC Courses *(Updated 5.14.26)*

Below is a list of **UNC courses** that have been taken by other nursing students over the years to meet their elective requirements. Students can look for other course options to fit their interest in the Graduate Catalog. **Note:** *Courses may vary by semesters offered and delivery format. Use the public course schedule to determine when and how a course is delivered. You are also encouraged to reach out to the instructor (first.last@unco.edu) or department and request a syllabus and dialogue with them about the course.*

NURS 679 Technology in Healthcare Education **Course is a program requirement as of AY 2026-27*

Statistical Research and Methods

SRM 519 Qualitative Analysis Software

SRM 660 Mixed Methods Research

SRM 687 Narrative Inquiry *(*this is strictly qualitative)*

SRM 686 Qualitative Case Study Research

Educational Technology (ET) Courses

ET 631 Distance Education

ET 641 Designing, Playing, and Learning

ET 643 Innovative Instructional Formats

Psychology

PSY 644 Motivation in Education

PSY 500 Educational Psychology for Teachers

PSY 530 Life Span Developmental Psychology

PSY 533 Social Emotional Learning in Education

PSY 581 Brain and Education

PSY 587 Social Cognitive Neuroscience

Business

MBA 554 Ethical Leadership and Org Behavior

Education (ELPS/ECLD) courses would be with mostly education students

ECLD 523 Academic Language/Literacy Development for Diverse Learners in School Settings

ELPS 601 Leadership Development Through Inquiry

ELPS 604 Understanding People: Professional Development and Educational Leadership

ELPS 605 External Environments: Social, Political, and Economic Influences in Educational Leadership

ELPS 608 Issues in Educational Leadership: Implications for Practice

ELPS 665 Policy Analysis and Development

OPTION 2: NEXus Courses

The UNC School of Nursing is a member of the Nursing Education Xchange (NEXus, https://winnexus.org/). NEXus is collaboration between participating doctoral programs in nursing that allows Nursing doctoral students enrolled at member colleges and universities to take courses from other member institutions to expand elective coursework options and educational experiences. To see the specific procedure for requesting a seat with NEXus:
https://extended.unco.edu/current-students/graduate/nursing-ed-phd-ol-co-nexus/

All students signing up for a NEXus course at a partner institution other than their home campus will pay the NEXus Common Price for each academic year (Fall, Spring, Summer). The price per credit includes tuition and fees (including application fee, technology fee, library access, transcript request fee, etc.) and is the same, no matter where the course is offered. **Note**: The NEXus Common Price does not cover the cost of books or educational materials, nor any fees for late payment to the teaching institution.

Tuition Rates

Tuition and fee rates are subject to approval by the UNC Board of Trustees each summer and are subject to change. They are posted by Extended Campus on each program's page and Extended Campus' general cost page. Tuition rates are effective during the subsequent Fall, Spring, and Summer semesters.

https://www.unco.edu/admissions-aid/tuition-fees/extended-campus/

Graduation Information

Students who are completing a **degree program** 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.

Preparing for Graduation:
https://www.unco.edu/graduate-school/preparing-for-graduation/

Deadlines Related to Graduation:
https://www.unco.edu/graduate-school/graduate-graduation-deadlines/

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Academic Progression, Expected Student Performance, and Related Policies

PhD Program Progression

Students are expected to progress according to the Program of Study provided by their advisor. Any exceptions must be discussed and approved by the program coordinator.

All courses must be completed with a minimum grade of "B". See Progression in Graduate Programs Policy in the next section for details.

Doctoral students must complete all degree requirements within eight (8) years from their first enrollment after admission to the program. If approved coursework completed prior to admission is applied toward the degree, the eight-year time limit begins with the earliest course counted toward the program. Therefore, approved transfer credits or unclassified graduate coursework may reduce the overall time allowed to complete the degree.

Course Syllabi

Each nursing syllabus outlines the course objectives and is a guide for achieving the expectations of the course. The faculty will explain the requirements of each course during the first week of the semester. If you have questions or need clarification, please make an appointment with the course faculty member early in the semester.

Evaluation practices (grading) may vary from course to course or semester to semester. Please be sure you understand the evaluation policy.

Standard UNC Syllabus Statements can be found at: https://www.unco.edu/academic-effectiveness/center-enhancement-teaching-learning/syllabus-statements/

It is advised that students keep copies of all program syllabi for future reference if needed.

Course and Faculty Evaluations

Near the end of each semester students will receive an email to complete course and faculty evaluations in Canvas. Timely completion of the evaluations each semester is an extremely important part of our accreditation process and assists in our program review including faculty and curriculum. This is a great opportunity to share both positive and constructive feedback that can be utilized to shape the nursing student experience for you as well as future cohorts. All evaluations are anonymous and confidential.

Academic Related Policies

(See the following pages for Academic Related Policies)

UNC | School of Nursing

POLICY TITLE:

Academic Appeals-School of Nursing

Last Revision/Review Date: 10/18/19 NFSO; MH edits 8/13/2026
Previous Review Dates: 9/92, 2/20/98 JR; 12/01; 2/07; 12/6/10 NFSO; 11/12 GLT; 10/21/15 GLT / 2-2016 NFSO; 10/18/19 ULT/NFSO
Original Policy Date: 11/12/2014
Sponsoring Committee(s): School Leadership Team - Academic Policy

DESCRIPTION:

The purpose of the procedures outlined below is to provide the student with guidance for appealing an academic decision that they consider arbitrary, capricious, or contrary to university policy, which are the reasons acceptable to the University for appealing. Before utilizing these procedures, or between any of the appeals steps outlined below, the student is encouraged to seek advice from their academic advisor. It is further recommended that attempts at mediation between student and instructor be pursued.

Procedures for implementation of this policy are based on UNC Board Policy, specifically Academic Appeals Policy and Procedure (Policies 2-1-201 - 2-1-204; most recently updated June 2025). The student must follow the Steps for Appeal as set forth in 2-1-204 of UNC Board Policy.

PROCEDURE:

1. The student is encouraged to set up an informal conference with the instructor involved for the purpose of trying to resolve a grievance before the initiation of the formal academic appeals process.
2. If no resolution is reached in Step 1, the student may then move forward with a formal appeal. The student is recommended to meet with the Program Coordinator of their respective program to discuss the situation and be advised on the formal appeal process set forth in University Board Policy (Policies 2-1-201 - 2-1-204).
3. The formal appeal must be initiated in writing within 20 working days after the end of the semester or session in which the action being appealed occurred, as per the UNC Board Policy.

UNC | School of Nursing

POLICY TITLE:

Artificial Intelligence Student Use Policy

Last Revision/Review Date: 12/5/2025 NFSO
Previous Review Dates:
Original Policy Date: 12/5/2025
Sponsoring Committee(s): School Leadership Tem

DESCRIPTION:

The UNCO School of Nursing affirms its responsibility to ensure that all students demonstrate the competencies, critical reasoning, and professional integrity necessary to provide safe, high-quality patient care. We have an obligation to prepare students to engage with AI across clinical, teaching, and research settings in an ethical manner. Student assessment in the age of AI must continue to uphold these standards of competency and accountability. We recognize that while AI tools may enhance learning and efficiency, they also challenge traditional measures of capability, integrity, and authenticity. Therefore, assessments must continue to reflect students' independent mastery of knowledge and skills essential for nursing licensure, clinical readiness, and professional practice.

For both clinical and non-clinical programs, AI presents unique opportunities and complexities. In clinical settings, students must adhere to privacy, safety, and anti-bias practices to promote health equity with AI use. Non-clinical programs rely on cultivating deep inquiry, scholarly reasoning, leadership, and sustained intellectual engagement. This policy will guide responsible AI use in coursework, research, and assessment, ensuring that our graduates remain competent, ethical, and forward-thinking leaders in nursing education and practice.

PROCEDURE:

1. The SON Director will work with the program management specialists to include the SON AI Use Policy in all student program and clinical faculty handbooks. The program coordinators will review during the orientation to each program.

2. SON faculty will add the following statement to their course syllabi and the associated CANVAS course for all SON courses except DNP scholarly project and PhD Dissertation courses (NURS 727/798/797/799)–

   "Artificial intelligence (AI) tools may be used as indicated for each course assessment using the following scale. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI in their written proposal and final written product, if allowed. Failure to do so and/or the use of generative AI tools to create content are violations of academic integrity and subject to the SON Code of Conduct Policy."

   The following AI Use – Assessment scale is to be used as a guide to communicate the expectations for AI use on each course assignment/assessment. Faculty may choose to add the scale to their syllabus but are not required to, and may adjust the suggested phrases to match the needs of their courses/assignments.

Artificial Intelligence Use - Assessment Scale – (adapted from Perkins, et al., 2024)

		Description
1	No AI	The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills. *AI must not be used at any point during the assessment.*
2	AI Assisted Idea Generation and structuring	AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. *No AI content is allowed in the final submission*
3	AI- Assisted Editing	AI can be used to make improvements to the clarity or quality of student created work to improve the final output, but no new content can be created using AI. *AI can be used, but your original work, with no AI content, must be provided in an appendix.*
4	AI Task Completion, Human Evaluation	AI is used to complete certain elements of the task, with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI generated content and evaluating its output. *You will use AI to complete specified tasks in your assessment. Any AI created content must be cited.*
5	Full AI	AI should be used as a 'co-pilot' in order to meet the requirements of the assessment, allowing for a collaborative approach with AI and enhancing creativity. *You may use AI throughout your assessment to support your own work and do not have to specify with content is AI generated.*

3. SON faculty shall add a statement to each course assessment/assignment that indicates the allowed level of AI use on that course requirement. Faculty may choose to use the italicized statement corresponding to the level of AI use (as indicated on the table) or may change the italicized statement to meet the needs of the assignment in their course. Each statement will be found in the assignment description in the syllabus and may or may not refer back to the table (if used).

4. SON faculty teaching in the doctoral scholarly project and dissertation courses (NURS 727/798/797/799) will add the following statement to the syllabus instead of the statement outlines in #2 above –

   Artificial intelligence (AI) tools may be used to help generate topics, ideas, and outlines and to revise the learner's original work in this course. Any other use of AI to generate content is prohibited. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI in their written proposal and final written product; failure to do so and/or the use of generative AI tools to create content are violations of academic integrity.

5. SON faculty will add language reminding students to never enter personal, private, or HIPAA-protected data into generative AI platforms (public or private) as a statement under course/grading requirements.

6. SON faculty will add a statement for each course involving student research that all documents/outputs involving the use of AI, if allowed, must comply with IRB and data security requirements.

7. Students may choose to opt out of AI use for any assignment and be provided an alternate assignment to meet the course requirement.

8. Students must declare how they used AI tools such as for topic generation, brainstorming, outlining, editing, etc. for each course assignment for which it is allowed. Example declarations will be provided in the syllabus to guide the students, such as:

   "I attest that this project made use of AI in the following ways…"
   [List tools used, purpose, and how outputs were edited or validated.]

9. Students must cite and reference materials generated by AI using APA Style and Grammar Guidelines (2025) https://apastyle.apa.org/blog/how-to-cite-chatgpt

10. Students who use AI in an authorized manner for assessments, clinical logs, care plans, or other course work will be subject to *UNC Code of Conduct* and SON Code of Conduct Policy. Students may be asked to orally defend or explain their work if AI misuse is suspected.

UNC | School of Nursing

POLICY TITLE:

Grading Policy

Last Revision/Review Date: 2/18/2022 - NFSO
Previous Review Dates:
Original Policy Date: 2/18/2022
Sponsoring Committee(s): School Leadership team

DESCRIPTION:

The SON will employ the following grading policy and procedure to ensure consistency in course grading, standardize grading schema across programs, and assure students are meeting professional standards and program outcomes.

PROCEDURE:

1. The School of Nursing grading policy for all programs will not use +/- as per the university grading policy outlined in the respective catalog.

2. Each course syllabus will outline the grading policy under the section titled "Method of Evaluation".

3. The method of evaluation statement will also include information on requirements for passing the course. For the undergraduate programs, the statement will read: "*A grade of "C" or higher ("S" for clinical courses) is required to pass this course*". For graduate programs the statement will read: "*A "B" or higher ("S" for clinical courses) is required to pass this course*".

4. A statement will be included for all SON course syllabi regarding completion of course assignments/requirements. The statement will read *"Students must complete all course assignments/requirements as outlined in the syllabus".*

5. The grading policy will be communicated to students at program orientation, in the student handbooks, and each course syllabus.

UNC | School of Nursing

POLICY TITLE:

Nursing Licensure Policy for Post-licensure Students

Last Revision/Review Date: 1/26/18 NFSO
Previous Review Dates: 11/13 ULT; 1/19/18 ULT
Original Policy Date: 11/22/2013
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Post Licensure students must have an unencumbered valid nursing license when admitted and maintain the license throughout the program. .

PROCEDURE:

1. Any change in the status of the student's license must be reported to the School of Nursing immediately, by the student.
2. A license that has been suspended or revoked will prevent the students from progressing in the program.
3. Once a suspended or revoked license has been reinstated the student may apply for readmission.
4. Failure to report a change in license status will result in dismissal from the School of Nursing.

UNC | School of Nursing

POLICY TITLE:

Progress Review of Doctoral Students

Last Revision/Review Date: **5/1/2026 NFSO; 5/13/26 MH edits (formatting/grammar)**
Previous Review Dates: 12/4/15 NFSO; 3/3/17 GLT; 3/24/17 NFSO
Original Policy Date: 3/9/15
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

The purpose of this policy is to develop internal procedures to conform with the Graduate School's policy regarding annual progress review for all doctoral students. This evaluation is to be performed yearly until the student passes oral comprehensive exams. See UNC graduate catalog at https://unco.smartcatalogiq.com/current/graduate-catalog/program-requirements/doctoral-degree-requirements/courses-and-credit-hours/progress-review

PROCEDURE:

1. Each doctoral student will complete a self-evaluation each fall. The self-evaluation link, generated by the student services coordinator, will be sent to the doctoral students by the Graduate Clinical Compliance and Program Management Specialist during fall semester.

2. The faculty for each doctoral course taken the previous year will complete an evaluation for each student through an evaluation link generated by the Graduate Clinical Compliance and Program Management Specialist and forwarded to the faculty during fall semester.

3. The respective program coordinator will be responsible for obtaining the data from the Graduate Clinical Compliance and Program Management Specialist annually in the spring. Based on the data collected, when necessary and in collaboration with a student the program coordinator will develop a recommendation for improvements following the Graduate School policy.

4. The program coordinator's summary report and any recommendations on each doctoral student is due to GLT and the School of Nursing Director by April 15th each year. This report will include a recommendation of whether students are to be continued each year without conditions, continue with conditions, or not continue.

5. The School Director will either approve and submit the report to the Dean of the Graduate School by May 1st each year, or if in disagreement the program coordinator may convene a meeting of GLT to deliberate following the Graduate School policy, linked above.

UNC | School of Nursing

POLICY TITLE:

Progression in Graduate Programs

Last Revision/Review Date: 5/1/2026 NFSO; MH updates 5/13.2026 (update DNP project timeline)
Previous Review Dates: 1/13/17 KH; 2/3/17 NFSO; 10/18/19 GLT; 10/13/23 NFSO; 12/5/2025 NFSO
Original Policy Date: 3/9/15
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Successful completion of the graduate nursing programs requires a minimum grade of 'B' in each course, satisfactory grade in each clinical course, and completion of applicable graduate school requirements (e.g. comprehensive exams, proposal and final dissertation/DNP scholarly project defenses). The student will not be able to complete any additional course work in the clinical portion of their program of study until the clinical course in question has been successfully completed. The student may not graduate without all of these requirements met satisfactorily.

Unsatisfactory course work and retake procedures:
One didactic or clinical course may be repeated if the grade is lower than a 'B' or Unsatisfactory. The graduate comprehensive exams (written/oral) allow for one retake. The repeated course will be recorded on the student's transcript and both letter grades will count towards the cumulative grade point average. If the student does not receive a 'B' or higher in a didactic course or Satisfactory grade in a clinical course on the repeat attempt, progression in the graduate program is not adequate and program termination will be recommended by GLT to the SON Director and UNC Graduate School.

A second grade below a "B" or "Unsatisfactory" in any additional course will be cause for program termination recommendation.

If the student receives lower than a 'B' or Unsatisfactory in two courses in the same semester, then program termination will be recommended by GLT.

If the student chooses to Withdraw ("W") due to failing grades twice during the enrolled program, then program termination will be recommended by the GLT to the SON Director and Graduate School.

To appeal a grade or program termination, the student shall follow the SON and UNC academic appeals policy and procedure.

Completion of dissertation and DNP Scholarly project credits:

PhD students: In order to enroll in 799 credits students should also have completed 4 N797 credits.
If needed, students may enroll in 1 credit of N799 in the semester they are completing the written and/or oral exam if all 4 N797 credits have been completed based on consultation with the Research Advisor (RA). Students will work collaboratively with the RA regarding enrollment/spacing of N799 credits.

DNP students: Students must take N727 (DNP Scholarly Project Proposal) prior to registering for N798 (DNP Practicum) credit hours. Students must meet with the DNP Program Coordinator to discuss/request registration for ALL N798 credit hours. This discussion will include the specific number of credit hours of N798 that the student will be cleared for registration. Course overrides will be required to register for all N798 hours. The Written and Oral Comprehensive Exams and Scholarly Project proposal (one scheduled meeting) must be completed during N727 enrollment. The Final DNP Scholarly Project Defense will ONLY be completed while actively registered for N798 during the subsequent semester.

POLICY TITLE:

Student Accommodations

Last Revision/Review Date: 5/1/2026 NFSO
Previous Review Dates: 4/19/19 ULT/NFSO; Edits MH/DRC 8.18.25
Original Policy Date: 4/19/19 ULT/NFSO
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

At the University of Northern Colorado, we recognize disability as a vital aspect of diversity and are committed to fostering inclusive, accessible learning environments. The faculty and staff of the School of Nursing value diverse lived experiences of our students, including those with disabilities, and are committed to creating inclusive learning environments that reflect our profession's ethics and university's values of equity, access, and belonging. The School of Nursing partners with the DRC to implement approved accommodations.

PROCEDURE:

1. Students who require disability-related accommodations for testing, teaching and learning environments, clinical placements, and more, should connect with the Disability Resource Center (DRC) to engage in an individualized, interactive process. This ensures both consistency and alignment with institutional policy, federal law, and the university's equity goals.

2. SON faculty and staff should refer any student seeking disability-related accommodations directly to the DRC to ensure a fair, legally compliant, and supportive process for all learners.

3. If testing accommodations are requested and approved, the School of Nursing will collaborate with the DRC and the student to determine the most appropriate and feasible timing for test administration, while maintaining the integrity of the exam. Students are generally expected to test on or near the originally scheduled date, but flexibility may be needed depending on accommodation requirements and logistics. Testing may need to be scheduled the day before or after the scheduled exam time to assure the student does not miss any lecture/skills time in class, per the discretion of the faculty member.

4. SON faculty should not independently implement or modify accommodations without consulting the DRC. Faculty are expected to partner with the DRC in implementing approved accommodations to ensure consistency, legal compliance, and educational equity.

5. If a student incurs an injury or requires a short-term accommodation, they should follow the SON Performance Standards policy and reach out to the SON Director/DRC for further instructions.

6. Students and faculty are encouraged to reach out to the UNC Disability Resource Center for any questions regarding process, eligibility, or support. https://www.unco.edu/disability-resource-center/ Contact information- DRC@unco.edu 970-351-2289.

UNC | School of Nursing

POLICY TITLE:

Student Code of Conduct

Last Revision/Review Date: 5/1/2026 NFSO
Previous Review Dates: 9/16/114/20/18 ULT; 4/27/18 NFSO; 3/7/2025 NFSO
Original Policy Date: 10/2011
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Nurses are charged with ensuring the protection, promotion, and optimization of health and wellbeing of individuals and their communities. As such, UNC nursing students are expected to maintain the highest standard of personal and professional conduct, in alignment of nursing professional organizations (ANA, 2025), and to embrace the values, moral norms, and ideals of the profession. To assist in communication of the expected conduct of a professional nurse, students will be required to read and sign the School of Nursing's Student Code of Conduct at the beginning of their program and review at the beginning of each semester.

PROCEDURE:

7. The School of Nursing Student Code of Conduct will be included in each program's student handbook and updated annually. A link to the handbook will be provided in all syllabi and on the SON website.

8. Additional information related to student professional conduct will also be linked in the student handbook, including UNC's Code of Conduct, the Board of Trustee's Policy manual section on student conduct (Part 5), and the American Nurses Association's Code of Ethics to provide additional information and highlight the importance of this topic.

9. Each student will review the Student Code of Conduct and other materials in the student handbook as a part of the program's orientation. After an opportunity to ask questions and receive clarification the students will be required to sign the Code of Conduct acknowledging their understanding, which will be kept in the student's file.

10. Any breach of code of conduct will be communicated to the respective program coordinator by the person witnessing or learning of the infraction.

11. The program coordinator will determine, in consultation with appropriate faculty/SON leadership, the appropriate action, which may include, but is not limited to, verbal/written warning, development of an action/remediation plan, or program termination, depending on the severity of the infraction. Documentation of an action taken will be kept in the student file.

UNC's Student Conduct Policy

Students are also expected to be familiar with the University's expectations as outlined in UNC's Student Code of Conduct located at: https://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Student Code of Conduct

UNC's School of Nursing faculty members have a social and professional responsibility to ensure the development and consistent performance of ethical, personal, and professional conduct of the highest standard of all students in the undergraduate and graduate nursing programs. The student is expected to conduct themselves in a manner that reflects the ethical, personal and professional accountability congruent with the School of Nursing's values, program objectives, and the American Nurses Association's (2025) *Code of Ethics for Nurses*. Faculty members are responsible for communicating expectations of student's conduct throughout the program. Additionally, faculty members are responsible for providing feedback and designing corrective action plans when necessary to assist students in developing expected ethical, personal and professional nursing behaviors as part of their ongoing education as a professional nurse. The development and demonstration of appropriate ethical, personal, and professional conduct is the responsibility of the student and is determined as essential for the student's transition into professional practice.

ANA CODE OF ETHICS FOR NURSES (2025)

Provision 1:
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2:
The nurses' primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, or community, or population

Provision 3:
The nurse establishes a trusting relationship and advocates for the rights, health and safety of recipients of nursing care.

Provision 4:
Nurses have authority over nursing practice and are responsible and accountable for their practice; consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5:
The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6:
Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7:
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8:
Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9:
Nurses and their professional organizations, work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing .

Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Reference: American Nurses Association (2025). *Code of Ethics for Nurses*. Silver Springs, MD:ANA.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Student Code of Conduct

I understand that during my educational experience in the University of Northern Colorado, School of Nursing I am expected to demonstrate ethical, personal, and professional conduct in congruence with ANA Code of Ethics (2025), UNC Dean of Students', Student Code of Conduct, the School of Nursing's values statement, program outcomes and course objectives.

I agree I am responsible to:

- review and adhere to the University's and the School of Nursing's Code of Conduct and specific clinical agency policies.
- review and adhere to national standards of conduct for a student and professional nurse.
- demonstrate behaviors consistent with the above policies and standards in all settings when in the student role, including all clinical, classroom/laboratory, and public settings.
- refrain from violation of federal, state, or local ordinances including, but not limited to, those covering alcohol, narcotics, illicit drugs, gambling, sex offenses or arson.
- refrain from disorderly, lewd, and indecent or obscene language or conduct
- refrain from all public displays of affection with significant others, colleagues, or others on campus or at the clinical site
- refrain from use of technology to view or send obscene or threatening material to students, faculty, staff, or patients.
- refrain from forgery, alteration, misuse, destruction, or mutilation of college documents, records, identifications, or other educational materials of the school or other students.
- refrain from copying (e.g. taking pictures/screenshots, recording audio/visual materials) any portion of any type of examination, including hands on demonstrations, paper/pencil, computer-based examinations/assessments, or distributing (verbal or otherwise) any information related to a SON course examinations or other assessments.
- use generative AI for all course related work as outlined in the course syllabus and *SON Testing Policy*.
- follow professional standards for incorporation of published and unpublished sources in all course related work and recognize that incorporation of materials from other sources or paraphrasing of such material without acknowledgment is considered plagiarism.
- attest that all work is of my own words and creation, except where clearly indicated and acknowledged using professional standards of citation and referencing.
- attest performance on all examinations and other coursework reflects my knowledge without use of unauthorized materials.
- attend all lecture/laboratory/clinical courses as outlined in course syllabi and *SON Clinical Programs Attendance Policy*.
- dress in accordance with specific program's dress code policy in all settings; refrain from wearing student uniform in public settings if not performing course requirements.
- uphold utmost integrity in personal, professional, and academic situations by refraining from and reporting any form of dishonesty or breach in the above standards and policies using appropriate communication channels.
- demonstrate respect for differences in race, gender, ethnicity, sexual orientation, religion, social class, national origin, and disability.
- communicate in a professional and respectful manner promoting collegiality, civility, collaboration, and a positive learning/clinical environment at all times, and in all situations.

I understand and acknowledge that, in the event I breach any provisions of University and School of Nursing Policies or national professional standards, I will be subject to disciplinary action which may include dismissal from the nursing program.

Print Name:_____ Signature:_____ Date:_____

UNC School of Nursing

POLICY TITLE:

Student Concerns

Last Revision/Review Date: 12/6/2025 NFSO reviewed
Previous Review Dates: 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH; 12/3/21 NFSO
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team – Academic Policy

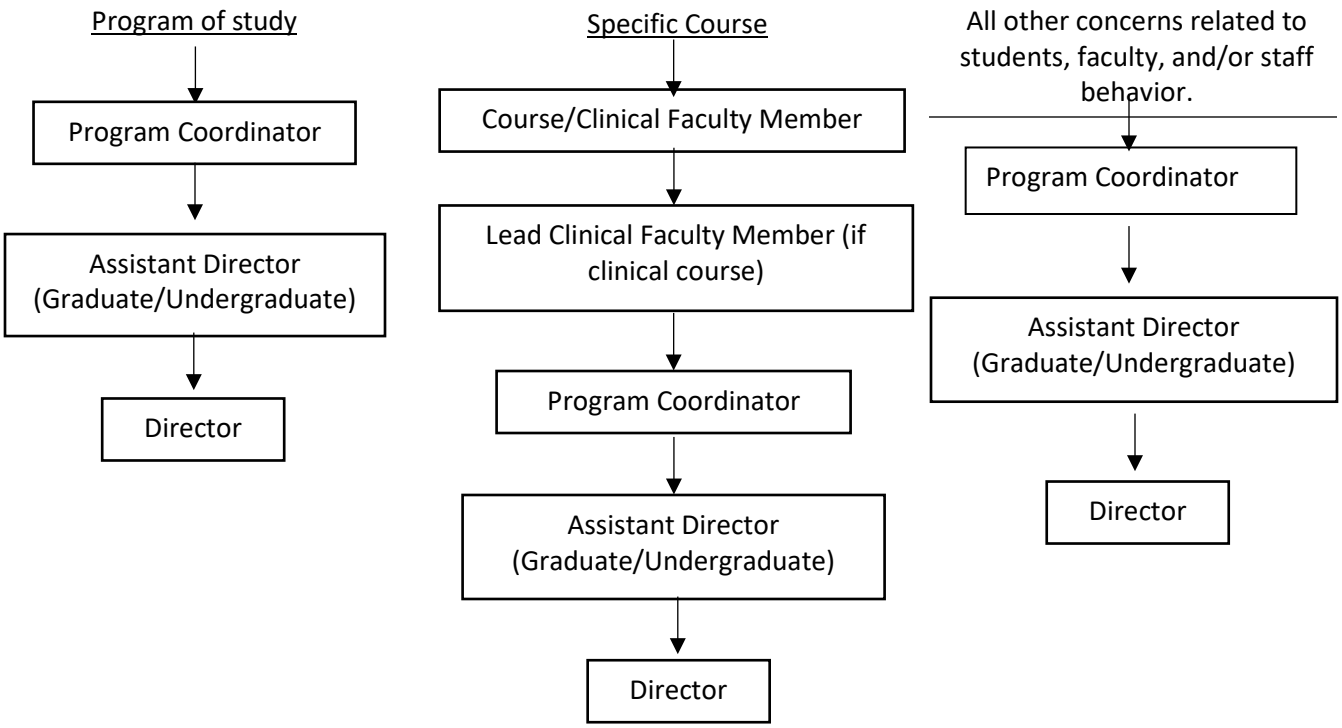
DESCRIPTION:

The SON encourages students to voice their concerns about their nursing educational program and/or academic procedures.

PROCEDURE:

1. Depending on the nature of the concern, a student is encouraged to reach out to the specific faculty member identified in the chart below to report the concern and receive guidance about how to address the issue (including steps to initiate a formal complaint or grievance).

2. If the concern is directed toward the faculty member identified as their point of contact, the student is then directed to the next person in the chart, and so on.



3. The student with concerns regarding an academic decision or other formal grievance are directed to appropriate Assistant Director to provide the student information on the SON Academic Appeals Policy, or UNC Board Policy Manual, and assist the student with next steps

POLICY TITLE:

Students' Dishonest Acts

Last Revision/Review Date: 4/2/21 NFSO
Previous Review Dates: 5/91 SCB w/ University Counsel; 10/31/93 VK; 4/98 LC; 11/27/01 DP; 12/09 ULT/GLT/NFSO, 11/30/18 GLT/NFSO; 12/2020 GLT/NFSO; 1/2021 ULT
Original Policy Date: 2/21/86
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Dishonesty violates the professional code of ethics. Students are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

1. Taking an exam or writing a paper for another student.
2. Copying a few sentences for a paper without appropriate referencing to credit the source; See University definitions of Plagiarism.
3. Copying or sharing information from answer sheets and/or care plans without doing the work independently.
4. Sharing information regarding a course exam with anyone (even classmates). The exams should not be printed, copy/pasted, screen captured, etc.
5. Leading one to believe you have completed a required assignment or activity when indeed you have not
6. Fabricating data.
7. Stealing school, agency, or client property.

Students will be held accountable for their dishonesty.

PROCEDURE:

Student Responsibilities:

1. Students shall recognize or value that academic honesty is highly correlated with professional nursing ethics. Students are responsible and accountable for their behavior.
2. Students will comply with testing administration procedures and other course expectations.
3. Students will physically focus directly on their own work during examinations.

Faculty Responsibilities:

1. Faculty will provide student handbooks that direct students to university policies.
2. Faculty will use measures to minimize the opportunity for cheating/dishonest acts. Such measures may include seating arrangements during testing, assuring all test booklets are accounted for and proctoring an examination actively.
3. Faculty will include the Academic Integrity statement in all course syllabi.

Reporting of Dishonest Acts:

1. Students should report their observations or knowledge of dishonest acts to the faculty involved. Such reports are confidential.
2. Faculty who suspects, observe, or have knowledge of a student's dishonest acts shall follow guidelines below, depending on the circumstances:
    a. Refrain from accusing the student of cheating in front of other students.
    b. Meet with the student at the earliest opportunity to discuss facts available to the faculty regarding the dishonest act. Ask for the student's perceptions of the incident.
    c. If the faculty believes a dishonest act has definitely occurred, the faculty shall notify the respective Assistant Director or Program Coordinator and the student in writing. The student

shall also be informed regarding School of Nursing Grievance Procedures by the faculty involved.

d. A faculty member who is concerned that a student may have committed academic misconduct must submit a report to the Dean of Students describing the alleged academic misconduct.

Sanctions:

1. The course instructor may assign a grade of zero for the assignment or exam and/or may result in failure of the course.
2. The student may receive from the Assistant Director a letter regarding their disciplinary probation in the School of Nursing.
3. In the event of a second incident of dishonesty of any kind, the student may be terminated from the nursing program.
4. In the event of proof of destruction or stealing of property, the faculty may notify campus police and appropriate law enforcement agencies.

Due Process Procedures:

1. Student will meet directly with faculty involved with the behavior at issue to discuss recommended outcomes and /or sanctions.

2. Upon report of an incident of dishonesty:

   Undergraduate student: The Program Coordinator will be made aware of the exact issues/charges being made. The Program Coordinator may recommend sanctions or that the student's program of study be terminated.

   Graduate Student: The Graduate Leadership Team (GLT) may recommend sanctions or that the student's program of study be terminated.

3. If termination is recommended, this decision is subject to a formal hearing before the University Hearing Office/Panel. See the UNC Student Handbook.

UNC | School of Nursing

POLICY TITLE:

Transfer Credit for Graduate Students

Last Revision/Review Date: 10/13/23 NFSO
Previous Review Dates: 1/98 JR; 5/08 DWL; 12/08 GLT; 10/12 GLT; 10/26/14 GLT; 10/21/15 GLT; 1/23/17 GLT; 2/3/17 NFSO; GLT Review 4/2022
Original Policy Date: 11/16/2012
Sponsoring Committee(s): **Graduate Leadership Team**

DESCRIPTION:

Transfer credit must be approved at the program level prior to submission to the Graduate School per Graduate School Procedure.

PROCEDURE:

In addition to University and Graduate School policies, the School of Nursing has the following policy:

1. Students wishing to transfer prior earned credits must identify those courses they wish to transfer into a program. Evaluation of courses for transfer will only occur after the student has been admitted into one of the SON graduate programs.

2. Credit for any transfer courses must first be approved by the program coordinator in consultation with faculty course experts.

3. Transfer courses without a nursing prefix (NURS), must be reviewed and approved by that respective department prior to transfer for equivalency. The SON Program Coordinator is responsible for initiating this process.

4. Per the UNC Graduate School policy, the minimum number of hours necessary for the Graduate School to confer a degree from UNC are as follows: Students must complete at least 50% of their graduate program credits at UNC, not including research, capstone, seminar, internship/externship/practicum, thesis, DNP scholarly project (N798), dissertation proposal (797), dissertation (799) and any credits graded with S/U (P/F).

5. It is the student's responsibility to follow the policies and procedures of the Graduate School to complete the transfer of credit to their UNC transcript. Please see the current Graduate Catalog for the full Transfer Policy and Graduate School website for current forms.

Doctoral Committee and PhD Comprehensive Exams

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Doctoral Examinations

There are two milestone examinations for all graduate students in the Doctoral Program of the School of Nursing. The school-administered Written Comprehensive Examination may be taken after successful completion of at least 36 hours of doctoral coursework and other requirements as outlined in the SON PhD Comprehensive Exams policy. Once the student successfully passes the written exam, they are eligible to complete the School-administered Oral Comprehensive Examination.

To schedule doctoral examinations, students must have a Doctoral Committee approved by the Graduate School.

Doctoral Research Advisors

UNC | School of Nursing

POLICY TITLE:

Research Advisors for SON PhD Committees

Last Revision/Review Date: 12/1/2023 NFSO
Previous Review Dates: 3/11 KBL; 10/15 GLT
Original Policy Date: 3/1/11
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

To assure quality oversight of doctoral student dissertation studies and to meet the AACN Pathways of Excellence guidelines, all research advisors must meet certain requirements as outlined by the Graduate School.

PROCEDURE:

1. SON PhD research advisors must be FT nursing faculty member. Emeriti and departing faculty members may complete their roles as Research Advisor for dissertations in progress at the time they leave UNC.
2. FT SON faculty interested in serving as a dissertation research advisor must apply and obtain doctoral research endorsement (DRE) from the Graduate School.
3. SON faculty overseeing doctoral dissertation research should have a body of research dissemination exemplifying their body of research above and beyond publication with student dissertations.
4. SON faculty are strongly encouraged to chair a maximum of 6 students with active dissertation research (enrolled in N799 credits) at any one time.

Doctoral Research Committee Specifications

1. PhD students need a minimum of four committee members. Minimum requirements for the PhD committee include:

    - 1 Research Advisor from the student's doctoral program
        - The Research Advisor of the committee must hold Doctoral Research Endorsement (DRE) Graduate Faculty appointment.
    - 1 committee member from the student's program
        - Committee members from a related discipline who are faculty members at UNC must have at least a Graduate Faculty (GF) appointment.
    - 1 committee member either from the program or a related discipline
        - Committee members from outside of the University of Northern Colorado must be granted Graduate Faculty Equivalence (GFE) from the Graduate School.
    - 1 faculty representative external to the program/discipline
        - The UNC Faculty Representative must have at least a Graduate Faculty (GF) appointment in order to serve on the Research Committee (Dissertation Committee).

2. To officially establish the committee, the Request for Appointment of a Doctoral Committee must be completed and forwarded to the Graduate School. If the committee composition changes, the student must submit the Request to Change a Doctoral Committee form.

3. There are policies guiding committee membership and process of appointment. Be sure to always refer to the Graduate Catalog for clarification.

4. The Doctoral Research Committee must be approved by the Graduate School 2 weeks prior to scheduling Comprehensive Exams.

Forms Needed for Committees and Exams:
https://www.unco.edu/graduate-school/graduate-school-forms/

- Request to Appoint a Doctoral Committee
- Request to Change a Doctoral Committee
- Request to Schedule a Doctoral Examination *(oral and final defense only)*

UNC | School of Nursing

POLICY TITLE:

PhD Comprehensive Exams Policy

Last Revision/Review Date: 3/7/2025 NFSO
Previous Review Dates: 1/11/16 VW/GLT; 4/12/18 GLT; 2/2019 GLT: 4/17/19 GLT; 11/15/19 GLT/GCO; 4/29/2022 NFSO
Original Policy Date: 5/1/2015
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

There are two milestone examinations for all graduate students in the Doctoral Program of the School of Nursing. The first examination may be taken after successful completion of at least 36 hours of doctoral coursework is the School-administered Comprehensive Written Examination. Once the student successfully passes the written exam, they are eligible for the second School-administered Oral Comprehensive Examination. Policy and procedure for the examinations are detailed in the graduate school catalog at http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/Program-Requirements/Doctoral-Degree-Requirements. The format of each examination is outlined below.

Comprehensive Written Examination

The Comprehensive Written Examination is a broad-based, written examination covering the program content provided by the required coursework. The purpose of the examination is for the student to demonstrate a comprehensive, critical analysis and scholarly synthesis of content in the areas of nursing theory/philosophy, nursing research methods, nursing pedagogy and leadership/policy. 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 required courses.

Procedures

The written comprehensive examination is designed, administered and evaluated by the graduate faculty members of the School of Nursing. The Written Examination may not be taken until the ***student*** has provided evidence to the PhD Program Coordinator that they have:

- filed an approved plan of study with the graduate school,
- completed at least 36 semester hours of work applicable toward the PhD degree and successfully completed all the required coursework (except electives and dissertation hours),
- passed all coursework with a grade of “B” or better in the doctoral program,
- has constituted a doctoral committee approved by the graduate school,
- obtained approval from the Dissertation Research Advisor to take the exam, and
- submitted SON Request for Written Comprehensive Examination (In Handbook)

The student, in collaboration with the Research Advisor, is responsible for scheduling the date of the written examination and will submit the Request to Schedule the Written Comprehensive Examination to the PhD Program Coordinator. The doctoral student shall not have prior access to the written examination questions. The PhD Program Coordinator has the responsibility of compiling the questions for the written examination and posting the questions for the student, enabling the use of Turnitin, LLC., on Canvas.

Each semester there will be a scheduled review panel of three faculty members to review all written examinations within that semester. If the student wishes to take the examination over a holiday or interim session, a date mutually agreed upon by the student and Research Advisor will be determined, and the student will be informed of the timeline for providing feedback. The PhD Program Coordinator will receive the feedback from the Review Panel, will complete the documentation and then forward the materials to the Research Advisor and student.

The student will have one week (7 days) to respond to the assigned questions in no more than 20 pages total, excluding references. The student will then post the exam to the Canvas course (Nursing PhD Comprehensive Examinations) through the feature that is set up for each student in order to assess for plagiarism and appropriate citation. All responses to the exam questions must be typed using current APA format for text, citations and references. Papers will be evaluated for professional level writing skills including organization, clarity of thought, grammar, spelling, punctuation and APA formatting (the use of a running head is not necessary and be sure no identifiers are on the paper). Plagiarism and AI generated content detection software will be utilized.

A review panel of three graduate nursing faculty members will be designated by the PhD Program Coordinator each semester to evaluate written comprehensive examination submissions that have been completed during the semester prior to the review panel meeting. The review panel will be blinded to the name of the student. Written feedback will be provided by the panel to the PhD Program Coordinator for recording and then sent to the Research Advisor who will summarize for the student. Written feedback will be provided to the student within one (1) week of the panel's decision. Written feedback to the student, using the evaluation rubric, will include suggestions for areas of focus for the oral examination, or areas in which the student's response could be strengthened. The PhD Coordinator will communicate the results to the student and the Research Advisor as having achieved "pass" or "fail" on the written exam. If the student fails the written comprehensive exam, they will be required to retake the written comprehensive exam. The number and focus of questions for the retake will be determined by the review panel based on the student's performance on the written comprehensive exam. Recommendations and suggested remediation will be provided to the student by the panel and Research Advisor.

Please note that a retake of the entire examination (both questions) may not be scheduled during the same semester that the original examination was completed. Failure of the examination retake will result in the termination of the student's degree program. The remediation plan will be kept in the student file. The exam must be retaken within 1 year.

Once the examination has been evaluated, the PhD Coordinator will send the results, and the original comprehensive examination document, to the Research Advisor (RA). The RA will return the signed results of the comprehensive exam form to the Graduate Program Management Specialist, who will forward the results to the Graduate School, copying the PhD Program Coordinator, indicating the outcome of the examination.

After passing the written comprehensive examination, each doctoral student must pass an oral comprehensive examination. *Permission 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 and scheduling of the oral comprehensive exam must be communicated to the Graduate School at least two weeks prior to the date of the actual oral comprehensive examination.*

If a student's exam is opened and they are unable to complete the exam due to extenuating circumstances (significant illness, family emergency, natural disaster, etc.) the exam will be closed and the student will reschedule the exam. If the student has one question completed they may submit one question. A second exam will be scheduled and the student will be provided with either one or two different exam questions on the second attempt. This process may be completed two times. If a student is unable to complete the written exam on a third attempt the student will be dismissed from the program.

Exam Integrity
Intellectual honesty is vital to an academic community and for a fair evaluation of the written comprehensive exam, which is intended to be a summative assessment of the student's ability to synthesize all the coursework in fulfilment of the doctoral degree. All work submitted for the written exam must be the student's individual work, completed in accordance with the University's academic regulations. Student's are not allowed to engage in unauthorized collaboration or make use of ChatGPT, Microsoft Pilot, Google Gemini or other AI composition software.

Comprehensive Oral Examinations

The Oral Comprehensive Exam in the School of Nursing is an assessment of the student's understanding of knowledge considered by the graduate nursing faculty to be necessary for doctoral level scholarship, the

student's ability to communicate ideas in a clear, coherent, and organized manner, and student's readiness to begin the doctoral dissertation. The comprehensive oral examination requires full Dissertation Committee participation and may be scheduled face-to-face or via virtual technology.

The purpose of the examination is to:

A. Evaluate 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 written comprehensive readers panel requested more information or clarification of student's responses to the written examination question(s),
B. Evaluate the student's knowledge and understanding of their research concept of interest,
C. Provide feedback on student's presentation of a preliminary plan of research, and
D. Evaluate the student's ability to respond, in a scholarly and professional manner, to a variety of verbal questions.

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 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.

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 Research Advisor,
2) completing the *Request to Schedule Doctoral Examination* form found on the Graduate School web site and forwarding to the Dissertation Research Advisor (3 weeks ahead is recommended).
3) submitting to the committee two weeks prior to the scheduled exam:
    a. a substantive presentation* that will include
        i. Summary of responses to the questions, comments, or concerns of the written comprehensive exam reviewers
    b. Preliminary/exploratory discussion
        i. introduction of the phenomenon of interest for the student's research
        ii. explanation of why this is an important area of study for nursing, identification of a problem
        iii. a brief literature review including identification of a gap in our understanding of the phenomenon,
        iv. potential research questions that would close the gap in literature,
        v. identification of a preliminary research design that would align with the proposed research question,
        vi. preliminary ideas about data collection (who, what kind, when, how, where)

The **Dissertation Research Advisor** will serve as chairperson of the oral comprehensive examination committee and will:

1) arrange a room for the oral examination, and
2) send copies of the written comprehensive exam and feedback to all committee members and
3) inform the PhD Program Coordinator for notification of Graduate School by forwarding a completed *Request to Schedule Doctoral Examination* form **two weeks (14 calendar days) before the exam date (3 weeks is recommended)**.

The student's performance on the oral examination will be evaluated by the Dissertation Committee on only the response to the written examination questions as denoted above*:

Pass: If the student passes the examination, the program advisor must obtain the signatures of at least three-fourths of the committee members on the ***Report of the Oral Comprehensive Examination*** form and return the form to the Graduate School.

Pass 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. Conditions must be met within 1 year.

Fail: 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.

THE EVALUATION RUBRICS FOR BOTH THE WRITTEN AND ORAL EXAMINATION ARE ATTACHED.

UNC
UNIVERSITY OF NORTHERN COLORADO
School of Nursing

WRITTEN Comprehensive Evaluation Tool
PhD in Nursing Education

Student Name: _____ Date: _____

Question #: _____

PASS FAIL

Criteria	Not acceptable; important aspects are neglected or unfinished	Acceptable; meets all requirements
Adequately answers all questions and sub-questions posed		
Engages in a critical analysis of the topic; demonstrates depth and breadth of content knowledge		
Integrates literature pertinent to the topic from a variety of sources		
Avoids over-generalizing		
Qualifies statements that are speculative or not supported by literature		
Rhetorical Aspects		
Writing is concise, coherent, and parsimonious		
Writing is logical and well organized with clear transition of ideas		
Technical Aspects		
Supports assertions with citations		
Uses correct spelling, grammar, and punctuation		
Adheres to APA formatting, citation, and reference style		

Comments:

Please indicate topics/questions/issues the student should address at the oral comprehensive exam:

UNC
UNIVERSITY OF NORTHERN COLORADO
School of Nursing

Oral Comprehensive Evaluation Tool
PhD in Nursing Education

Student Name: _____ Date: _____

Evaluated by: _____ ◯ PASS ◯ FAIL

Criteria	Not acceptable; important aspects are neglected or unfinished	Acceptable; meets all requirements
Provides a PowerPoint overview of the written comprehensive exam with reference list.	◯	◯
Clearly articulates and responds to the recommendations of the reader's panel.	◯	◯
Presentation of requested topics reflects accurate, adequate, and in-depth knowledge while citing examples from coursework and/or literature.	◯	◯
Rhetorical Aspects		
Achieves general cohesion of ideas	◯	◯
Uses the language of the discipline in a competent and informed manner.	◯	◯
Communicates ideas in a clear, coherent and organized manner.	◯	◯
Technical Aspects		
Uses correct spelling and punctuation	◯	◯
Employs proper grammar and usage	◯	◯
Creates a presentation using modalities that demonstrate competence in professional dissemination of information.	◯	◯
Adheres to APA formatting, citation, and reference style	◯	◯
Overall Performance on Oral Comprehensive Exam *Understands knowledge considered necessary for doctoral level scholarship in the following domains:*		
Theory	◯	◯
Research	◯	◯
Leadership	◯	◯
Education	◯	◯
Readiness to being doctoral dissertation	◯	◯

Comments:

Written Comprehensive Exam: Preparation Hints

The Written Comprehensive exam is an opportunity to demonstrate your ability to synthesize a wide range of information from the discipline and your informed thoughts and opinions about important issues in nursing and nursing education.

For the exam you will be preparing a response to two complex questions over a 7-day time period. The questions will be posted when your examination starts as determined by you and your Research Advisor (dissertation committee chair). Each question will reflect an integration of the School of Nursing program outcomes.

To answer the two questions, you are encouraged to use information from the variety of courses you have taken through your program at UNC. The primary strategy related to studying or remediating content knowledge is the organization and review of course materials and additional readings. There are several ways to do this – a filing system and annotated bibliographies are suggested. Students need a broad review of course material to be able to demonstrate their synthesis and application of knowledge in written comps. If you don't have time during the semesters of coursework to make connections between various aspects of the content, it will be important to make time for that before you attempt the written comps.

A number of students have requested sample questions, which are available to you on the PhD Canvas site, *PhD Nsg Students_Supp,* in the "Module" entitled *PhD Comprehensive examinations.* The assessment form that faculty readers use is included in this handbook, and you can use that for peer review. Of note also, you will see that some of the past questions were clearly specific content focused whereas, for the last several years the questions are more integrative.

One final suggestion is to proactively use an elective to prepare for comps. For example, some students have indicated that taking an additional research methods course was helpful for the integration and synthesis of research content, and of course could be very helpful to support your dissertation study design and implementation.

Some students have reported that test anxiety was a concern, and if so, it is a good idea to develop some strategies for managing that before you take written comps. You must be organized and able to think well for long stretches of that 7-day period, and too much anxiety impairs thought processes.

When grading the exam, the graduate faculty will be looking at your ability to ***synthesize*** information you have covered throughout your program and your ability to write clearly and concisely. Each question will be evaluated on content, critical thinking skill, overall writing style, and synthesis. Sometimes, students have had difficulty with depth and clarity in answering the questions posed. Make sure that your ideas and statements are connected throughout your paper and that you do not have any loose ends.

Finally, you are required to write the exam using proper APA format, citations, and references. It would be very helpful to review these specifics prior to the exam if needed. Some students find it helpful to have an MS Word document, or use a citation program, with references ready (in proper APA format), so you can easily select and add the applicable ones to your comprehensive exam reference pages after the writing is completed.

We wish you all the best and hope that our efforts to provide you information about the comprehensive and past questions for preparation does not overwhelm you, but instead…facilitates your success.

UNC
UNIVERSITY OF NORTHERN COLORADO
School of Nursing

Request to Schedule the
WRITTEN Comprehensive Examination - PhD Program

Student, request this form from your Research Advisor

DATE: _____

TO:

Program Advisor: _____

Research Advisor: _____

FROM:

Student Name: _____

Last 4 of Bear No: _____ Phone Number: _____

Address: _____

_____

Bear Email Address: _____

_____ **I have reviewed** the School of Nursing policy regarding the Written Comprehensive Exam

_____ **I have filed** the paperwork/form with the Graduate School and Research Advisor appointing my doctoral committee. The following individuals have agreed to serve on my doctoral committee:

Name and Email of Committee Members

Dates for examination (7-day period):

Start Date: _____ **Start Time**: _____ ❑ PST, ❑ MST, ❑ CST, ❑ EST

End Date: _____ **End Time**: _____ ❑ PST, ❑ MST, ❑ CST, ❑ EST

Comments or special arrangements requested by student:

Research Advisor Signature: _____ Date: _____

PhD Program Coordinator Signature: _____ Date: _____

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PhD Dissertation Documents and Policies

(Proposal, Defense, and Submission)

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

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 PhD students. The dissertation proposal must 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. Students in the School of Nursing PhD program have the option of writing a traditional dissertation or using the Nursing discipline specific alternative format. This decision should be made in consultation with the student's dissertation chair.

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. The student should send an electronic copy (or hard copy if faculty prefers) of the proposal at least 2 weeks prior to the defense. The chair will assist with scheduling of a room. Per the Graduate School policy, *"Attendance at Doctoral Examinations Doctoral students' oral comprehensive, proposal and final dissertation/capstone defense examinations require the attendance of the student and all committee members, including the faculty representative, external and honorary members. Attendance, for the purpose of this policy, is defined as either a physical/in-person presence on campus or an electronic presence (e.g. telephone/conference call, video conferencing [Teams ®, Zoom®] or other online meeting platform."*

The student must bring to the proposal defense the **Proposal Title Page for Doctoral Dissertation Proposal** using the current form found on the Graduate School web site (see link below). The committee members, upon successful completion of the defense, will sign this title page. The student must send the following forward to the Graduate School: a final copy (in Word or PDF format) including any required revisions; the signed title page for Doctoral Dissertation Proposal, the Verification of Research Subject Compliance form along with the IRB or IACUC approval if applicable.

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 committee approves the proposal and IRB approval is given, no changes may be made to the methods and procedures of the study without another review.

When the Research Advisor and the student feel the dissertation is ready for defense the student schedules the defense with the full committee who must all be present either in person or by distance technology. The student completes the Request to Schedule a Doctoral Examination form and sends to the Graduate School at least 2 weeks prior to the defense. The dissertation defense must be held at least one semester after the proposal defense.

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 located in the Dissertation Manual but be sure it is the most current version of the form from the grad school website. The form will not be signed until the committee accepts all changes. Submission of the final copy to the Graduate School is the student's responsibility.

Please visit the following links for deadlines, forms, formatting, and other resources/information:

https://www.unco.edu/graduate-school/thesis-doctoral-scholarly-project-dissertation-resources/

Preparation for the Dissertation and Expectations of the Research Advisor

Preparation for the dissertation can begin upon admission to the PhD program. While the student will not formally begin the dissertation process until well into the coursework, the foundation can be laid early on.

It is suggested that students begin early in the program developing a “phenomenon of interest” which can be fleshed out at many different junctures along the journey. The phenomenon will drive the research question, which will drive the methodology. Coursework (including the elective) and projects can and should be focused and directed toward this path.

It is also a good idea to begin early on to “get to know” the faculty and their own personal research agendas as there may be congruency or a relationship of ideas lending to a potential good “fit”. The Research Advisor chosen will be integral on the journey to the comprehensive exams and beyond –it is important that a “fit” be found. Be aware that some faculty are not on contract in the summer and will not be available for your comprehensive examination, defense proposal, and dissertation defense during these months. Discussing availability during the summer months with your chosen committee is recommended if you plan to complete these steps in the summer.

It is an expectation that the Research Advisor and committee members will advise and support the research process of the student. The graduate faculty in the School of Nursing at UNC believes that conducting research and subsequently publishing that work is essential to the students’ professional development and career advancement. Because the role of Research Advisor is often very time intensive, from both an advising and a mentoring perspective, it is expected that faculty will share in the publication of results from the dissertation work. Related to this, note the Graduate School does support an “alternative form” for the dissertation consisting of two publishable papers, traditional chapters 1, 3 and 5 at minimum. *(See Dissertation Manual and Discipline specific outline; discuss with RA.)*

Authorship planning should include ongoing collaborative discussions between the student, Research Advisor, and contributing committee members. The student is usually listed as principal author on any multiple-authored manuscripts that are based primarily on the student’s dissertation. Depending on the scope of a particular project, it is possible that several manuscripts will be planned, each of which could involve different authors or different authorship orders. In this event, it is especially important to discuss authorship at the beginning of the project to better determine and reflect the expected roles, responsibilities and contributions of all contributors. It is expected that negotiating authorship will be both professional and respectful.

CHECKLIST FOR COMP EXAMS AND DISSERTATION

www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx

Student Name:_____ Bear #: _____

The PhD Coordinator closely advises all PhD students until they constitute their committee. Students are advised to form their committees during their third year by identifying an RA, then work with the RA to identify other committee members.
https://unco.smartcatalogiq.com/en/current/graduate-catalog/program-requirements/doctoral-degree-requirements/courses-and-credit-hours/doctoral-committee
https://www.unco.edu/app/uploads/2025/10/Request-to-Appoint-a-Doctoral-Committee.pdf

	Date Submitted	Date Approved
CONSTITUTING THE COMMITTEE		
Research Advisor from program (RA) (DRE status)		
Co-Chair or Member from program (GF status) (Co-Chair must have DR)		
Committee Member (may be outside of UNC if approved by GS and has GFE status)		
Faculty Representative – must be UNC grad faculty (w/ GF status) outside program		
Student and RA completes/submits to Graduate Program Specialist the "Request to Appoint a Doctoral Committee" form, who then submits to GS (copy RA and Student)		
Doctoral committee approved by GS; student and RA sent confirmation letter; RA to forward to Graduate Program Specialist		

Once the committee is formed, the student may take their written and oral comprehensive exams. Written comprehensive exams are scheduled to be taken over a period of 7 days through the School of Nursing with a mid-semester due date. Students are encouraged to constitute their committee during fall semester of their third year and to take their exams during the spring, however both can be done during the fall or the spring.

REQUIREMENTS FOR WRITTEN COMPREHENSIVE EXAM	Date Submitted	Date Approved
Completed minimum 36 hours work toward degree		
Maintained 3.0 GPA		
Approval by RA to take exam		
Student completes Request for Written Comps form and submits to PhD Coordinator.		
Written exam graded anonymously (not known to the student or the RA) by a review panel and submitted to PhD Coordinator.		
PhD Coordinator notifies student of results with copies of de-identified evaluation forms. Sends evaluation forms, the student's submission, and signed Written Comp Exam Results form to RA.		
RA signs the Written Comp Exam Results form and submits the result form and evaluations to the Graduate Program Specialist, who sends only results form to the GS (copy RA and Student).		

Once a student successfully completes the written comprehensive exam they make take their oral comprehensive exam. To avoid delays, students are encouraged to take the oral exam during the same semester as the written exam. These exams are scheduled through the GS and must be arranged at least two (2) weeks in advance.
NOTE: If student is unsuccessful, retake must occur the following term. See PhD Comprehensive Exam Policy.

REQUIREMENTS FOR ORAL COMPREHENSIVE EXAM	Date Submitted	Date Approved
Request to Schedule Oral Comp Exam must be submitted **at least two (2) weeks prior** to requested exam date.		
Oral comp exam scheduled by student with committee. *(If in person, RA to schedule room with Graduate Program Specialist and request any additional distance technology)*		
RA completes Request to Schedule Oral Comp form and sends to Graduate Program Specialist, who then sends to GS *(copy RA and student)*.		
RA sends copies of the written comp submitted by student and de-identified evaluations to all Dissertation Committee members in sufficient time for review.		
RA receives "Results of the Oral Comprehensive Examination" form from GS. Forwards copy to Graduate Program Specialist.		
Completion of Oral Comprehensive Rubric (evaluation) by all committee members. RA submits evaluations and "Results" form to Graduate Program Specialist, who sends only results form to the GS (copy RA and Student).		

Once the student successfully completes their oral exam the next milestone is the proposal. During their third-year, students take 2 credits of NURS 797 in which they should write a solid draft of their first two chapters of their dissertation. Their last 2 credits of NURS 797 are taken under the supervision of the RA who works with the student to finalize the first two chapters and write the third chapter. The faculty of record needs to register students for NURS 797 credits using the Non-Scheduled Course Registration Form. **The proposal is only scheduled through the School of Nursing.** Ideally the proposal is scheduled during the semester that the final credit of NURS 797 is being used and/or the student is using their first credit of NURS 799. Students may register for NURS 797 and 799 credits during the same semester – a proposal must happen during that semester.

DISSERTATION PROPOSAL DEFENSE *(not scheduled with the GS)*	Date Submitted	Date Approved
Chapters 1,2,3 completed and approved by RA		
Students must be registered for or have completed appropriate credits for NURS 797 hours.		
Student must send proposal to all Committee Members 2 weeks prior to defense; either electronic or hard copy as per committee.		
Defense scheduled by student with committee *(if in person, RA to schedule room with Graduate Program Specialist and request any additional distance technology)*		
The student or RA must bring the Proposal Title Signature Page found on the GS website.		

Upon successful completion of the proposal the student may move into their dissertation phase. Students must complete a minimum of 12 NURS 799 credits and may take up to an additional 3 credits if needed. The RA and the student work together to determine how long the dissertation will take to complete and allocate these credits accordingly based on time and workload. The RA registers student for NURS 799 credits using the Non-Scheduled Course Registration Form.

AFTER THE PROPOSAL DEFENSE	Date Submitted	Date Approved
Once IRB approval is obtained student sends proposal, signature page, verification of research subjects form, IRB approval letter to the GS and Graduate Program Specialist.		
Candidacy Approval Letter will be emailed to student's Bear Mail and a copy will be sent to the committee RA. RA forwards copy of Candidacy Approval letter to Graduate Program Specialist. Upon being admitted to candidacy, the GS will complete and email a Grad Check to the student through student's Bear Mail.		
Student may apply for graduation – this must be done at least one semester before the student plans on graduating. The requested graduation semester can be pushed back, but it cannot be pulled forward.		

The RA and the student continue working together to determine how long the dissertation will take to complete and allocate NURS 799 credits accordingly based on time and workload. The RA registers student for NURS 799 credits using a Non-Scheduled Course Registration Form. Once the RA determines that the student is ready to defend their dissertation, the exam is scheduled through the GS and requires a two-week window. Be sure to check the GS deadline page as defenses often need to be completed close to mid semester if the student plans to graduate that semester. Students must be registered for at least one (1) credit of NURS 799 the semester they defend their dissertation.

DISSERTATION DEFENSE (FINAL)	Date Submitted	Date Approved
Request to Schedule Dissertation Defense must be submitted at least two (2) weeks prior to requested exam date.		
The student must register for one (1) credit of NURS 799		
RA completes Request to Schedule a Doctoral Exam form and sends to Graduate Program Specialist, who then sends to the GS (copy RA and student).		
After the final defense is approved by the GS, the GS sends blank "Results of Dissertation Defense form/signature page" to the student and advisor.		
Upon successful defense the results form is signed. RA submits to Graduate Program Specialist, who then sends results form to the GS (copy RA and Student).		
Committee signs Dissertation Signature page when all changes have been made to the dissertation document.		
Student emails final copy of dissertation to GS (lynne.waldo@unco.edu) for review from their Bear Mail: • Review Submission form (https://www.unco.edu/app/uploads/2025/10/Processing-Form.pdf) • Digital copy of proposal (Word or PDF format) • Dissertation signature page with electronic/digital signatures • Verification of Research Subject Compliance form • IRB or IACUC approval if applicable		

UNC | School of Nursing

POLICY TITLE:

Doctoral Scholarly Project and Dissertation Grading Policy

Last Revision/Review Date: 3/6/2026 NFSO; MH edits 5/13/2026
Previous Review Dates: 12/2/2022 NFSO ; 10/13/23 NFSO; Edits MH 8.13.25
Original Policy Date:
Sponsoring Committee(s): Graduate Leadership Team – Academic Policy

DESCRIPTION:

Doctoral students enroll in scholarly project (NURS 798) and dissertation (NURS 799) credits to support the final culminating work for the doctoral professional and research degrees. The following policy is written to ensure internal consistency and clarity in the enrollment and grading process for these course credits.

PROCEDURE:

1. Students shall work with their research/scholarly project advisor at the beginning of the semester to develop a plan for the expected work and determine the appropriate number of credits to register, in accordance with the respective syllabus. Three credits of enrollment are equivalent to 8-9 hours of work each week for a 16-week semester.

2. As the semester progresses, if a student is unable to complete the agreed upon course expectations, due to unforeseen circumstances (i.e. personal/medical issues, work related changes), the student will be encouraged to withdraw from the enrolled credits. The faculty research/scholarly project advisor will advise the student to meet with the program coordinator to determine whether the student should apply for an official leave of absence. Depending on the situation, a tuition appeal should also be encouraged so students do not incur additional costs due to the unforeseen circumstances precipitating a withdrawal.

3. A student is allowed to withdraw from project/dissertation credits for a maximum of 2 semesters, which may or may not be consecutive. If a student withdraws from their project/dissertation credits to the maximal allowance, the student would be connected with the respective Program Coordinator to discuss program completion options, including application for an official leave of absence.

4. If the student has submitted work which is deemed by the faculty advisor to be unsatisfactory, the student would receive a grade of “U” at the end of the semester. A grade of “U” does not terminate the student’s program. However, a grade of “U” increases the overall number of credits required to complete the program. Students must satisfactorily complete a minimum of 3 scholarly project (NURS 798) and 12 dissertation (NURS 799) credits.

5. Students may need to take up to three additional credits of 798/799 if additional time is needed to complete the project/dissertation.

6. If the student submits the agreed upon work for the semester and is continuing to make progress toward their project/dissertation, the faculty member would give a grade of “S” for the semester.

7. N799 and N798 courses credits are eligible for an “I” grade. Please refer to the SON and Graduate School Incomplete Grading policies for more information.

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Academic Record and Signature Pages

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Academic Record

All student files are located in the nursing offices. On the occasion you need to have access to your file, check with the SON office staff for the procedure to utilize your file. The School of Nursing also requires students to sign documents that may be needed in the general course of business throughout your program. For example, students often request a reference for part-time employment and/or data about their academic progress for loans, scholarships, insurance, etc. A signed release of information must be in your student file before we can comply with any request.

Documents requiring student signature *are listed below and full copies are provided on the following pages along with the SON's FERPA Policy for your review. You will be instructed by the SON on how to specifically complete them for your program.*

DOCUMENT	FREQUENCY
Student Code of Conduct *(as seen in the Academic Progression Related Policies section, Pg. 42)*	Orientation
SON FERPA Student Policy and FORMS	
Authorization to Release Completed Scholastic Assignments (FERPA)	Orientation
Authorization to Release Educational Records (FERPA)	Orientation
Authorization of Use of Name, Image, Likeness, and/or Voice Recordings (FERPA)	Orientation and as needed
Other	
Graduate Student Handbook Agreement	Orientation

UNC | School of Nursing

POLICY TITLE:

SON FERPA - Policy

Last Revision/Review Date: 12/5/2025 NFSO; MH edits 5/19/2026
Previous Review Dates:
Original Policy Date: 12/5/2025
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

PROCEDURE:

1. The SON Director, or designee, will review and update the student FERPA release documents with University Counsel and/or the Office of the Registrar at the end of each academic year.
    a. The updated documents will be provided to the program management specialists
        i. for incorporation into program student handbooks as they are prepared for incoming cohorts of students for the next academic year.
        ii. for upload into a 3rd party platform for signature (i.e. Typhon)

2. Program coordinators will review the FERPA policy and the following education release documents with students during program orientation:
    a. *Authorization to Release Completed Scholastic Assignments* form – student authorization to use completed assignments for accreditation review, inclusion as exemplars for future courses, curriculum committee review, and for agency feedback;
    b. *Authorization to Release Educational Records* – student authorization of a release of summary of performance and transcript data (including GPA) for employment reference letters or surveys, graduate school applications, and scholarship, internships or other types of applications.
    c. *Authorization to Release Name, Image, Likeness, and/or Voice* – student permission to use name, photos, video and audio recordings, or any other media to include image, likeness or voice for educational or promotional purposes.

3. Students will have an opportunity to ask questions about the policy and release documents before signing.

4. Students will be asked to sign the release forms either on paper or through a 3rd party platform (i.e. Typhon). The program management specialists will upload the forms to the student's file.

5. The program management specialists will track student signatures and identify students who have opted to not allow general release of their educational records.

6. Full and part time faculty will check with the student, or the program management specialist, to assure they have signed the release form for the specific circumstances noted above (2.a and 2.b).

7. For any requested release of a student's education record not listed above, or for students who have not signed the general release forms, an *Individual Student – FERPA release – Nursing* form must be completed and signed by the student before the record may be released.

8. The SON Director, or designee, will alert students when directory information may be provided to non-UNC entities and provide an opportunity for students to opt-out of the release.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization to Release
Completed Scholastic Assignments

I hereby give permission for my completed scholastic assignments to be used as examples by the University of Northern Colorado School of Nursing for the following purposes:

- For accreditation review
- For inclusion in future courses as a sample
- For curriculum committee review
- For agency feedback

I understand that my permission for such use by the School of Nursing is irrevocable.

_____

Signature of student Date

_____

Printed name of student

Declination (only sign if you do not permit use of your scholastic assignments)

I choose not to allow permission for such use of my scholastic records (as outlined above) by the School of Nursing.

_____

Signature of student Date

_____

Printed name of student

Rev 8/13/25 MHenry, approved UNC Legal Counsel AReyes; edits MH 5/19/2026

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization to Release Educational Records

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), I hereby authorize the University of Northern Colorado, School of Nursing to release the following information concerning my educational records:

- General Summary of Performance
- Academic Transcript including Grade Point Average

THIS INFORMATION MAY BE RELEASED FOR THE FOLLOWING PURPOSE(S):

1. Reference for prospective employers
2. Reference for Graduate School (or other program)
3. Scholarships, Internships/Externships, or other types of financial assistance programs

_____

Signature of student Date

_____

Printed name of student

Declination (only sign if you do not permit use of your scholastic assignments)

I choose not to allow permission for such use of my education records (as outlined above) by the School of Nursing.

_____

Signature of student Date

_____

Printed name of student

Revised 8/14/25 MHenry/UNC Legal Counsel; MH edits 5/19/2026

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Authorization of Use of Name, Image, Likeness and/or Voice Recordings

In consideration of my enrollment in the University of Northern Colorado School of Nursing, I hereby authorize the Board of Trustees of the University of Northern Colorado (UNC) permission to use my name (or any fictional name), photographs, video and/or audio recordings of me, negatives, prints, motion pictures, video and/or audio recordings, or any other reproduction, in any media that contain my image, likeness or voice (including but not limited to video and/or audio recordings of simulation experiences in academic course work) for educational and/or promotional purposes in any UNC written, video and/or audio materials of any type or manner including but not limited to books, magazines, flyers, manuals, handbooks, catalogues, in hard copy, any electronic or digital format and/or on the internet, or in any other manner, and for any other lawful purpose, in UNC's sole discretion. I grant this permission effective on the date written below and in perpetuity. I understand that I cannot, at any time, revoke the permission that I have given to UNC by signing this AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS.

I declare that I have read and understand the contents of this AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS, and I am signing it as my free and voluntary act, binding myself and my heirs, successors and assigns.

_____

Signature of student Date

_____

Printed name of student

_____

Signature of Parent or Legal Guardian Date

(Parent or legal guardian must sign if participant is under 18 years of age and the signature of parent or legal guardian binds the Student, Parent and/or Legal Guardian to the Authorization of Use of Name, Image, Likeness and/or Voice Recordings)

Declination (only sign if you do not permit use of your scholastic assignments)

I choose not to allow permission for use of my name, likeness, or voice as outlined above.

_____

Signature of student Date

_____

Printed name of student

8/13/25 MHenry/AReyesUNC Legal Counsel; MH edits 5/19/2026

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Graduate Nursing Student Handbook Agreement

I have read, understand, and agree to abide by the policies and guideline outlined in this School of Nursing Graduate Nursing Student Handbook. I have asked questions to clarify anything I do not understand.

_____

Signature of student Date

_____

Printed name of student