Please note:

The Official Handbook will be updated on a regular basis and the most recent version will be located at the following URL:

http://www.unco.edu/nhs/nursing/resources/current-student/student-handbooks.aspx

and it will be updated as changes occur.

*Students will be responsible for accessing and using the most current version.*
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UNC
School of Nursing
Information
UNC School of Nursing Mission

The Mission of the UNC School of Nursing, congruent with the Mission of the University, is to provide teaching, scholarly activity and service in the discipline of nursing. The School of Nursing strives for excellence as reflected in highly qualified faculty, rigorous academic standards for students and a commitment to quality professional practice outcomes within all healthcare settings.

3-4-2011 revision adopted by NFSO

UNC School of Nursing Goals for Graduate Programs

To prepare well-educated graduate prepared nurses who understand the impact of professional nursing on a dynamic, diverse and technologically advancing health care system.

To prepare graduate nurses in specialized fields of study:

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.

5/28/15 revision via May 2015 CIPR report
UNC School of Nursing Philosophy Statement

Health care practice, lifelong education, and service form the foundation for professional nursing. Professional nursing practice is operationalized through the use of critical thinking, evidence-based practice, research, the nursing process, and the establishment of collaborative interdisciplinary relationships with the goal of promoting the health of individuals, families, groups, communities, and populations, with attention to diverse and vulnerable populations.

Each individual is a holistic, bio-psycho-social and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger diverse community and global society. Respected as unique beings, all individuals have a right to health. Individuals interact, influence and are influenced by groups or aggregates within the larger population and global society.

Society and culture are a functional and integrated whole with interdependent parts. Political, legal, ethical, economic, and spiritual components of society and culture converge with health systems to form an operating whole.

Health is a dynamic state that is individually and collectively defined. Health integrates the physical, psycho-social, spiritual, and emotional states of well-being.

Health care is in a constant state of change. Numerous societal demands require creative interventions, alternative settings, collaborative partnerships and coalitions to maximize health care delivery. The delivery of modern health care depends on an expanding group of educated professionals coming together as an interdisciplinary team.

Nursing, as a caring profession, is both an art and a science that promotes, supports, and restores optimal health and enhances quality of life in individuals, families, groups, communities, and populations. It is a professional discipline that is an integral component of health care delivery systems. The professional nurse is a designer, manager, coordinator, and provider of safe, quality care based on current evidence from nursing science and other related disciplines. Additional professional roles include the nurse as educator, leader, health systems manager, researcher, and advocate for social justice through health care policy. Professional standards of moral, ethical, and legal conduct are integral to professional nursing practice. Professionalism involves an awareness of personal beliefs, biases, health, and their impact on choices and behaviors. The nurse is responsible and accountable for advancing the profession of nursing and for continued professional growth.

Learning is a lifelong process that involves the acquisition and enhancement of knowledge, skills and attitudes. The professional nurse is educated with a foundation in the liberal arts, sciences, and humanities, as well as the discipline of nursing. The educational process of the professional nurse includes intellectual inquiry and critical analysis; communication and collaboration; respect and caring; leadership and professionalism; and therapeutic nursing interventions. Students in all programs move from relative dependence to functioning independently, in preparation for assuming professional responsibility in new roles. Students have a responsibility to be actively involved in the educational process which is seen as a collaborative relationship between students and faculty.

The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas. Faculty members maintain expertise in the specialty areas in which they teach, as well as in teaching-learning practices. They serve as role models for theory-guided nursing practice and education, professional and community service, collaborative partnerships, scholarly inquiry, and health policy development. The nursing faculty is
committed to the recruitment and retention of diverse students and faculty. Quality distance learning environments facilitate greater educational access for students in all programs. As part of the University community, faculty members contribute to the operations and vitality of the College, the University, and the profession.

The nursing faculty believes that the entry level preparation for professional practice as a generalist nurse is the baccalaureate degree. Graduate education at the master’s level prepares students for practice, leadership and educational roles. The Doctor of Nursing Practice (DNP) and the Doctor of Philosophy (PhD) are terminal degrees in the discipline, focusing on nursing science, research, practice and education.

12-2-2016 adopted by NFSO
The conceptual framework of the University of Northern Colorado’s School of Nursing is an outgrowth of the philosophy of the SON and reflects the faculty’s philosophical beliefs about the major conceptual cornerstones of nursing. The conceptual framework provides faculty with an outline for a defined, cohesive, logical curriculum with learning experiences which will achieve desired educational outcomes. The framework focuses on four major theoretical constructs (health, environment, clients and nursing) and five outcome concepts (therapeutic interventions, intellectual inquiry and analysis, communication and collaboration, respect and caring, and leader/manager/professional roles).

**HEALTH AND ENVIRONMENT:**
The UNC-SON faculty members regard the World Health Organization’s seminal definition of health (wellness) as integral to the conceptual framework: “Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” Far from being a static state, health is viewed as a dynamic interaction of multi-dimensional forces of intrinsic and extrinsic factors, such as social / economic environment, physical environment, and individual personal characteristics and behaviors. These determinants of health function interdependently and are considered simultaneously in order to promote well-being and social justice. A holistic approach to health emphasizes the promotion and maintenance of health and the prevention of illness or injury rather than just the treatment of symptoms and disease. Health awareness and personal involvement assist clients to achieve or maintain a state of optimal health.

Illness and injury are alterations of health in individuals, families, groups, communities or populations. Human responses to illness and injury are unique and influenced by perceptions of self and others and by determinants of health. Illness and injury may result in changes in structure, function, roles, relationships, cultural practices, and spiritual values and beliefs. Clients may have an alteration in health, yet still achieve optimal functioning and quality of life. Alterations in health may be acute or chronic, and require a process of adaptation in order to achieve maximum health.

**CLIENTS AND NURSING:**
Client-centered interactions between client and nurse are the foundation of caring relationships. Nurses look beyond the individual to significant others, families, groups, communities and populations and as clients requiring care. Nurses engage in theory-guided, evidence-based, therapeutic interventions to provide ethical, safe, quality care. Inter- and intra-disciplinary communication, collaboration, and referral for identified client needs are integrated into nursing practice. Nurses enter into respectful and caring relationships with clients across the lifespan and at all levels of growth and development, with attention to diverse and vulnerable populations. Nurses provide leadership with a focus on safety, quality improvement, effective communication, client advocacy, coordination of care, use of technology, systems operations, and fiscal responsibility as they provide care in a variety of healthcare settings. Professional responsibilities include life-long learning, participation in professional organizations, and advocacy in the development of healthcare policy.
ABOUT THE GOVERNANCE STRUCTURE OF THE SCHOOL OF NURSING

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was completed in 2010.

NURSING FACULTY STUDENT ORGANIZATION (NFSO)

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

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

Graduate nursing students annually select one or more representatives to attend meetings of the NFSO, the Graduate Leadership Team (GLT), and the Graduate Curriculum Committee (GCO). 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.

STUDENT PARTICIPATION IN THE GOVERNANCE OF THE SCHOOL OF NURSING

Students are elected by their peers to represent them at meetings of the Nursing Faculty-Student Organization and its subcommittees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.
Availability is determined on a year-to-year basis and announcements are sent by email when application is available.

**GA/TA/RA Description:**

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

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

Requirements for becoming a GA/TA/RA can be found on the Graduate School website.

**Nurse Faculty Loan Program:**

Nurse Faculty Loan Program funds are awarded annually to Schools of Nursing by HRSA. Awards are not made until late summer and funding amount varies 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. Melissa Henry for additional information regarding the Nurse Faculty Loan, Melissa.Henry@unco.edu.

**Sigma Theta Tau, Zeta Omicron Chapter:**

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

**Drennan Award**

The Drennan Award sponsored by Dr. Phyllis Drennan, former Dean of the School of Nursing, is awarded 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 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.

**Research Award**

Money for small grants may be available on an annual basis. Interested students should check the Zeta Omicron Chapter website for contact a board member for details.
PHD in Nursing Education
Program Information
Description and Outcomes 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 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 innovative and evidence based approaches in education (Education)
PhD: Masters to PhD in Nursing Education Timeline  
(Fall 2017 Cohort)

Student Name: ________________________________  Advisor:  Wilson  Date:  Fall 2017  Dissertation Chair: ________________

**6 credits of elective are required and scheduled in consultation with the student's advisor. Electives may be taken in any semester.

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<th>Year I</th>
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<tr>
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<td>Fall 2016</td>
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<td>Summer 2017</td>
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<tr>
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<td>NURS 790 Research Colloquium</td>
<td>NURS 711 Adv Nurs Theory and Knowledge (3)</td>
<td>NURS 724 Design, Methods II</td>
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<td>NURS 703 Philosophical Underpinnings of Nursing Science</td>
<td>NURS 723 Design, Methods I</td>
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<td>Fall 2017</td>
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<td>NURS 741 Evidence – Based Teaching</td>
<td>NURS 760 Curriculum/Eval</td>
<td>NURS 702 Vulnerable Populations</td>
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<td>SRM 700 Adv Research Methods (3)</td>
<td>SRM 680 Intro to Qual Research</td>
<td>NURS 797A Dissertation Proposal</td>
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<td>NURS 707 Leadership Policy</td>
<td>NURS 780 Professorial Role</td>
<td>NURS 730 Scholarship of Nurs Ed</td>
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<td>NURS 710 Eval in Nurs Ed</td>
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<td>Spring 2020</td>
<td>Summer 2020</td>
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<td>NURS 797B Dissertation Proposal</td>
<td>NURS 799 Dissertation</td>
<td>NURS 799 Dissertation</td>
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**NOTE:** 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 the semester in which you graduate.** Additionally, 6 credits of electives are required, suggested scheduling is presented. The above sequence of these is only a suggestion.

UNIVERSITY OF NORTHERN COLORADO  
School of Nursing  

Revised 6/6/17 (Wilson)
PHD in Nursing Education
COURSE OFFERINGS BY SEMESTER

Fall 2017
1. N790 Research Colloquium
2. N703 Philosophical Underpinnings of Nursing Science
3. N741 Evidence Based Teaching
4. N710 Evaluation of Learning
5. SRM 700 Advanced Research Methods
6. NURS 707 Leadership Policy
7. NURS 797 Dissertation Proposal

Spring 2018
1. N723 Design, Methods and Analysis in Health Care Research Part 1
2. N711 Advanced Nursing Theory
3. N760 Curriculum/Eval
4. SRM 680 Qualitative Research
5. N780 Professional Role

Summer 2018:
1. N724 Design, Methods and Analysis in Health Care Research Part 2
2. PSY 681 Cognition and Instruction 1
3. N707 Leadership Policy
4. N797 Dissertation Proposal
5. N730 Scholarship in Nursing

Fall 2018:
1. N790 Research Colloquium
2. N703 Philosophical Underpinnings of Nursing Science
3. N741 Evidence Based Teaching
4. N710 Evaluation of Learning
5. SRM 700 Advanced Research Methods
6. NURS 707 Leadership Policy
7. NURS 797 Dissertation Proposal

Spring 2019:
1. N723 Design, Methods and Analysis in Health Care Research Part 1
2. N711 Advanced Nursing Theory
3. N760 Curriculum/Eval
4. SRM 680 Qualitative Research
5. N780 Professional Role

Summer 2019
1. N724 Design, Methods and Analysis in Health Care Research Part 2
2. PSY 681 Cognition and Instruction 1
3. N702 Vulnerable Populations
4. N797 Dissertation Proposal
5. N730 Scholarship in Nursing

Updated 6-5-17
INFORMATION REGARDING YOUR PLAN OF STUDY

1. An approved Plan of Study filed in the Graduate School is required of all doctoral and specialist students. Your Plan of Study should be submitted to the Graduate School early in your program and no later than the end of your second semester of enrollment.

2. After your approved Plan of Study has been submitted to the Graduate School, any changes must be requested in writing from your program advisor to the Graduate School. A memorandum from your advisor approving the modifications (add, delete, substitute) rather than a new Plan of Study form is recommended. If you choose to submit a new Plan of Study, the changes must be clearly identified.

3. If your Plan of Study is not submitted on the attachment, the format used must contain all of the elements of this form including student number, mailing address, transfer credits, 12-hour research core, research tools or collateral field (if applicable) and total credits. Minimum credit requirement for a doctoral degree is 64 semester hours (if student has a master’s degree) and 94 semester hours (if student does not have a master’s degree).

4. Please do not duplicate course work listed in one section of the form by listing it in another.

5. Completion of degree requirements will be checked at the time of graduation against the original approved Plan of Study (or as amended). All course work on the approved Plan of Study constitutes your degree requirements.

6. The Graduate School requires the signature of the student and the program advisor on the Plan of Study form. Additional signature lines are provided for departmentally required signatures.

7. Please provide a copy of your Plan of Study to your program advisor and keep one for your records.

8. If additional space is required for any section, please attach an additional sheet.

9. It is not necessary to include the proposed semester as part of your plan.

10. Research tools (Ph.D. only) must include description of competency, plan to attain competency including relevant course work and means the department will use to evaluate and verify competency.

11. Additional policies governing your Plan of Study are included on the following pages and can also be found in the Handbook of Graduate School or visit our web site at http://www.unco.edu/grad.

12. For master’s in route to doctorate students, a separate sheet listing a minimum of 30 semester hours of course work not duplicated by doctoral requirements must be submitted.
# Masters to PhD in Nursing Education

## PLAN OF STUDY

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### Research Core Credits | Additional Required Courses |

#### Semester 1 - Fall
- NURS 703 Philosophical Underpinnings of Nursing Science
- NURS 790 Research Colloquium
  - 3

#### Semester 2 – Spring
- NURS 711 Advanced Theory and Knowledge Development in Nursing
- NURS 723 Design, Methods and Analysis in Health Care Research I
  - 3

#### Semester 3 – Summer
- NURS 724 Design, Methods and Analysis in Health Care Research II
- PSY 681 Cognition and Instruction I
  - 3

#### Semester 4 – Fall
- NURS 741 Evidence – Based Teaching
- SRM 700 Advanced Research Methods (Qualitative)
  - 3

#### Semester 5 – Spring
- NURS 760 Advanced Nursing Curriculum Design and Program Evaluation
- SRM 680 Introduction to Qualitative Research
  - 3

#### Semester 6 – Summer
- NURS 702 Advanced Concepts of Vulnerable and Underserved Pop
- NURS 797 Dissertation Proposal
  - 3

#### Semester 7 – Fall
- NURS 707 Leadership in Health Policy
- NURS 710 Evaluation in Nursing Education
  - 3

#### Semester 8 – Spring
- NURS 780 Professorial Role in Nursing Education
- Elective
  - 3

#### Semester 9 – Summer
- NURS 730 Scholarship of Nursing Education
- Elective
  - 2

#### Semester 10 – Fall
- NURS 797 Doctoral Dissertation Proposal
  - 2

#### Semester 11 until complete (up to 8 years)
- NURS 799 Doctoral Dissertation (1-12 variable)

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<th>SUB TOTALS</th>
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### Note:
- 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 the semester in which you graduate.
- The above sequence of your elective courses is only a suggestion.
TRANSFER CREDITS (from other accredited colleges or universities)
A minimum of 40 hours in a doctoral program must be completed at UNC (if student has a master’s degree). All work counted in a degree program must be completed within the eight-year time limit allowed for a doctoral degree.

List University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL TRANSFER CREDIT HOURS: ______

TOTAL CREDIT HOURS
- Total UNC Masters to PhD credit hours: ______
- Total transfer credit hours (quarter or semester): ______
- Total hours: 66 hrs

APPROVALS
The Graduate School requires the signature of the student and the program advisor. Additional signature lines are provided for departmental signatures that may be required. Please keep a copy of this form for your records. A copy should be given to your program advisor.

__________________________  _______________________
Student Signature                Date

__________________________  _______________________
Program Advisor Signature            Date
NEXus is a partnership among participating universities who offer doctoral courses online to students in each of the participating universities. To view the courses offered in a particular semester, visit the website at www.winnexus.org

Individual courses may be taken as electives in the PhD and DNP programs with the approval of your advisor.

If you are interested in registering for a course through NEXus, contact Dr. Vicki Wilson (vicki.wilson@unco.edu), Director PhD program. There is a specific procedure for requesting a seat with NEXus. Ann O’Connor in Extended Campus will contact you will specific paperwork that you will need to fill out.

Courses taken through NEXus are not considered transfer credit.
<table>
<thead>
<tr>
<th>Doctoral Program Themes:</th>
<th>Required Elements</th>
<th>Writing Proficiency (demonstrate 1 activity per theme beyond required elements)</th>
<th>Oral Presentations (demonstrate 1 activity per theme beyond required elements)</th>
<th>Outcomes (contents of professional portfolio by graduation)</th>
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<tr>
<td>Means of Assessment:</td>
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<td>Teaching foundations</td>
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<tr>
<td>Examples: Coursework/Comprehensive exams/Teaching practicum &amp; internships within courses/Oral exams/Diss.&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Curriculum design projects/instructional design projects/application of learning theory/nursing theory to education project&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Teaching practicum activities/lecture/presentation/demonstration/clinical teaching seminars/small group projects/docoral orals&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Curriculum vita &amp; portfolio/Doc of teaching practicum experiences/projects from practicum/ internships/instructional design/curriculum design/Student evaluations/letters of recommendation&lt;br&gt;<strong>Documentation / Date:</strong></td>
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<tr>
<td>Research foundations</td>
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<td>Conceptual area of interest or focus:</td>
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<td>Examples: Coursework/Comprehensive exams/Oral exams/Diss&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Manuscript development &amp; Submission/Grant proposal/Work on faculty or dept. research in progress&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Oral presentation of evidenced based/scholarly research project or activity/podium or poster presentation for a professional organization&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Projects/papers accepted for posters/presentations/publications/grant funded proposals/docoral dissertation&lt;br&gt;<strong>Documentation / Date:</strong></td>
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<td>Professional leadership foundations</td>
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<td>Examples: Coursework/Comprehensive exams/Oral exams/Diss&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Mentorship/role modeling/Leadership program development/Policy development&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Political projects with lobbying project/policy analysis presentation/political legislation affecting nursing as a discipline/Leadership role project&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Leadership activities: i.e. work with lobbyist on policy change/leadership projects/copy of manuscripts/presentations/dissertation&lt;br&gt;<strong>Documentation / Date:</strong></td>
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<td>Professional Practice foundations</td>
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<td>Examples: Clinical practicum attached to coursework/Doc. of professional practice/Work experience units&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Letters of evaluation from clinical preceptors/supervisors&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Clinical demonstration of expertise/collaboration/case managing/clinical educational project etc.&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td>Examples: Documentation of professional activities by agency and role/Preceptor evaluations/CE projects for staff/admin/educational departments (i.e. staff development, student development)&lt;br&gt;<strong>Documentation / Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. PhD students need a minimum of three committee members from the nursing discipline and one committee member outside of the discipline who serves as the UNC faculty representative.

2. The Research Advisor of the committee must hold Doctoral Research Endorsement Graduate Faculty appointment.

3. The UNC Faculty Representative must have at least a Graduate Faculty (GF) appointment in order to serve on the Research Committee (Dissertation Committee).

4. One of the three nursing faculty may come from outside of the University of Northern Colorado, but this person must be granted Graduate Faculty Equivalence from the Graduate School. In order to do this, the outside member’s CV and date of birth should be sent to the PhD Coordinator who will complete the Graduate Lecturer Application form. Signatures of the Director and the College Dean are required. The Graduate School will notify the outside member of the approved appointment and assign a Bear number.

5. In order to officially constitute the committee, the Request for Appointment of a Doctoral Committee (see below). Note, if the committee composition changes, the student must submit a Request to Change a Doctoral Committee. The form should be sent to the Coordinator of the PhD program for signature and forwarding to the Graduate School.

6. There are policies guiding committee membership and process of appointment. Be sure to always refer to the Catalog for clarification as well as the policies on the Graduate School web site.

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

**Forms Needed for Committees and Exams:**

[http://www.unco.edu/grad/forms/index.html](http://www.unco.edu/grad/forms/index.html)

1. Appointment of Doctoral Committee
2. Change to a Doctoral Committee
3. Request for Oral Exam Form
4. Form to appoint outside Committee member
Title of Policy: PhD Comprehensive Exams Policy

Policy:
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 44 hours of doctoral coursework is the School-administered Comprehensive Written Examination. Once the student successfully passes the written exam, s/he is eligible for the School-administered Oral Comprehensive Examination. Policy and procedure for the examinations are detailed in the graduate school catalog @ http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/Program-Requirements/Doctoral-Degree-Requirements. The format of each examination is outlined below.

Comprehensive Written Examinations

The Comprehensive Written Examination is a broad-based, written examination covering the program content provided by 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:

- been granted regular admission to the degree program;
- filed an approved plan of study with the graduate school;
- completed at least 44 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;
- submitted SON Request for Written Compressive Examination (In Handbook)

The Research Advisor is responsible for scheduling the date of the written examination in coordination with the student and notifies 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, using SAFEASSIGN, on Blackboard. 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 for feedback. The PhD Program Coordinator will receive the feedback from the Reader’s Panel for documentation and then forward the materials to the Research Advisor.

The student will have 72 hours to respond to 2 questions in no less than 10 pages and no more than 20 pages total. The student will then post the exam to the Blackboard course (Nursing PhD Comprehensive Examinations) through the feature that is set up for each student to compare to matching sources for plagiarism and appropriate
citation. All responses to the exam questions must be typed using 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).

A reader’s panel of 3 graduate nursing faculty members will be designated by the PhD Program Coordinator each semester to evaluate the written exam and 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 2 weeks of the date the exam was completed. The written feedback may include suggestions for areas of focus for the oral exam or areas in which the response may be strengthened. The Research Advisor will communicate the results to the student as having achieved “pass” or “fail” on the written exam. If the student fails the written comprehensive exam, additional remediation requirements are decided upon by the Research Advisor, and reported to the student in writing. This written notification must include expected standards of achievement and times for completion. Please note that a retake of the examination may not be scheduled during the same semester that the original examination was completed. Failure of the examination retake or its equivalent will result in the termination of the student's degree program. 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 Research Advisor must return the signed results of the comprehensive exam form to the PhD Program Coordinator and the Graduate School, indicating the outcome of the examination. After passing the written comprehensive examination, each doctoral student must pass an oral comprehensive examination. Permits for the oral comprehensive examination will not be released and the oral examination will not be authorized until the written examination report is filed with the Graduate School indicating that the student passed the written examination. The results of the written comprehensive examination 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.

Comprehensive Oral Examinations

The comprehensive oral examination requires full Dissertation Committee participation. The student is not required to be physically present on campus for this examination. Faculty may participate through a telephone conference as long as there is a host committee member present on campus. The student may be permitted to participate through a face to face technology medium as agreed upon by the Dissertation Research Advisor, the PhD Program Coordinator and the student.

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 purpose of the examination is to:
A. Review the PhD program matrix of outcomes and scholarly portfolio of what the student has accomplished to date in the doctoral program;
B. 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));
C. Evaluate the student's knowledge and understanding of their research concept of interest;
D. Provide feedback on student's presentation of a preliminary plan of research and;
E. 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 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) complete the Request to Schedule Doctoral Examination form found on the Graduate School web site and send to the Dissertation Research Advisor (3 weeks ahead is recommended). http://www.unco.edu/grad/forms/pdfs/ScheduleDocExam.pdf
3) submit to the committee two weeks prior to the scheduled exam:
   a. a substantive statement (suggested format – PowerPoint) that will include
      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;
      iii. a brief literature review;
      iv. potential research questions;
      v. recommendations of reader’s panel
      vi. a bibliography
   b. an updated PhD program matrix (See PhD handbook)

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) will 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 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 student's performance on the oral examination will be evaluated by the Dissertation Committee as:

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.
Request to Schedule the
WRITTEN Comprehensive Examination - PhD Program

**This form must be filed with the student’s Research Advisor and the PhD Coordinator**

DATE: ____________________

TO:
Program Advisor: __________________________________________
Dissertation 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 Dissertation Advisor appointing my doctoral committee. The following individuals have agreed to serve on my doctoral committee:

<table>
<thead>
<tr>
<th>Committee Members’ Names and Phone/Emails</th>
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Date for examination: _______________________

Time (72 hr period)  Start Time: ________ PST, MST, CST, EST  End Time: ________ PST, MST, CST, EST

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

Comments or special arrangements requested by student:
### WRITTEN Comprehensive Exam Evaluation Tool - PhD Program

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Evaluated by:</td>
<td>PASS: FAIL:</td>
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<tr>
<th>CRITERIA</th>
<th>Not acceptable; important aspects are neglected or unfinished</th>
<th>Acceptable; meets all requirements</th>
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<tr>
<td>Demonstrates critical analysis of the topic</td>
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<tr>
<td>Engages in comprehensive, focused discussion of the topic thoroughly integrating appropriate and relevant concepts.</td>
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<tr>
<td>Integrates literature from a variety of sources that are relevant and germane to the topic being examined.</td>
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<tr>
<td>Demonstrates an in-depth knowledge of current issues relevant to questions.</td>
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<tr>
<td>Reviews the pertinent literature on the topic of the presented question(s)</td>
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<tr>
<td>Avoids over-generalizing or otherwise arriving at conclusions that exceed findings</td>
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<td></td>
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<tr>
<td>Qualifies statements that are speculative or that apply to narrow circumstances</td>
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</table>

### RHETORICAL ASPECTS

| Achieves general cohesion of ideas within each response | |
| Creates a logical text structure | |

### TECHNICAL ASPECTS

| Uses correct spelling and punctuation | |
| Employs proper grammar and usage | |
| Adheres to APA formatting, citation and reference style | |

Comments:

Please indicate topics/questions/issues the student should address at the oral comprehensive exam:
Written Comprehensive Exam: Helpful 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 72-hour 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 a 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, you have to take and make time for that before you attempt the written comps.

A number of students have requested sample questions, which are available to you. One suggestion for using the sample questions is to put together a writing group with several peers and run mock comps, and then assess each other’s writing. The arrangements would be up to you -- maybe one question at a time, so 10 pages over 36 hours (that's enough time so you can sleep, too!). If everyone in the group responds to the same question, you'll be able to read a variety of comps and discuss both the content and the writing. The assessment form that faculty readers use is included in this Handbook and you can use that for peer review. Unfortunately, the faculty can't take on further review of your practice work, but with the content freshly in mind from your own study, students can look things up if in doubt, and you can get help from the Writing Center with the writing. Of note also, the past questions were clearly specific content focused whereas, effective Summer 2015 the new questions are integrative.

The Writing Center at UNC- http://www.unco.edu/english/wcenter/ offers help with a whole range of student writing situations, and online appointments are available. You sign up for a certain time for the staff to look at your work and they send written feedback to you. You identify what aspect of your writing needs attention, send examples to the Center, and they help you address the problem. Check it out!

One of the strategies we recommend or require of students who are remediating to retake comps is to take another course. So why not plan ahead and use an elective to prepare for comps? Several students in this situation have taken an additional research methods course, and it has been helpful for the integration and synthesis of research content, and of course can be very helpful to support your dissertation study design and implementation.
If test anxiety is a problem for you, it is a good idea to get some help for that before you take written comps. You must to be organized and able to think well for long stretches of that 3-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. Students have difficulty, at times, 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 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.

So by now, you may be thinking "This is going to take forever." Every student wants to be done with all this work sooner rather than later. One of the things that faculty recognize is that it may be desirable, but not necessarily practical or prudent of students, to push the timeline for preparing for comps. Having to repeat those takes even more time!

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… helps you.

PhD Comprehensive Written Examination Review Question are found on Blackboard in the PhD Comprehensive file under Course Materials.

Wilson 7/6/2015
ORAL Comprehensive Exam Evaluation Tool - PhD Program

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Not acceptable; important aspects are neglected or unfinished</th>
<th>Acceptable; meets all requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides a PowerPoint overview of the written comprehensive exam with reference list.</td>
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<tr>
<td>Clearly articulates and responds to the recommendations of the reader’s panel.</td>
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<tr>
<td>Presentation of requested topics reflects accurate, adequate, and in-depth knowledge while citing examples from coursework and/or literature.</td>
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</tbody>
</table>

**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
- Provides a program matrix that indicates content mastery of courses and evidence of scholarly activity.
- Readiness to begin doctoral dissertation
PhD Dissertation
Documents and Policies
(Proposal, Defense, and Submission)
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 should be presented to the student's committee and the Graduate School for approval prior to engaging in data collection. IRB approval is also required prior to beginning data collection. 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 hard copies of the proposal to all committee members at least 3 weeks prior to the defense. In some cases, an electronic copy and/or 2 weeks prior to the defense is acceptable, but must be agreed upon by the committee. The chair will assist with scheduling of a room. Student presence on campus is required for the proposal defense and all committee members must attend either in person or by distance technology.

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

Approval of the dissertation proposal establishes the expectations for the final dissertation and assures agreement among the committee with the student's methods and research strategy prior to proceeding. The proposal defense allows the committee to introduce required changes or additions to a student’s proposed project while changes are still possible. Once the 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 chair and the student feel the dissertation is ready for defense, the student completes the Request to Schedule a Doctoral Examination form (found on the Graduate School web site example on the following page). This request must be sent 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 schedules the defense with the full committee who must all be present either in person or by distance technology. The student must be present in residence for the defense. The chair will assist in scheduling the room. The student should be aware of the Graduate School calendar regarding deadline dates for defense and filing of completed dissertation.

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

Dissertation Graduate School Links
Title of Policy: Human Subjects Research Responsible Conduct of Research/Ethic Training

Policy:

Purpose: to comply with and track compliance on ethics training requirements by UNC Office of Sponsored Programs. All faculty and students doing research are required to take and pass the Collaborative Institutional Training Initiative (CITI Program) Responsible Conduct of Research Course (RCR) for Human Subjects Research for the Social, Behavioral and Educational Sciences. This is required prior to starting any research activities. In addition, faculty and students will need to complete and pass a refresher course titled Refresher Course for Human Subjects Research for the Social, Behavioral and Educational Sciences every 4 years after completion of the initial CITI RCR class. The Refresher class is titled Refresher RCR course for Human Subjects Research for the Social, Behavioral and Educational Sciences. Any faculty or students involved in animal research or Human Clinical Trials may need to take additional courses and should contact The UNC Office of Sponsored Programs for additional requirements. Once a class is completed and passed the completion certificate will be sent to the faculty member, and that faculty member will be responsible for filing the certificate in SharePoint.

Procedure:

1. To access and take CITI RCR Course: You go to the web site https://www.citiprogram.org create an account. You will select UNC from a drop down menu. Your role is co-investigator.
2. Select "Human Research Courses" then the course to take is the Human Subjects Research for the Social, Behavioral and Educational Sciences.
3. Complete the Integrity Assurance Statement, complete the "Required Modules", and once you have completed and passed the quizzes for the course you can then print a completion certificate.
4. Faculty can then submit their completion certificate to the faculty folder on SharePoint in the folder titled CITI and complete the XCEL sheet in the same folder.
5. Graduate students should submit their certificate to the committee chair.

Important Links:

1. IRB at UNC http://www.unco.edu/osp/ethics/irb/index.html
2. CITI instructions for UNC http://www.unco.edu/osp/ethics/citi.html
3. CITI training https://www.citiprogram.org/
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 (specifically electives) 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.

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 is 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 Research Advisor

Name __________________________________________________

<table>
<thead>
<tr>
<th>Activity/Action</th>
<th>Date Submitted</th>
<th>Date Approved</th>
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<tbody>
<tr>
<td><strong>Dissertation Committee approved by Grad School</strong></td>
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<tr>
<td>Chair must have DR</td>
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<tr>
<td>Co-Chair or Member (Co-Chair must have DR)</td>
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<tr>
<td>Faculty Representative – must be grad faculty</td>
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<tr>
<td>Committee Member (1 maybe outside of UNC if approved by the Graduate School)</td>
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<tr>
<td><strong>Requirements for Written Comprehensive Exam</strong></td>
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<tr>
<td>Completed minimum 42 hours work toward degree</td>
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<tr>
<td>Maintained 3.0 GPA</td>
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<tr>
<td>Has doctoral committee approved</td>
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<tr>
<td>Approval by Research Advisor to take exam</td>
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<tr>
<td>Complete request for Written Comps and submit to PhD Director</td>
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<tr>
<td>Written exam posted on Canvas by PhD Director with 72-hr window for completion</td>
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<tr>
<td>Written Exam submitted through safe assignment</td>
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<tr>
<td>Written exam graded within two weeks by readers panel and summary sent to</td>
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<tr>
<td>student and Research Advisor</td>
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<td></td>
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<tr>
<td>Send results to PhD Director for submission to Graduate School on correct form</td>
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<tr>
<td><em>In light of failure, retake must occur the following term</em></td>
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<tr>
<td><strong>Requirements for Oral Comprehensives</strong></td>
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<tr>
<td>Oral comps scheduled by student with the entire committee. (must be a minimum</td>
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<tr>
<td>of 2 weeks after written comps completed) Student are not required to be on</td>
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<tr>
<td>campus – electronic medium acceptable – no voice call in for student.</td>
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<tr>
<td>Request for oral comps sent to Graduate School via PhD Director two (2) weeks</td>
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<tr>
<td>prior to exam date.</td>
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<tr>
<td>Copies of written comps to all Dissertation committee members sent by chair in</td>
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<td>sufficient time for review.</td>
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<tr>
<td>Assist student to update Program Matrix</td>
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<tr>
<td>Completion of Oral Comprehensive Rubric</td>
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<tr>
<td>Receive Oral Examination Grading form from Graduate School</td>
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<tr>
<td>Results of Oral Examination sent to Graduate School by PhD Director</td>
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</tr>
<tr>
<td><strong>Dissertation Proposal</strong></td>
<td></td>
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<tr>
<td>Chapter 1,2,3 completed and approved by Research Advisor</td>
<td></td>
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</tr>
<tr>
<td>Students must be registered for 797 hours</td>
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<tr>
<td>Proposal to all Committee Members 3 weeks prior to defense (by student); either</td>
<td></td>
<td></td>
</tr>
<tr>
<td>electronic or hard copy as per committee</td>
<td></td>
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<tr>
<td>Date of defense scheduled by student with the committee. Student does not need</td>
<td></td>
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<tr>
<td>to be on campus for proposal defense. Electronic medium may be used (no voice</td>
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<tr>
<td>call)</td>
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<tr>
<td>Schedule a room</td>
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<tr>
<td>Send signature page to PhD Director for submission to Graduate School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRB application after proposal approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic copy of proposal submitted to graduate school in MS Word or PDF</td>
<td></td>
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</tbody>
</table>
Submit Verification of Research Subject Compliance form signed by Student and Research Advisor

Student submit Non-Plagiarism Affirmation

**Dissertation Defense**

Defense scheduled by student with committee

Submit Request to Schedule Doctoral Exam 2 weeks prior to Defense to the PhD Director for submission to the Graduate School

The student must be enrolled in at least one credit hour

Dissertation Defense cannot be scheduled during the same semester as the proposal hearing.

Student submit Non-Plagiarism Affirmation

Student must be on campus for dissertation defense; exceptions possible.

Committee signs Dissertation Defense Page when all changes have been made to the dissertation document. One original signed page goes on each dissertation document. All signatures must be original.

Student submit final copy of Doctoral Performance Matrix at Defense

Student submits final copy to Graduate School

If successful, student applies for graduation.

**Digital Signatures are acceptable on the Request to Schedule; Original Signatures are still required on the Results of Oral Comps, Results of the Dissertation Defense, and Signatures pages for the proposal and final Dissertation.**
Intent to Publish the Dissertation

Dissertation/Project Title (*may be tentative*)

Student’s Name

FIRST AUTHOR
Name (print): __________________ Signature:________________________

Brief description of responsibilities/role on scholarly project:

SECOND AUTHOR
Name (print): __________________ Signature:________________________

Brief description of responsibilities/role on scholarly project:

THIRD AUTHOR
Name (print): __________________ Signature:________________________

Brief description of responsibilities/role on scholarly project:

FOURTH AUTHOR
Name (print): __________________ Signature:________________________

Brief description of responsibilities/role on scholarly project:

Date __________________

Expected date of data completion _________  Actual date of completion _________
Expected date of dissemination _________  Actual date submitted _________

Should an individual’s responsibility substantially change or a failure to perform the role as stated above during the course of the project, it is agreed that the authorship order may be renegotiated. The student is given 12 months from the completion of the Dissertation to submit the manuscript for publication. Should the manuscript not be submitted within this time frame, it is agreed that the Research Advisor may take primary responsibility for submission and will become first author.
Progression for Doctoral Students, Graduate Policies, and Forms
You may receive reminders from your advisor, but ultimately it is your responsibility to know about the Graduate School policies and deadlines and follow them. The UNC Graduate School home page is [http://www.unco.edu/grad/](http://www.unco.edu/grad/). Under “New & Current Students” you will find deadlines, guidelines for theses and dissertations, forms, and more.

Here are some of the key Grad School items to note:

- You must enroll in courses during the first year of admission. A form is available to apply for an exception. [http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf](http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf)
- For every semester you do not enroll, the Graduate School will bill you a $150 continuation fee. *This amount is subject to change.*
- You may request an exemption to the continuous enrollment policy if you are enrolled in a NEXus course – Use the form highlighted above in first bullet.
- The deadlines posted cover dates by which examination results must be filed, proposals must be filed, and ultimately when dissertations must be filed. As a general rule, dissertations must be filed about one month prior to the end of the semester.
- Coursework and Dissertation must be successfully completed within eight years of the first course date applied to the plan of study.
- Continuous Registration policy for Graduate Students [http://www.unco.edu/grad/new_current/continuousregistration.html](http://www.unco.edu/grad/new_current/continuousregistration.html)
- Withdrawal From Class [http://unco.smartcatalogiq.com/en/current/Graduate‐Catalog/General‐Information/Registration/Withdrawal‐From‐Class](http://unco.smartcatalogiq.com/en/current/Graduate‐Catalog/General‐Information/Registration/Withdrawal‐From‐Class)
- Withdrawal from The program. Please let your advisor know and follow the graduate school procedure provided in the link below. [http://unco.smartcatalogiq.com/en/current/Graduate‐Catalog/General‐Information/Registration/Withdrawal‐from‐Program](http://unco.smartcatalogiq.com/en/current/Graduate‐Catalog/General‐Information/Registration/Withdrawal‐from‐Program)

**UNIVERSITY AND DEAN OF STUDENTS IMPORTANT INFORMATION:**

2. Title IX/Sexual Misconduct [http://www.unco.edu/sexualmisconduct/](http://www.unco.edu/sexualmisconduct/)
3. Discrimination/Complaints: [http://www.unco.edu/dean‐of‐students/information/discrimination.aspx](http://www.unco.edu/dean‐of‐students/information/discrimination.aspx)

**GRADUATE SCHOOL IMPORTANT LINKS:**

1. Transfer Credit from another institution - [http://www.unco.edu/grad/forms/pdfs/TransferOfCredit.pdf](http://www.unco.edu/grad/forms/pdfs/TransferOfCredit.pdf)
2. Petition for Exception (used for exceptions to time to competition and leave of absence from the program etc.) [http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf](http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf)
3. Graduate School Deadlines - [http://www.unco.edu/grad/forms/deadlines.html](http://www.unco.edu/grad/forms/deadlines.html)

**CAMPUS RESOURCES**

1. Writing Center = [www.unco.edu/english/wcenter](http://www.unco.edu/english/wcenter)
2. Michener Librarian for NHS College = Stephanie Wiegand ([Stephanie.wiegand@unco.edu](mailto:Stephanie.wiegand@unco.edu))
4. Typist, Editor or Transcriptionist = [http://www.unco.edu/grad/new_current/resources/typist.html](http://www.unco.edu/grad/new_current/resources/typist.html)

School of Nursing policies also apply and are found here: [http://www.unco.edu/nhs/nursing/programs/graduate/policies/index.aspx](http://www.unco.edu/nhs/nursing/programs/graduate/policies/index.aspx).
Title of Policy: Progress Review of Doctoral Students

Policy:

Conforming with the graduate school’s policy to do an annual progress review for all doctoral students, the annual progress review’s goal is to provide the doctoral student encouragement to continue in the program, provide remediation recommendations, or recommend termination. See UNC graduate catalog at [http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/Program-Requirements/Doctoral-Degree-Requirements/Courses-and-Credit-Hours/Progress-Review](http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/Program-Requirements/Doctoral-Degree-Requirements/Courses-and-Credit-Hours/Progress-Review) (2014-15 catalog).

Procedure:

**Student role:** 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 their program coordinator 2 weeks before the end of the semester. Student failure to complete this review by the end of the semester may result in delay in program progression.

**Faculty role:** The faculty for each doctoral course will complete an evaluation for each student through an evaluation link generated by the student services coordinator at the end of each semester when grades are submitted. The link will be forwarded to the faculty by the assistant director of graduate programs 2 weeks before the end of the semester.

**Program Coordinator:** The doctoral program coordinator will collate the results for each student to bring to the annual review meeting scheduled for the first Graduate Leadership Team (GLT) meeting each spring.

**GLT:** The GLT committee will review the faculty responses which include student grades and the student self-evaluations, and previous progress review summaries at a spring meeting before the graduate school due date. GLT’s goal is to develop and provide a summary of the student’s strengths and area(s) for improvement. Emphasis should be placed on acknowledging accomplishments and professional growth where appropriate. The program coordinator will send out the progress review summary letter to each doctoral student and place in their student file. If there are concerns about the student’s progress/academic performance, the program coordinator will schedule a live conversation with the student about the issues at hand prior to the letter being sent.
Title of Policy: Progression in Graduate Programs

Policy: Successful completion of the graduate programs requires a minimum grade of ‘B’ in each didactic course and a satisfactory grade in each clinical course. 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.

Procedure:

One didactic or clinical course may be repeated if the grade is lower than a ‘B’ or Unsatisfactory. 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 better 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.

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 would like to appeal the grade, they shall follow the academic appeals policy and procedure.
Title of Policy: SON Academic Appeals Graduate Students

Policy:

The purpose of the procedures outlined below is to provide the student with guidance for appealing an academic decision that he/she considers 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 his/her 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). The student must follow the Steps for Appeal as set forth in 2-1-204 of UNC Board Policy.

Procedure:

STEP 1:
1A: 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.
1B: If the student is not satisfied with the outcome of the informal conference with the faculty member, he/she must initiate the appeal in writing with the faculty member.
1B: If no resolution is reached in Step 1A/1B, the student shall request a conference with the program coordinator. (If the instructor involved is the program coordinator, the student would then move to Step 1C).
1C: If the problem remains unresolved, the student may request a conference with the SON Assistant Director of Graduate programs who will advise the student of the appeals procedure as set forth in SON Policy and UNC Board Policy. If the student chooses to move forward with a formal appeal, the student must submit that request in writing to the Assistant Director of Graduate programs. The Assistant Director of Graduate programs will request written documentation from both the student and the instructor. The Assistant Director of Graduate programs will convene the Graduate Leadership Team (GLT) to review the written documents from both parties. The Assistant Director will share the findings of the GLT with the student and the instructor within 20 working days of receipt of the written request from the student for appeal. In the event the student is not satisfied with the findings of the GLT, the student may submit a written appeal to the SON Director.

STEP 2
If the student does not believe his/her grievance has been resolved, the student shall then follow the University Academic Appeals Procedures as set forth in Board Policy found at: http://www.unco.edu/trustees/Policy_Manual.pdf
**UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO**

**Sponsoring Committee/Person/Ad Hoc Group/Task Force Members:**

<table>
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<tr>
<th>Undergraduate Leadership Team</th>
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**Nursing Licensure Policy for Post-Licensure Students**

**Title of Policy**

<table>
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<th>11/22/2013</th>
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<tbody>
<tr>
<td>Date adopted by NF-SO</td>
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<th>Date reviewed for currency &amp; initial:</th>
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<td>ULT 11/13</td>
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**POLICY:** 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.
The School of Nursing has a policy regarding student dishonesty (see Policy and Procedure Regarding Students’ Dishonest Acts). The following information is provided to clarify the act of plagiarism as this is considered to be a dishonest act.

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

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


**Plagiarism Modules**

For additional information on plagiarism, if you have not already done so visit: [http://www.unco.edu/english/wcenter/academicintegrityindex.html](http://www.unco.edu/english/wcenter/academicintegrityindex.html)

**Academic Honesty**

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

This action can include any of the following, in addition to any University disciplinary action:
- A failing grade for an assignment.
- A failing grade for a class.
- Required remediation.
- Dismissal from the program.

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

Safe Assignment is used in Blackboard courses for submission of written work including written comprehensive exams.
PLAGIARISM CONTRACT

I certify that I have read, understand, and agree to the terms set forth in the plagiarism modules. I will certify that I will not plagiarize any of the documents created by myself or as a group for this program. I will also agree to follow the University Honor Code.

University Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community’s academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Printed Name: _____________________________________________________________

Student Signature: ________________________________________________________

Date: ______________________
Graduation Information
Graduation Information

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

Please visit: http://www.unco.edu/grad/new_current/graduation/index.html
Student Handbook Agreement
University of Northern Colorado  
School of Nursing  
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 don’t understand.

Name (Print): ________________________________________________________________

Signature:  __________________________________________________________________

Program:  __________________________________________________________________

Date:  ______________________________________________________________________