



UNIVERSITY OF
NORTHERN COLORADO

PhD in Nursing Education

STUDENT HANDBOOK

2023-2024



School of Nursing
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Please note:

The Official Handbook with the most recent updates is located here:

<https://www.unco.edu/nhs/nursing/resources/clinical-student/student-handbooks.aspx>

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 2023 cohort
will be as published in this handbook.)***

(Revised 6.29.23)

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

SON Anti-Racism Statement

The School of Nursing shares the values of the University of Northern Colorado, the American The UNC School of Nursing has a strong history of educating nurses to provide compassionate care to others. “We acknowledge that institutional racism exists in American society, of which the SON is a part. We oppose racism and strive to promote an inclusive and equitable environment. We are committed to increased awareness and continued efforts to prevent racist acts.” Our overall mission is to improve the health of our society; including ALL members of our community. We value Inclusivity of diverse human identities and expressions in nursing education and nursing practice. We can achieve a just and equitable health care system for all by recognizing and combating racism in healthcare, becoming aware of implicit bias and its effects, and working to achieve greater diversity in nursing education and the nursing workforce.

We strive to take action in both professional and personal ways to eliminate systematic racism, promote diversity and reduce bias. We will:

- Examine our curriculum to eliminate racist assumptions or content and increase student dialogue and awareness of racism and bias affecting nursing care.
- Engage in approaches to removing racism or bias from admission, progression and retention for diverse students including students of color.
- Actively seek ways to increase the diversity of faculty and staff by examining application, hiring, promotion, tenure and support practices.
- Plan for anti-racism education and skills building for faculty, staff and students.
- Commit to working together in this common effort.

We are steadfast in our belief that every individual should work and learn in an environment that embraces diversity and Inclusivity. **There is no tolerance for racism within our school.**

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.

Campus and Student Resources



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Ursa

URSA 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: www.ursa.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.

Faculty: <https://www.unco.edu/nhs/nursing/about-us/faculty/>

Staff: <https://www.unco.edu/nhs/nursing/about-us/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 - <http://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/>
2. Title IX/Non-Discrimination or Sexual Misconduct Policies - <http://www.unco.edu/sexual-misconduct/>

UNC Graduate School

The UNC Graduate School website is: <http://www.unco.edu/grad/>

****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.

<http://www.unco.edu/graduate-school/student-resources/current-students/academic-policies-and-deadlines.aspx>

OTHER GRADUATE SCHOOL ITEMS TO NOTE:

- **Current Students page:** <https://www.unco.edu/graduate-school/student-resources/current-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:** <http://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx>
- **Transfer Credit** from another institution –
 - <http://unco.smartcatalogiq.com/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Transfer-Credit.aspx>
 - Transfer credit form: <http://www.unco.edu/graduate-school/pdf/Transfer-of-Credit.pdf>
- **Graduate Student Petition for Exception** (*used for exceptions to time to completion and leave of absence from the program etc.*) <http://www.unco.edu/graduate-school/pdf/Graduate-Student-Petition-for-Exception.pdf>
- **Withdrawal from a course or the program** (*additionally, please communicate with your program advisor prior to taking these steps*) <http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration>

Financial Aid and Other Funding Opportunities

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

GA/TA/RA DESCRIPTION:

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 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.

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

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

SCHOLARSHIPS:

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.

Catalyst Scholarship/Grant Awards

Money for small grants may be available on an annual basis. Interested students should check the Zeta Omicron Chapter website or contact a board member for details.

Updated 4/2020

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 <http://www.unco.edu/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/cebs/research-consulting-lab/>

STATISTICAL CONSULTING MAST INSTITUTE

Statistical consulting is available at no charge to graduate students through UNC's Mathematics and Science Teaching Institute on campus. <https://www.unco.edu/nhs/mathematics-science-teaching-institute/>.

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 <http://www.unco.edu/graduate-school/student-resources/current-students/hiring-a-typist-editor-or-transcriptionist.aspx>

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/cebs/psychological-services-clinic/>.

SON Governance and Student Organizations



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

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 2021.

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 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 via email. 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.

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)

<https://www.unco.edu/nhs/nursing/sigma-theta-tau/>

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide.

PhD Program Description, Admission, Outcomes, etc.



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

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)

(See next page for specifics by year)

PhD Admissions Policy



POLICY TITLE:

PhD Admission Requirements and Process

Last Revision/Review Date: 10/7/2022 NFSO
Previous Review Dates: 11/16/04; 5/08 DWL; 10/2012 LGT; 11/14/14 GLT; 10/21/15 GLT; 4/29/2022 NFSO
Original Policy Date: 11/16/04
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Requirements for admission into the PhD in Nursing Education program include the following:

1. A bachelor's degree from an ACEN, CNEA or CCNE accredited institution with a major in nursing.
2. A master's degree in nursing from an ACEN, CNEA or CCNE accredited institution
3. Current, unencumbered licensure as a registered nurse (licensure outside of the United States is acceptable).
4. Meet Graduate School Requirements for admission.
5. A minimum grade point average of 3.0 at the master's level
6. Two letters of reference from former faculty or colleagues with a doctoral degree.
7. A statement of career goals.
8. One to two years of teaching experience recommended, but not required, prior to program enrollment.
9. Sample of written scholarly work, project, or publication in which the applicant was the sole or primary contributor.
10. A personal interview may be required.
11. A current CV.

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 790 – Doctoral Research Colloquium (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; identify APA strengths and weaknesses
 - 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 741 - Evidence-Based Teaching (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 780 – The Professorial Role in Nursing 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; adding to comp and dissertation files, self-study.

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!)

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

Program Outcome 3: Scholarship of teaching benchmarks

- Preparation for comprehensive exam; adding to comp and dissertation files, self-study.
- 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 (PowerPoint and other), grant submission, abstract, etc.), seeking consultation from PhD faculty if additional resources are needed

If alternative dissertation format planned:

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

YEAR THREE (3)

Third Fall	Third Spring	Third Summer
NURS 707 - Leadership in Health Policy (3)	NURS 730 – The Scholarship of Teaching and Practice in Nursing Education (2)	NURS 797 - Doctoral Proposal Research (2) (w/ Research Advisor)
NURS 710 – Measurement of Nursing Student Outcomes (3)	**ELECTIVE (3)	**ELECTIVE (3)
	NURS 797 - Doctoral Proposal Research (2) (w/ Cohort)	

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 comprehensive exam

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

- 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 dissertation defense
- Schedule final defense with committee members and Graduate School

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!

If alternative dissertation

- Submit article(s)

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

* 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.

**Six credits of electives are required, suggested scheduling is presented. The above sequence of these is only a suggestion.



PhD in Nursing Education PLAN OF STUDY

NAME: _____ Last 4 of BEAR No: _____

ADDRESS: _____ Catalog Yr: _____

Telephone: _____ Email: _____ @bears.unco.edu

	Research Core / Dissertation	Nursing Core / Education
Semester 1 - Fall		
NURS 703 Philosophical Underpinnings of Nursing Science NURS 790 Doctoral Research Colloquium	3	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	3
Semester 3 – Summer		
NURS 724 Design, Methods and Analysis in Health Care Research II PSY 681 Cognition and Instruction I	3	3
Semester 4 – Fall		
NURS 741 Evidence – Based Teaching SRM 700 Advanced Research Methods	3	3
Semester 5 – Spring		
NURS 760 Advanced Nursing Curriculum Design and Program Evaluation SRM 680 Introduction to Qualitative Research	3	3
Semester 6 – Summer		
NURS 702 Advanced Concepts of Vulnerable and Underserved Pop NURS 780 Professorial Role in Nursing Education		3 3
Semester 7 – Fall		
NURS 707 Leadership in Health Policy NURS 710 Measurement of Nursing Student Outcomes	3	3
Semester 8 – Spring		
NURS 730 Scholarship of Teaching and Practice in Nursing Education NURS 797 Doctoral Proposal Research (w/ Cohort) ***Elective*** 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	2	2 3
Semester 9 – Summer		
NURS 797 Doctoral Proposal Research (w/ Research Advisor) ***Elective*** 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	2	3
Dissertation Phase - (up to 8 years to complete doctoral programs)		
NURS 799 Doctoral Dissertation (1-12 variable) The required 12 credit hours are scheduled in consultation with your Research Advisor. Student must register for a minimum of 1 credit of NURS 799 OR utilize the continuous enrollment process for the semester of graduation.	12	
TOTAL		66

*** NOTE 1: NURS 797:** Four (4) credits in total are required by the Graduate School.

**** NOTE 2: ELECTIVES:** The elective placement is only a suggestion. Application of an elective to your plan of study is accomplished by completing the respective forms:

- 1) Electives taken at UNC: Course Adjustment Form completed in OnBase by Program Director
- 2) Electives taken outside of UNC (<https://www.unco.edu/graduate-school/pdf/Transfer-of-Credit.pdf>). The student must first request an official transcript be sent to UNC from the institution hosting the course. See the hosting institution's website on how to order your transcript.

TRANSFER CREDITS (if applicable, 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 and subsequently submitted to the Graduate School. Please keep a copy of this form for your records.

Student Signature

Date

Program Advisor Signature

Date

Updated 6.27.23

Expected Student Performance and Academic and Progression Related Policies



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Program Progression

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

For Doctoral students, requirements must be successfully completed within eight (8) years of first registration following admission to the program. However, if a student has approval to count work taken before first enrollment after admission, the student must complete the degree within eight calendar years beginning with the earliest work counted in the program.

Please note that program time limits are adjusted to reflect approval of transfer credit or unclassified hours.

See Progression in Graduate Programs Policy in the next section for details.

Please see the below link for further detailed information.

<http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Grading>

NEXus Partnership

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 program with the approval of your advisor.

If you are interested in registering for a course through NEXus, contact Dr. Darcy Copeland (darcy.copeland@unco.edu), Coordinator, PhD program. There is a specific procedure for requesting a seat with NEXus. Ann O'Connor in Extended Campus will contact you with specific paperwork (UNC Consortium agreement, etc.) that you will need to fill out.

Courses taken through NEXus are not considered transfer credit. However, a form indicating that the NEXUS course is designated as an official elective must be completed at the time of enrollment in the NEXUS course to add it to your official plan of study; once completed, an official transcript must be sent to UNC. A request for the transcript must be submitted by the student to the offering institution.

<https://extended.unco.edu/current/graduate/nursing-ed-phd-ol/nexus.aspx>

Course Syllabi

Each nursing syllabus is the student-teacher contract for that specific course. The course objectives are your guide for achieving the expectations of the course. The faculty will carefully 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/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx

Course and Faculty Evaluations

Near the end of each semester students will receive an email to complete course and faculty evaluations in Canvas. Student' 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. Students may have multiple faculty assigned to a course, but only an evaluation for an instructor they interacted with is requested. All evaluations are anonymous and confidential.

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/costs/extended-campus.aspx>

Students' Dishonest Acts

Students are expected to conduct themselves in accordance with the highest standards of academic honesty and are encouraged to be familiar with the Student Code of Conduct (<https://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf>). 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.

The following information is provided to clarify the act of plagiarism as this is considered to be a dishonest act and is UNC's approved definition of plagiarism found in the Graduate Catalog:

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting or a substantial or essential portion thereof.

Regarding written work in particular, direct quotations, statements which are a result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, often by listing author(s) and year of the cited source. Quotation marks or a proper form of indentation shall be used to indicate all direct quotes.

As long as a student adequately acknowledges their sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgement, and some may evaluate a project on the basis of form."

(<http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Plagiarism>).

TurnItIn is used in Canvas courses for submission of written work including written comprehensive exams.

For additional information, refer to the [Publication Manual of the American Psychological Association, Seventh Edition \(2020\) \(apa.org\)](#).

Academic and Progression Related Policies

(See the following pages for Academic and Progression Related Policies)

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.

POLICY TITLE:**SON 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.

POLICY TITLE:

Student Concerns

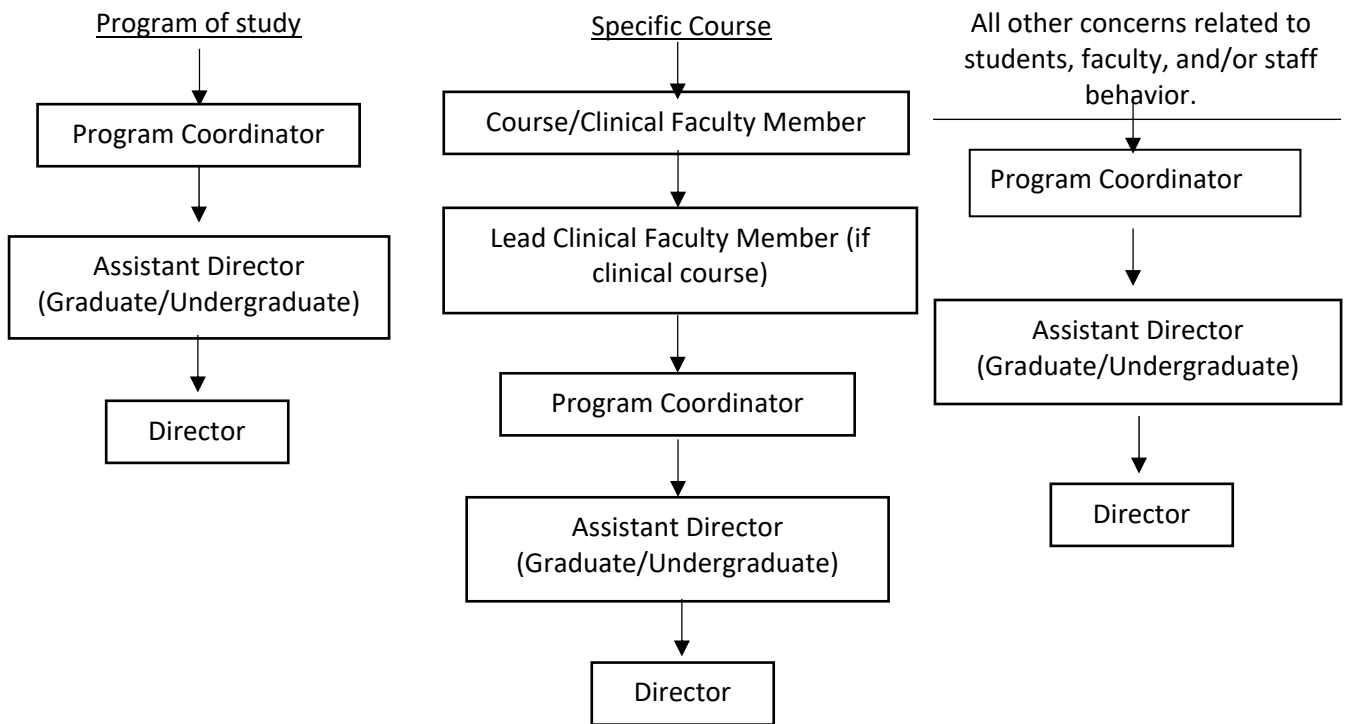
Last Revision/Review Date: 12/3/21
Previous Review Dates: 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team

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.

POLICY TITLE:

Academic Appeals

Last Revision/Review Date: 10/18/19 ULT/NFSO

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

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). 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 Assistant Director 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 to the faculty member within 21 working days after the end of the semester or session in which the action occurred.
4. If the problem remains unresolved, the student may request a conference and submit a written appeal to the SON Director within 7 working days from the response from the faculty member. The Director will confer with the faculty member whose action is being appealed. The formal appeal process, as set forth in Board Policy, will then be followed for the remaining steps of the process.

POLICY TITLE:

Progression in Doctoral Programs

Last Revision/Review Date: 12/4/20 NFSO
Previous Review Dates: 10/18/19 NFSO
Original Policy Date: 10/4/19
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Successful completion of the doctoral (PhD in Nursing Education, DNP) programs requires a minimum grade of 'B' in each course, satisfactory grade in each clinical course, completion of graduate school requirements (Written comprehensive exam, oral comprehensive exam, proposal and final dissertation/DNP scholarly project defenses), and the required number of dissertation proposal (4) and dissertation (12 credits) or DNP Scholarly Project proposal, and Scholarly Project (12 Credits). The student may not graduate without all of these requirements met satisfactorily.

PROCEDURE:

Unsatisfactory course work and retake procedures:

One didactic course may be repeated if the grade is lower than a 'B' or Unsatisfactory; The written and comprehensive exams 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 better in a didactic course or Satisfactory grade in a clinical course on the repeat attempt, this will result in recommendation for termination of the student's program of study to the Graduate School. (from the existing progression in graduate programs policy)

To appeal a grade, the student shall follow the academic appeals policy and procedure.

Completion of dissertation and DNP Scholarly project credits:

PhD students: Students must satisfactorily complete both Written AND Oral Comprehensive exams before enrolling in N799 Dissertation Credits. In the semester where the oral examination is planned, depending on readiness for dissertation proposal, one credit of N799 may be taken, based on consultation with the Research Advisor (RA). Students will work collaboratively with the RA regarding enrollment/spacing of N799 credits as only 12 credits total are allowed for the dissertation process. At faculty discretion, a student who is preparing for their written comp examination could be allowed to take one credit of N799 in the semester they are completing the written exam. At the point of the proposal defense, the student will submit a timeline for completion of the 12 N799 credits.

DNP students: Students must take N795 (DNP Scholarly Project Proposal Seminar) 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. DNP Students may request an exception and register for N795 and N798 hours in the same semester. Students will contact the DNP Coordinator with requests for exceptions to take N795 and N798 concurrently. Written AND Oral Comprehensive Exam (Final DNP Scholarly Project Defense) will ONLY be completed while actively registered for N798. The student will submit a timeline for completion of N798 credits.

POLICY TITLE:

Incomplete Grade Policy (Graduate Students)

Last Revision/Review Date: 12/1/17 NFSO
Previous Review Dates:
Original Policy Date: 11/15/17 GLT
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

At the discretion of the instructor, a temporary grade of Incomplete "I" may be given if the student demonstrates an inability to complete the requirements of the course due to circumstances beyond the student's control that were not reasonably foreseeable.

PROCEDURE:

1. The student must request the I (incomplete) grade with justification of circumstances beyond their control.
2. A student must be passing the course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete even if not passing the course.
3. The incomplete may be assigned up through the last week of the term, which includes finals week.
4. A contract must be completed, which is attached to this policy, to indicate outstanding assignments, a plan and a deadline for all course requirements to be completed. The instructor must submit to the department chair or school director, a written notice of the specific coursework to be completed before the final grade is determined as well as reasons for the Incomplete grade; a copy is kept in the school/department and one is provided to the student.
5. With a grade of "I", credits are not used to compute grade point average (GPA) and are not counted towards graduation.
6. When completing an Incomplete grade, the student does NOT register for the course a second time.
7. When the contract is successfully completed, the instructor of record must change the grade from I to the grade earned in the course, according to the grade change policy, submitting the grade change request form to the Office of the Registrar.
8. If the course requirements are not completed and the grade change form not received in the Office of the Registrar after a maximum of one year, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade has rolled to failing/unsatisfactory, a further grade change will not be permitted.
9. Degrees will not be conferred upon students with outstanding "I" grades.

POLICY TITLE:

Progress Review of Doctoral Students

Last Revision/Review Date: 3/24/17 NFSO
Previous Review Dates: 12/4/15 NFSO; 3/3/17 GLT
Original Policy Date: 3/9/15
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

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 <https://unco.smartcatalogiq.com/2016-2017/Graduate-Catalog/Program-Requirements/Doctoral-Degree-Requirements> - Review (2016-2017 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 Role: 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.

Graduate Leadership Team (GLT) Role: 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.

POLICY TITLE:

Transfer Credit for Graduate Students

Last Revision/Review Date: 2/3/17 NFSO; Reviewed GLT 4/2022
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
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:

Transfer credit must be approved at the program level prior to submission to the Graduate School per Graduate School 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 and the SON Assistant Director of Graduate Programs.
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 guidelines, the minimum number of hours necessary for the Graduate School to confer a degree from UNC are as follows:
 - a. Minimum of 24 credits at UNC for a master's degree
 - b. Minimum of 26 credit hours at UNC for the DNP with a master's degree
 - c. Minimum of 64 credit hours at UNC for the DNP with no previous master's degree
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 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 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
 - 1 committee member from the student's program
 - 1 committee member either from the program or a related discipline
 - 1 faculty representative external to the program/discipline
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. Committee members from a related discipline who are faculty members at UNC must have at least a Graduate Faculty (GF) appointment.
5. Committee members from outside of the University of Northern Colorado must be granted Graduate Faculty Equivalence from the Graduate School.
6. To officially establish the committee, the Request for Appointment of a Doctoral Committee (see below) must be completed and forwarded to the Graduate School. 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 forwarded to the Graduate School.
7. 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.
8. 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>

- Appointment of Doctoral Committee
- Change to a Doctoral Committee
- Form to appoint outside Committee member
- Request for Oral Exam Form

POLICY TITLE:

PhD Comprehensive Exams Policy

Last Revision/Review Date: 4/29/2022 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
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 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 provided evidence to the PhD Program Coordinator that they have:

- been granted regular admission to the degree program;
- filed an approved plan of study with the graduate school;
- completed at least 36 semester hours of work applicable toward the 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 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).

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.*

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 or a virtual audiovisual 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. 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 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 send to the Dissertation Research Advisor (3 weeks ahead is recommended).
<http://www.unco.edu/grad/forms/pdfs/ScheduleDocExam.pdf>
- 3) submitting to the committee two weeks prior to the scheduled exam:
 - a. a substantive presentation 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

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 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.

Written Comprehensive Evaluation Tool PhD in Nursing Education

Student Name: _____ Date: _____

Evaluated by: _____ Question #: _____

PASS FAIL

Criteria	Not acceptable; important aspects are neglected or unfinished	Acceptable; meets all requirements
Demonstrates critical analysis of the topic		
Engages in comprehensive, focused discussion of the topic thoroughly integrating appropriate and relevant concepts		
Integrates literature from a variety of sources that are relevant and germane to the topic being examined		
Demonstrates an in-depth knowledge of current issues relevant to questions		
Reviews the pertinent literature on the topic of the presented question(s)		
Avoids over-generalizing or otherwise arriving at conclusions that exceed findings		
Qualifies statements that are speculative or that apply to narrow circumstances		
Answered all aspects of the question		
Rhetorical Aspects		
Achieves general cohesion of ideas		
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:

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 <i>Understands knowledge considered necessary for doctoral level scholarship in the following domains:</i>		
Theory		
Research		
Leadership		
Education		
Readiness to begin 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.

**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: _____

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 #2 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 completes the Request to Schedule a Doctoral Examination form. 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 Research Advisor 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 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:

1. Dissertation Checklist: <http://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-checklist.aspx>
2. Dissertation Resources: <http://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>
3. Dissertation Proposal Process and Title Signature page: <http://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Dissertation-Proposal-Process-and-Title-Signature-page.pdf>

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 (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. 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 RESEARCH ADVISOR

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

www.unco.edu/graduate-school/pdf/Request-to-Appoint-a-Doctoral-Committee.pdf

Student Name: _____ Bear #: _____

Activity/Action	Date Submitted	Date Approved
DISSERTATION COMMITTEE APPROVED BY GRAD SCHOOL (GS)		
Research Advisor (RA) must have DRE		
Co-Chair or Member (Co-Chair must have DR)		
Faculty Representative – must be grad faculty		
Committee Member (1 may be outside of UNC if approved by GS)		
Student and RA completes/submits to Graduate Program Specialist the “Request to Appoint a Doctoral Committee” form, who then submits to GS (<i>copy RA and Student</i>)		
Doctoral committee approved by GS; student and RA sent confirmation letter		
REQUIREMENTS FOR WRITTEN COMPREHENSIVE EXAM		
Completed minimum 36 hours work toward degree		
Maintained 3.0 GPA		
Approval by RA to take exam		
Student completes request for Written Comps and submits to PhD Coordinator		
Written exam posted on Canvas by PhD Coordinator with 7-day window for completion.		
Written Exam submitted through TurnItIn.		
Written exam graded anonymously (<i>not known to the student or the RA</i>) by a review panel and submitted to PhD Coordinator.		
PhD Coordinator notifies student and RA of results with copies of evaluation forms.		
The program coordinator completes and signs the Written Comp Exam Results form and submits signed form and evaluations to the <i>Graduate Program Specialist, who then sends only results form to the GS (copy RA and Student)</i> .		
<i>In light of failure, retake must occur the following term. See Comprehensive exam policy for failure of one question.</i>		
REQUIREMENTS FOR ORAL COMPREHENSIVE EXAM		
Must be conducted a <u>minimum</u> of 2 weeks <u>after</u> written comps completed.		
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. (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 Graduate School (<i>copy RA and student</i>).		
RA sends copies of written comps to all Dissertation Committee members in sufficient time for review.		
RA receives “Results of the Oral Comprehensive Examination” form from GS.		
Completion of Oral Comprehensive Rubric (evaluation) by all committee members. RA submits evaluations and “Results” form to Graduate Program Specialist, <i>who then sends only results form to the GS (copy RA and Student)</i> .		
DISSERTATION PROPOSAL DEFENSE (<i>Is not scheduled with the Graduate School</i>)		
<i>Chapter 1,2,3 completed and approved by RA</i>		
<i>Students must be registered for or have completed appropriate credits for NURS 797 hours. They do not need to register for NURS 799 hours per the GS. Students must register for at least one credit (of anything).</i>		
Student must send proposal to all Committee Members 2 weeks prior to defense;		Page 52

either electronic or hard copy as per committee.		
*Defense scheduled by student with committee (<i>RA to schedule room with Graduate Program Specialist and request any additional distance technology</i>)		
(<i>RA and student will determine traditional or alternative dissertation document</i>)		
Student must bring to the proposal defense the "Proposal Title Page for Doctoral Dissertation Proposal" using the current form found on the GS web site: https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx		
Following Successful proposal - Student to get IRB or IACUC approval (<i>if applicable</i>) and send to GS from Bear Mail the following (<i>copy RA and Graduate Program Specialist</i>):		
<ul style="list-style-type: none"> • Digital copy of proposal (Word or PDF format) • Signed Proposal Title Page for Doctoral Dissertation (this signifies approval and passing of the proposal to the GS) • Verification of Research Subject Compliance form • IRB or IACUC approval if applicable • in consultation with the RA, student will file a timeline for completion of NURS 799 Dissertation credits with the RA. 		
Candidacy Approval Letter will be emailed to student's Bear Mail and to the RA. Upon being admitted to candidacy, the Graduate School will complete and email a Grad Check to the student through student's Bear Mail. RA, please send copy of letter to <i>Graduate Program Specialist</i> .		
If successful, student may apply for graduation. (<i>Graduation Deadlines: www.unco.edu/graduate-school/student-resources/preparing-for-graduation/graduation-deadlines.aspx</i>).		
DISSERTATION DEFENSE (FINAL)		
Dissertation Defense <u>cannot</u> be scheduled during the same semester as the proposal defense.		
Request to Schedule Dissertation Defense must be submitted at least two (2) weeks prior to requested exam date.		
The student must register for one credit of NURS 799		
*Defense scheduled by student with committee (<i>RA to schedule room with Graduate Program Specialist and request any additional distance technology</i>)		
RA completes Request to Schedule a Doctoral Exam form and sends to Graduate Program Specialist, who then sends to the GS (<i>copy RA and student</i>).		
GS sends blank "Results of Dissertation Defense form" to RA		
Student defends dissertation and results form signed. RA submits to Graduate Program Specialist, <i>who then</i> sends results form to the GS (<i>copy RA and Student</i>).		
Committee signs Dissertation Signature page when all changes have been made to the dissertation document.		
Recommend student run manuscript through www.reciteworks.com for APA format, spelling, etc.		
Student emails final copy of dissertation to GS for review from their Bear Mail:		
<ul style="list-style-type: none"> • Review Submission form (https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/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 		

*For exam/defense attendance policy, please review the 2nd page of this document.
(<https://www.unco.edu/graduate-school/pdf/Request-Schedule-Doctoral-Exam.pdf>)

**Digital Signatures are acceptable on the Request to Schedule form. Hand-written/original signatures are still required on the Results of Written Comp, Results of Oral Comps, Results of the Dissertation Defense, and signature pages for the proposal and final dissertation.

POLICY TITLE:**Doctoral Scholarly Project and Dissertation Grading Policy****Last Revision/Review Date:** 12/2/2022 NFSO**Previous Review Dates:****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 is 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 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" would increase the overall number of credits required to complete the program.
5. 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. A total of 12 credits of "Satisfactory" performance is required to complete the program of study.
6. N799 and N798 courses credits are ineligible for an "I" grade.
7. Students are to only register for 12 credits of scholarly project/dissertation credits, except in rare circumstances when additional time may be needed to complete a project/dissertation, such as incurring "U" grades or additional time required for project/dissertation completion.

Graduation Information



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

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.

Please visit: <http://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/>

Graduation Deadlines:

<http://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/graduation-deadlines.aspx>

Graduation Application:

https://unco.co1.qualtrics.com/jfe/form/SV_6SG6Bm3mpFbqstv

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 for your review. You will be instructed by the SON on how to specifically complete them for your program.

- *Authorization for Release of Completed Scholastic Assignments*
- *Authorization to Release Information (FERPA)*
- *Authorization of Use of Name, Image, Likeness, and/or Voice Recordings*
- *Plagiarism Contract (University Honor Code)*
- *Student Handbook Agreement*



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

College of Natural and Health Sciences

Authorization for Release of 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:

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

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

Student's name (printed) _____

Student's signature _____

Date _____

University of Northern Colorado
School of Nursing
Gunter 3080
Campus Box 125
Greeley, CO 80639
(970) 351-2293
(970) 351-1707 Fax

AUTHORIZATION TO RELEASE INFORMATION

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
- Grades
- GPA

THIS INFORMATION MAY BE RELEASED FOR THE FOLLOWING PURPOSE(S): (CIRCLE ALL FOR WHICH AUTHORIZATION IS GIVEN):

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

_____ Date _____ Student's Signature

_____ Name (Print or Type)

FOR OFFICE USE ONLY:

Date Information was mailed: _____ Processed by: _____

Revised 5/3/16; MHenry approved by DSatriano UNC Counsel



UNIVERSITY OF NORTHERN COLORADO

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 World Wide Web, or in any other manner, and for any other lawful purpose, in the sole discretion of UNC. 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, irrevocably binding myself and my heirs, successors and assigns.

Student’s Name (printed): _____

Signature of Student

Date

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)

8/17/16 MHenry, approved DSatriano UNC Legal Counsel

PLAGIARISM CONTRACT

I certify that I have read, understand, and agree to the terms set forth in the School of Nursing Students' Dishonest Acts policy and the Graduate Catalog. 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: _____



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.

Name (Print): _____

Signature: _____

Program: _____

Date: _____