PhD in Nursing
Student Handbook
2018-2019
Updated June, 2018
Dean’s & Director’s Message

Welcome PhD Students!

We are very pleased to welcome you to the University of North Dakota. Congratulations on embarking on your journey to a new career as a nurse scientist. You are entering an exciting time in the delivery of health care in the state of North Dakota and throughout the nation, and your experiences with us will provide the knowledge, skills, and abilities to lead the way. During your studies at the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty, and wonderful mentors. And, you’ll meet lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this PhD in Nursing Student Handbook to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions at the College and at UND. Other resources that will help you are the University of North Dakota Undergraduate and Graduate Academic Catalog and the UND Code of Student Life. These publications are available online.

Our dedicated faculty and staff are here to help you succeed in your graduate nursing education. Please feel free to consult with us if you need further information or clarification on any content in this Handbook.

Wishing you a successful school year!

Gayle Roux, PhD, NP-C, FAAN
Dean and Professor

Tracy Evanson, RN, PhD, PHNA-BC
Professor
Director of PhD Program
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OVERVIEW

This is an exciting time for nursing as the demand for nurses at all levels is high, and nurse researchers are especially needed. The PhD in Nursing prepares nurse scientists to understand and critically evaluate the state of the science in order to identify gaps and generate new knowledge that contributes to the advancement of the discipline. The PhD in Nursing prepares scholars for the expression and communication of the knowledge base in the profession.

PHD PROGRAM PHILOSOPHY

The development of a scholar requires immersion in research. The goal of nursing research is to inform policy and improve health and the practice of nursing. The focus of the UND research-intensive Nursing PhD Program is Rural Health with research corridors of behavioral and environmental. Actualizing this particular focus entails skills in promoting health behaviors, improving networks of information, systems and policy, attention to the environment and closing the gap of translational research. Nurse scientists must be proactive in conducting research in a climate of rapidly changing technology. Accountability and integrity are core values of the UND Nursing PhD Program.

PROFESSIONAL NURSING PRACTICE IS SUPPORTED BY A SOUND KNOWLEDGE BASE

- Research informs and builds our profession.
- Nursing education at the baccalaureate level integrates content from the arts and humanities, social and physical sciences, and requires competencies in patient care technology, communication and information management.
- Coursework enhances personal and professional skills, promotes lifelong learning, clinical leadership and evidence-based practice within a context of globalization.
- Education at the master’s level prepares graduates who apply knowledge of the discipline and generate theory-based research for specialized nursing practice.
- Education at the doctoral level enables nurse scientists to make significant original contributions to the body of knowledge.
- Teaching is a process designed to facilitate learning within an academic environment that is student centered and supports various learning styles and diverse cultural perspectives. Students and faculty are active and responsible participants in the venture of learning and research. Faculty utilize innovative teaching methods to guide nursing students as they acquire the knowledge, skills and ability to function independently in diverse settings.

DOCTORAL PROGRAM TENETS REGARDING ACADEMIC DISCOURSE

- Literature has defined discourse as ideas or thought processes evident in written and oral communication having social significance. Academic discourse socialization takes place in the social and cultural context of higher education.
- Doctoral faculty members model beliefs about academic discourse by oral, written and social means.
- Academic literacy includes language socialization and participation in the community of scholars.
• Power is a dynamic existing between and among faculty and students.
• Learning requires students’ opportunities to develop intellectual schemata for higher order thinking.
• Faculty members value objective criteria-referenced evaluation of student performance.
• Students receive feedback from faculty and peers for further scholarly development.
• Dissertations reflect internal consistency links between theory, method, application and conclusion.

EXPECTATIONS OF PHD STUDENTS

COMMUNICATION
• Students should communicate clearly and sensitively with faculty, peers, staff and research subjects.
• Scholars are expected to challenge ideas and be challenged in their arguments.
• The give and take in the delivery and receipt of critique is respectful.
• Students should demonstrate appropriate behaviors respecting personal and professional boundaries.

INTELLECTUAL
• Students are responsible for their own learning with facilitation by the faculty.
• Development is expected in ability to reason, analyze, synthesize and evaluate.
• Students should know the standards of authorship and avoid plagiarism.

EXPECTATIONS OF FACULTY

COMMUNICATION
• Phone calls and e-mails from students should be returned within 3 business days.
• Drafts of students’ written work with comments should be returned within 3 weeks.
• Critique of student work may be challenging and should be given with sensitivity to student’s dignity.

INTELLECTUAL
• Faculty should promote increasing rigor in the quality of students’ work.
• Faculty should offer scholarly classes and advising.
• Faculty should engage in trustworthy relationships with students with appropriate levels of social and intellectual interaction.
• Faculty should model professional behaviors apropos to the academic setting.
References


**DOCTORAL NURSING PROGRAM OUTCOMES**

Upon completion of the PhD degree, students will possess the following abilities:

- Synthesize and critically evaluate the literature of nursing and related fields to identify issues and critical gaps in scientific nursing knowledge.
- Make significant original contributions to scientific nursing knowledge through the interdisciplinary and independent conduct of basic and clinical research.
- Contribute to the development of scientific methodology for nursing research congruent with the broad concerns of the discipline (physiological, biobehavioral, spiritual and psychosocial).
- Complete research and direct application of findings in an environment characterized by commitment to high standards of ethical conduct, including, truth, honesty, freedom of inquiry and intellectual autonomy.
- Display readiness for post-doctoral study and early research program development through recognition of high achievement in research and scholarship.
- Develop and assume roles that facilitate discovery, application and integration of new nursing knowledge.
- Please see the AACN Essentials of Research-Focused Doctoral Program in Nursing: Pathways to Excellence. *The Research–Focused Doctoral Program in Nursing-Pathways to Excellence*

**DOCTORAL ADMISSION REQUIREMENTS**

**ADMISSION REQUIREMENTS**

- Completion of a bachelor’s or higher degree in nursing from a nationally accredited program or equivalent nursing preparation.
- A cumulative Grade Point Average (GPA) of at least 3.00 for all undergraduate work or a GPA of at least 3.00 for the junior and senior years of undergraduate work (Based on A=4.00).
- A cumulative GPA of 3.5 or above in graduate course work.
- Graduate Record Examination or Miller’s Analogy Test scores (taken within the past 5 years).
- Completion of a graduate level univariate statistics course.
• A one to two-page paper stating the applicant's research interests and professional goals.
• Evidence of current, unencumbered licensure to practice as a registered nurse.
• Three professional letters of recommendation.
• Resume.
• A minimum TOEFL score of 550 on paper based test or 213 on computer based test for all applicants whose native language is not English.
• An interview will be required for applicants meeting the admission requirements.
• Submit to and satisfactorily complete a background check immediately following admission and prior to beginning any coursework

APPLICATION DEADLINE

Applications from prospective students are due by June 1st for fall admission of each calendar year for preference in admission. Interviews will be conducted during the spring semester for admission in the subsequent academic year.

Students may enroll in graduate course work prior to formal admission to the graduate program by applying to the Graduate School as a "non-degree seeking student". A maximum of nine credits may be taken during the application process.

CURRICULUM

Students seeking the Doctor of Philosophy degree at the University of North Dakota must satisfy all general requirements set forth by the Graduate School as well as particular requirements set forth by the Nursing Department. The PhD nursing courses are offered online with synchronous and asynchronous delivery. PhD designated synchronous classes are most often offered on Tuesdays from 11:00a.m. – 2:00p.m. or 3:00p.m. – 6:0.p.m. CST, although some variation from this schedule may occur. PhD students will be required to develop and submit a nationally competitive grant to support their doctoral research. PhD students are also required to submit an article for publication to a refereed journal and to present dissertation work to a regional or national audience.

SEE Appendix A: PhD Curriculum

UNIVERSITY OF NORTH DAKOTA POLICIES

The University of North Dakota Undergraduate and Graduate Academic Catalog, the Graduate Student Handbook: Doctoral Degree, and the Code of Student Life are available online for students. The curriculum of the CNPD PhD Student Handbook is reviewed annually and is as accurate and current as possible. Any changes in academic policies, procedures or curriculum will be communicated to you via your official UND email address. Students must assume responsibility for incorporating the changes in the Handbook. If you have a problem or a concern that is not adequately answered in the Handbook, please contact the Director of the PhD Program, Dr. Tracy Evanson at tracy.evanson@und.edu.

Please also visit the CNPD website for the most up-to-date information. Nursing and Professional Disciplines
SCHOOL OF GRADUATE STUDIES

PROGRAM OF STUDY

The required Program of Study form is available from the School of Graduate Studies (SGS) website and can be downloaded from this address:

School of Graduate Studies-Forms (Doctoral Degree)

It is the responsibility of the student, in conjunction with his/her Faculty Advisory Committee or Major Advisor, to obtain the necessary signatures and submit the completed form to the CNPD Department of Nursing Graduate Office.

SCHOOL OF GRADUATE STUDIES SCHOLARLY FORUM

Each year the SGS hosts the Scholarly Forum, a campus-wide forum showcasing the research and creative scholarship of graduate students and faculty from all colleges. The Scholarly Forum includes panel sessions, oral presentations, art exhibits and a research poster session. All graduate students are welcome and encouraged to participate.

The SGS’s Scholarly Forum is presented over two days, usually in late February or early March. The call for abstracts will be announced in November with event details and submission forms posted on the SGS website.

PETITION AND APPEALS

Students who wish to be excused from SGS requirements must petition the Dean of the SGS on a form available from the SGS or the CNPD Department of Nursing. The forms require the written endorsement of the advisor, instructor (if appropriate) and Department Chairperson.

School of Graduate Studies Petition Form

GRIEVANCE AND APPEALS PROCESS

As per SGS policy, grade grievances, allegations of academic dishonesty, scientific misconduct and discrimination for nursing courses are subject to review by the CNPD Department of Nursing. In the event that one of the previously mentioned academic issues occurs, the student should first discuss the matter with the faculty, committee or administrators involved and attempt to resolve the issue. If the issue is not resolved, the student may then discuss the grievance procedure with his or her academic advisor for clarification. It is then the student’s responsibility to advance the grievance procedure as outlined in CNPD Department of Nursing Policies and Procedures.

Grievances related to any other academic circumstance follow SGS policy printed in the Undergraduate and Graduate Academic Catalog.

An "academic grievance" is a statement expressing a complaint, resentment or accusation lodged by a student about an academic circumstance (such as grading, testing and quality of instruction) which is thought by the student to be unfair.
Academic issues subject to grievance procedures differ from those subject to the academic petition process. If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue of the petition.

The grievance process available to graduate students depends on the issue as follows:

- An academic grievance involving the work in a course by a graduate student shall be resolved by the process prescribed by the college or school in which the course is offered. The process must commence with a discussion between the student and the instructor.

Resolution of all other grievances by graduate students shall commence by discussion between the student and the party against whom the grievance is lodged. In the absence of resolution by such discussion, the grievance may be advanced by either party beginning at the next level and continuing as necessary through the persons/units/committees in the following sequence:

- Advisor or advisory committee.
- The person assigned administrative responsibility for the graduate program in which the student is a major, i.e., Graduate Program/Track Director or in the absence of such a person, the Department Chairperson.
- The Dean of the SGS. Decisions of the Dean of the SGS may be appealed.

The UND Graduate Committee serves as the appellate body for grievances related to academic decisions made by the Dean of the SGS. The following guidelines are provided for individuals wishing to file a grievance involving SGS Policies and Procedures. Please note that the most current version of this policy is on the SGS website and that the most recent version of these guidelines supersedes earlier versions.

Additional information can be found at School of Graduate Studies Grievance Policy. NOTE: These guidelines are periodically reviewed and revised by the Graduate Committee. Please consult the Undergraduate and Graduate Academic Catalog for the most current guidelines. Academic Grievance

ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT

Each doctoral student is assigned a temporary faculty advisor. Your temporary faculty advisor assignment is identified in your letter of acceptance and on Campus Connection. You are strongly encouraged to initiate contact with your temporary advisor early, minimally once a semester and as you progress in defining your research topic with four goals:

- Scheduling your courses.
- Selection of a permanent advisor and dissertation committee.
- Refining your dissertation topic.
- Developing your Program of Study.

Your major advisor will help you identify your dissertation committee, designed to include the essential expertise needed to complete your dissertation and promote your development as a nurse scientist.
The School of Graduate Studies allows students in the PhD program in Nursing to have either a 5 member dissertation committee, or a 4 member committee. If a student chooses to have a 4 member committee, the following criteria must be met:

- Two of the four members must be faculty members in the UND Department of Nursing.
- The chair of the dissertation committee must be a faculty member in the UND Department of Nursing.
- One of the members of the dissertation committee must have a PhD in Nursing.
- One of the members of the committee must be a full-time faculty member within the UND Department of Nursing (Note that #s 2, 3 & 4 may all be met by the same individual faculty member).

**SEE APPENDIX B: Appointment or Change for Major Committee or Major Advisor**

**REGISTRATION**

Your major advisor can address issues related to course requirements.

For various reasons such as financial cancellation or noncompliance with the Office of Student Services, a student may be unable to register because a “HOLD” has been placed on the student’s record. The Office of Student Services will assist the student in determining the cause of the hold; however, the student needs to exercise initiative in clearing the hold by contacting the appropriate UND office.

If permission numbers are required, they can be obtained through the Office of Student Services.

**CUMULATIVE GRADE POINT AVERAGE**

A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student (2.75 or M. Eng.) while registered in the UND Graduate School must be maintained in order to remain in satisfactory academic standing in the Graduate School; however, mere maintenance of a 3.00 GPA (2.75 of M. Eng.) or better may include, but is not limited to, satisfactory research performance, satisfactory in the major, satisfactory performance in examinations, such as the comprehensive examination or satisfactory performance in other specific program requirements.

**NURSING GRADUATE STUDENT PROGRESSION POLICY**

Doctoral nursing students must obtain a grade of at least a “B” in all required nursing courses and maintain a cumulative GPA of 3.0 on a 4.0-point scale to progress in the PhD Program. All grades are included in the computation of the UND overall grade point average including those that are failed or repeated.

**SEE APPENDIX C: Graduate Student Progression Policy**
# GRADUATE STUDENT DISMISSAL
(POLICY 607)

## REPEATING COURSES

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<tbody>
<tr>
<td>1.</td>
<td>A student who receives a grade of “C”, “D”, “F” or “U” in a graduate nursing course may repeat that course only once, on a space available basis.</td>
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## DISMISSAL

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>The recommendation to dismiss a student can be made by the Graduate Chair and/or the Program/Track Director. The final decision to dismiss a student can only be made by the Dean. Dismissal may result in any of the following situations:</td>
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<tr>
<td></td>
<td>a. Receipt of a “C”, “D” “F” or “U” in any two graduate nursing courses.</td>
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<td></td>
<td>b. Upon recommendation of the Program/Track Director in the event a student receives a grade of “C”, “D”, “F”, or “U” in a graduate nursing course, or withdraws from a graduate nursing course without prior approval from the Program/Track Director, and space is not available to repeat the course in the ensuing academic term (See Repeating Courses).</td>
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<td></td>
<td>c. Failure to achieve a minimum of a “B” when repeating a graduate nursing course.</td>
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<td></td>
<td>d. Withdrawing from any graduate nursing course without prior approval from their Program/Track Director.</td>
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<td></td>
<td>e. Withdrawing from any graduate nursing course at least two times.</td>
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<td>f. Withdrawal from all graduate nursing courses during a semester without an approved leave of absence.</td>
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<td>g. Failure to meet progression standards of 3.00 overall GPA.</td>
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<td></td>
<td>h. In the case of provisionally admitted students, receipt of a “C”, “D” “F” or “U” during the first 12 graduate credits.</td>
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<td></td>
<td>i. Failure to return from a Leave of Absence at the approved date or follow the LOA policy (615).</td>
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<td>j. Revocation or suspension of a required license or unexcused ineligibility to participate in practicum.</td>
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<td></td>
<td>k. Failure to disclose to the Graduate Chair or Program/Track Director any adverse action taken by a granting or disciplinary body on a required license.</td>
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<td></td>
<td>l. Failure to disclose to the Graduate Chair or Program/Track Director a complaint to, or an investigation undertaken by, a granting or disciplinary body that, if found to be meritorious, would be more likely than not to result in a suspension or revocation of a required license. Provided, such disclosures shall be made in confidence and alone shall not in any event constitute separate grounds for dismissal.</td>
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<td></td>
<td>m. Engaging in behavior that is unprofessional or manifestly unsafe to the mental, emotional, or physical welfare of clients, staff, or others.</td>
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<td></td>
<td>n. Failure to be compliant with the Verification Policy.</td>
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<td>o. Refusal or failure of a drug screen.</td>
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<td></td>
<td>p. Failure to participate in orientation and PhD intensives. A waiver may be issued for medical reasons if approved by the Program/Track Director in advance for any verifiable medical reasons.</td>
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</table>

2. A student who withdraws from a graduate nursing course may repeat that course only once (with prior approval from their Program/Track Director), on a space available basis.

3. The student in scenario #1 or #2 above must meet with their Program/Track Director to determine if there is space in the class and cohort. If space is not available in the ensuing academic term, the Program/Track Director may:
   a. Place the student on a leave of absence up to one year; or
   b. Recommend to the Dean that the student be dismissed.

2. A recommendation to dismiss a student for a course related issue may be made by the Graduate Chair only after a reasonable attempt to resolve the issue has been made.

3. Students who wish to challenge the dismissal decision may initiate the Academic Grievance process (See Academic Grievance Policy 236 and 237 Procedures (236a and 237a)).
LEAVE OF ABSENCE AND READMISSION

Students who wish to take a leave of absence from their program must notify their graduate program and the School of Graduate Studies by requesting a leave of absence. Students must complete and submit to the School of Graduate Studies the Graduate Readmission or Leave of Absence form available on the School of Graduate Studies web page. The form must be submitted in advance of the leave. Degree and certificate seeking students who do not submit a leave of absence will be required to apply for readmission to the School of Graduate Studies. Applications for readmission will be reviewed by the program director and Graduate Dean. Students may be denied readmission based on review of their prior progress and their application for readmission. Readmission or Leave of Absence Form.

Summer semester is not counted as a break in enrollment.

COURSE AND CLASSROOM REQUIREMENTS

SYLLABI

At the first class session, a course syllabus is reviewed. For online courses, the instructor will meet with the students to review the course syllabus. The syllabus stipulates course policies, grading standard and academic expectations of the course. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experience. All course syllabi are posted via Blackboard (on the University website). The syllabus is a formal contract between the course instructor and the students.

TEXTBOOKS

Required and recommended textbooks for each course are listed in the corresponding syllabus. Books are available through the UND bookstore.

REFERENCE MANUAL FOR WRITING PAPERS


COURSE SCHEDULES

It is the student’s responsibility to plan ahead for release time from other commitments in order to attend classes.

CLASSROOM ETIQUETTE

- Arrive to class on time.
- Perform a pre-flight check of each computer to be used in the online class.
- Use camera and headset for full participation.
- Participate in class discussions: Students are expected to respect the opinions of all class participants and to dialog in a professional and respectful manner.
• Use professional language in class and in email communication: Students are required to refrain from using offensive or foul language in class.

• Stay the entire class: Students are expected to remain engaged in classroom activities until the class has concluded.

MAKE-UP EXAMS

A time and place for make-up exams will be scheduled between the professor and the student in accordance with the course syllabus. Students are required to do the makeup examination at this scheduled time and place with no exceptions. Students who violate the academic honesty policy will be dismissed from the College of Nursing and Professional Disciplines.

RETENTION OF STUDENT EXAMINATION AND GRADED COURSE MATERIALS

Tests and student papers are to be kept in the instructor’s possession for the current fiscal year plus an additional year. After that period of time, tests and papers will be shredded.

MAXIMUM AND MINIMUM ACADEMIC LOAD

The Undergraduate and Graduate Academic Catalog, contains specific information regarding maximum and minimum course load according to status of appointment as Graduate Assistants. For students who are not employed in these capacities, full-time enrollment is 9 semester credits during the fall or spring semesters and 6 semester credits in the summer. (Maximum and Minimum Academic Load)

REPEATED COURSES

All courses taken by graduate students for which a grade of D, F, or U was received may be repeated ONCE for credit, with only the second grade to count in the grade point average. This option does not apply to a student who has been dismissed. Courses with grades of C or better may not be repeated without the written approval of the Dean of the School of Graduate Studies.

TIME LIMIT ON DEGREE

Graduate courses more than seven years old are considered obsolete and may not be counted as fulfilling course requirements for an advanced degree program. At the time of graduation, the program of study and the courses accepted may not be more than seven years old. Refer to the Undergraduate and Graduate Academic Catalog for information about revalidation and over-age graduate work from other institutions. (Maximum Period Allowed and Revalidation of Courses)

Summer semester is not counted as a break in enrollment.

HUMAN PARTICIPANTS IN RESEARCH

Questions regarding the Institutional Review Board (IRB), human participants in research, and IRB forms may be downloaded at Institutional Review Board

“Policy on Disclosure of UND Research Protocols” and other information (including a “Sample Consent Form”) about research at UND is available from the Office of Sponsored Programs, Twamley Hall Room 106. All research which involves the use of humans as subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of the project or activity. Both thesis and
independent study projects may require IRB approval. Projects involving minimal risks to the subjects being studied may be eligible for a simplified review process, normally completed within three weeks. Other projects, and projects submitted at times of peak academic activity, will require a longer period for review. All proposals involving biomedical research which do not qualify for expedited review will be reviewed by the IRB Medical Subcommittee prior to review by the full IRB. These boards meet monthly.

CONTINUING ENROLLMENT

Students who have registered for all the necessary credits of course work, (dissertation) on their approved Program of Study but who have not completed their dissertation must register for Nursing 996-Continuing Enrollment each additional semester or summer session they are utilizing University facilities or the time of faculty.

SCHOLARSHIPS

Students must be admitted into the UND, College of Nursing and Professional Disciplines to apply for scholarships. The application deadline is March 15th of each year. Application forms will be posted on the nursing website, with paper copies available at the Office of Student Services. Scholarships recipients are determined in the spring and awards are disbursed for the next academic year. Information and requirements to qualify for each scholarship are posted on the nursing website.

PROGRESSION AND GRADUATION

STUDENT AND FACULTY RESPONSIBILITY

It is the responsibility of the student AND faculty to become informed and to observe all regulations and procedures required by the University, the School of Graduate Studies Catalog and not the program in which she or he is enrolled.

The student is responsible for reading the Graduate Catalog, all contracts for employment, the terms and conditions of any awards and correspondence from the various offices of the University. Each PhD student who presents a dissertation in completion of a degree must follow the CNPD guidelines. The student is responsible for knowing his or her academic standing and grade-point average. While the School of Graduate Studies attempts to notify students regarding any problems in the student’s progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress.

The School of Graduate Studies expects all students and faculty to be aware of its policies and procedures. Ignorance of a rule does not constitute a basis for waiving that rule.

Student Responsibility-Academic Catalog-2018-2019

The Doctoral Program Checklist provides a summary of the progression path to graduation. The student and advisor share responsibility for movement toward the completion of the various milestones that must be met prior to graduation.

SEE APPENDIX D: Doctoral Program Checklist
All students seeking a Doctor of Philosophy degree must take a written comprehensive examination after a substantial portion of the coursework has been completed. An oral examination is also to be given after satisfactory completion of the written comprehensive examination. The examination is extensive and must cover in depth the field of nursing. This examination must be completed before advancement to candidacy but cannot be undertaken until the scholarly tool requirements have been completed. Comprehensive examinations which are failed may be repeated once after remediation with the prior approval of the Faculty Advisory Committee, the Department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

SEE APPENDIX E: Doctoral Comprehensive Examination

SEE APPENDIX F: Doctoral Comprehensive Examination Procedure*

* Any "Incomplete," “In Progress” or “Missing Grades” must be resolved prior to the recording of your degree.

- All correspondence courses must be completed and grades recorded to your academic record before your degree can be awarded.

- If you have participated in study abroad, your work needs to be recorded on your academic record prior to the recording of your degree. Please contact the International Center at 777-4231 with any questions.
APPENDICES
## APPENDIX A: PHD IN NURSING CURRICULUM

**PhD in Nursing Curriculum**

The total curriculum consists of 90 credit hours post baccalaureate, including courses in the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Research (12-18 credits)</strong></td>
<td>NURS 573 Research Funding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS 574 Quantitative Nursing Methods</td>
<td>3</td>
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<tr>
<td></td>
<td>NURS 575 Qualitative Nursing Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS 580 Research Practicum</td>
<td>1-6</td>
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<tr>
<td><strong>Nursing Science (12-18 credits)</strong></td>
<td>NURS 557 Foundation of Nursing Science</td>
<td>3</td>
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<td></td>
<td>NURS 565 Rural Populations and Rural Health</td>
<td>3</td>
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<tr>
<td></td>
<td>NURS 586 Rural Health Programs and Research</td>
<td>3</td>
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<td></td>
<td>NURS 577 Rural Healthcare Ethics</td>
<td>3</td>
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<tr>
<td><strong>Scholarly Tools (9-12 credits)</strong></td>
<td>NURS 525 Multivariate Statistics</td>
<td>3</td>
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<td>NURS 514 Essentials in Epidemiology</td>
<td>3</td>
</tr>
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<td></td>
<td>NURS 604 Health Informatics</td>
<td>3</td>
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<tr>
<td><strong>Functional Component (9-12 credits)</strong></td>
<td>NURS 581 The Nurse Scientist</td>
<td>3</td>
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<td></td>
<td>NURS 558 Research Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS 509 Foundations for Nurse Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (12-30 credits)</strong></td>
<td>Courses will be selected by the student in consultation with the student's advisory committee to develop the particular research thrust of the student.</td>
<td></td>
</tr>
<tr>
<td><strong>Dissertation (18 credits, including)</strong></td>
<td>NURS 579 Dissertation Seminar (Three 1-credit courses)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS 999 Dissertation (15 credits total required)</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total Credits = 90**
EARNING CREDITS

- **Students with an earned master’s degree from an accredited school** may qualify to use up to 30 credits from their master’s degree in their program of study. In addition, if a student in this category has taken post-master’s coursework at another accredited school, and if a course is deemed equivalent to one of the required courses in the PhD program, these students may also transfer in up to a maximum of 24 credits of equivalent courses. However, these transferred post-master’s courses cannot be more than seven years old by the time of graduation. Such courses will be evaluated by the Nursing Department to determine equivalency.

- **Students with an earned Doctor of Nursing Practice (DNP) degree from an accredited school, but no master's degree**, may use up to 30 credits from their DNP degree in their program of study.

- **Students with an earned master’s degree AND a Doctor of Nursing Practice (DNP) degree from accredited schools** may use a total of up to 30 credits from these degrees combined. In addition, for students in this category, if a DNP course is deemed equivalent to one of the required courses in the PhD program, these students may also use up to a maximum of 24 credits of equivalent courses. Such courses will be evaluated by the Nursing Department to determine equivalency.

- Credits will be awarded only for courses in which a grade of B or better was achieved.

- Various nursing courses are offered by semester – not all courses are offered every semester.

- Students work with their advisors in developing a program of study and scheduling required courses.
APPENDIX B: APPT/CHANGE MAJOR ADVISORY COMMITTEE/MAJOR ADVISOR

- All graduate students are assigned a permanent advisor upon admission to a nursing graduate program/track.

- In the event that the student determines the need for a change in Major Advisor or member(s) of the Major Advisory Committee, it is the student’s responsibility to communicate the basis for the change to all parties involved. The rationale for communication of Advisory Committee change is that each member agrees to serve on a committee with a clear understanding of the unique contributions they are expected to provide. Change in committee membership requires reclarification of the contributions of all committee members that result from the change in committee configuration.

- The final oral defense of the thesis, capstone, dissertation or final submission of the independent study will not be held until at least 28 school days after the effective date of any advisor or committee changes.
APPENDIX C: GRADUATE STUDENT PROGRESSION
(Policy 606)

Progression

- Only students admitted in the UND graduate nursing major may enroll in a course with a NURS prefix or with written permission from the course instructor. This does not include non-degree students, who according to university policy can take up to nine semester credits in the following courses only (should there be space available after all admitted students have enrolled): NURS500, 510, 511, 514, 525, 526 and 572. Non-degree students will receive a permission number from the Office of Students Services in order to enroll in the aforementioned courses.

- Students, including non-degree seeking students, must achieve a minimum grade of B (3.00) in all nursing courses and maintain a current and cumulative grade point averages of 3.00 or better. See policy 607 for additional information.

- Students admitted provisionally who have a course failure with a grade of C or less during the first 12 graduate credits will be dismissed from the Department of Nursing graduate programs.

- Students who wish to withdraw from a course should see the current University Academic Catalog policy on withdrawal procedures and deadlines for instituting withdrawal procedures. Students who do not formally file withdrawal forms receive “F” grades. (Dates and Deadlines) Office of the Registrar (Dropping a Course and Withdrawal Policies)

- Students who wish to take an “Incomplete” grade in a nursing course should see the current University Academic Catalog policy on Incomplete grades. NOTE: A student who has an “I” in a pre-requisite nursing course is not permitted to take further courses in the specified course sequence. An “Incomplete” must be requested by the student to be considered. University Academic Catalog (Grades)

- Students who withdraw from the program; for any reason, should contact their academic advisor and formally withdraw from each course in which they are registered through the Registrar’s Office. The student must submit a letter of notification of their withdrawal to the Graduate Program/Track Director of their program. Students must also withdraw from the University. Please see Graduate Academic Information and the Office of the Registrar (Dropping a Course and Withdrawal Policies) on withdrawal procedures for further information.

- Students must successfully complete all pre-requisites before moving into the subsequent courses.

- Students must follow either the full time or part time curriculum plan for the program/track in which they are admitted or obtain permission from the Program/Track Director. See Policy 607 for additional information.
## APPENDIX D: DOCTORAL PROGRAM CHECKLIST

**UNIVERSITY OF NORTH DAKOTA**  
**COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES**  
**DOCTORAL PROGRAM CHECKLIST**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Recommended Timeline</th>
<th>Forms Required</th>
<th>Date Accomplished/ Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of a Chair/Permanent Advisor</td>
<td>Semester 1</td>
<td>Advisor or Committee Appointment Request (Change)</td>
<td></td>
</tr>
<tr>
<td>Formation of Dissertation Committee</td>
<td>Before end of semester 2</td>
<td>Advisor or Committee Appointment Request</td>
<td></td>
</tr>
<tr>
<td>Filing of Program of Study</td>
<td>Before end of semester 2</td>
<td>Program of Study (Doctoral)</td>
<td></td>
</tr>
<tr>
<td>Filing of Changes to Program of Study</td>
<td>As changes are required</td>
<td>Change to Program of Study</td>
<td></td>
</tr>
<tr>
<td>Research Practicum (3-6 credits)</td>
<td>Prior to application to take Comprehensive Exam</td>
<td>Verification on transcript</td>
<td></td>
</tr>
<tr>
<td>Application for and Successful Completion of Comprehensive Exam</td>
<td>At, or near, completion of all course work</td>
<td>Doctoral Comprehensive Exam Application</td>
<td></td>
</tr>
<tr>
<td>Dissertation Proposal Meeting</td>
<td>Dissertation Chapters 1-3; Submitted to committee members at least 2 weeks prior to meeting</td>
<td>Topic Proposal Form; Dissertation Proposal Approval Form (Internal Nursing form)</td>
<td></td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>After approval of Topic Proposal</td>
<td>Topic Proposal Form; Dissertation Proposal Approval Form</td>
<td></td>
</tr>
<tr>
<td>Regulatory Approval</td>
<td>Approval prior to initiating research (e.g., IRB, IACUC, HIPAA)</td>
<td>Letters of approval from appropriate regulatory bodies</td>
<td></td>
</tr>
<tr>
<td>Completion of Dissertation credits (15)</td>
<td>After successful completion of Comprehensive Exam and by end of program</td>
<td>Verification on transcript</td>
<td></td>
</tr>
<tr>
<td>Completion of Dissertation seminar credits (3)</td>
<td>After successful completion of Comprehensive Exam and by end of program</td>
<td>Verification on transcript</td>
<td></td>
</tr>
<tr>
<td>Submit application to graduate</td>
<td>See graduate school published deadline</td>
<td>Application to graduate</td>
<td></td>
</tr>
<tr>
<td>Preliminary Dissertation approval</td>
<td>Final draft of completed Dissertation submitted to committee members at least 2 weeks prior to School of Graduate Studies deadline for preliminary approval</td>
<td>Preliminary Approval of Dissertation</td>
<td></td>
</tr>
<tr>
<td>Notification of Doctoral Defense</td>
<td>By Preliminary Approval deadline and at least 2 weeks prior to scheduled oral exam/defense by advisor</td>
<td>Doctoral Notice of Defense</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>Successful completion of Doctoral Defense</td>
<td>See graduate school published deadline</td>
<td>Final Report on Candidate</td>
<td></td>
</tr>
<tr>
<td>Removal of incomplete grades for dissertation credits</td>
<td>After successful completion of doctoral defense (see graduate school deadline) by advisor</td>
<td>Removal of In-Progress Grade (SP/UP)</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Program Requirements**

| Submission of grant application to funding agency | Prior to beginning Dissertation | UND Proposal Transmittal form; Grant proposal |
| Submission of manuscript for publication | Prior to taking Comprehensive Exam | Confirmation of receipt from journal |
| Presentation of research at regional or national meeting | Prior to taking Comprehensive Exam | Acceptance letter from conference organizer |
| Attendance at Doctoral Intensive | Biannually during PhD program | Verification of attendance |

*Year 1:*
*Year 2:*
*Year 3:*
*Year 4:*
*Year 5:*
*Year 6:*
*Year 7:*
APPENDIX E: DOCTORAL COMPREHENSIVE EXAMINATION

**PhD Comprehensive Examination**

All students seeking a Doctor of Philosophy degree must take a written comprehensive examination after a substantial portion of the coursework has been completed. Students must apply for permission to take the doctoral comprehensive examination on the “Doctoral Comprehensive Examinations” form available online from the UND School of Graduate Studies. The doctoral comprehensive examination will be offered in fall and spring semesters. The opportunity to take the doctoral comprehensive examination in summer semester will be determined by the PhD Program Director. ([Doctoral Comprehensive Examinations](#))

**Eligibility**

Eligibility or student readiness for the PhD comprehensive examination will be determined in conjunction with the major advisor and will normally occur following completion of the nursing discipline and scholarly tools course work. Ideally, the scheduling of the comprehensive examination will be during or after the final semester of pre-dissertation course work. Students must have an approved Doctoral Committee and program of study to be eligible to apply for the PhD comprehensive examination.

The student will apply to take the PhD comprehensive examination using the “Doctoral Comprehensive Examinations” form. Students will be eligible to take the PhD comprehensive examination upon approval of the Dissertation Committee Chair (Major Advisor), PhD Program Director and Dean of the School of Graduate Studies.

Students who do not pass the doctoral comprehensive examination may repeat the procedure once, in accordance with the School of Graduate Studies policy. A student who does not successfully complete the doctoral comprehensive examination in two attempts is academically disqualified to continue in the PhD program.

**Purpose**

The purpose of the PhD comprehensive examination is to evaluate the student’s ability to creatively synthesize and integrate complex knowledge from nursing and related disciplines while exploring a concept with relevance for nursing (capstone experience). The PhD comprehensive exam includes a written and oral component.

The areas of evaluation for the doctoral comprehensive examination include the following:

- Nursing discipline knowledge, encompassing materials from NURS 581, 557, 565, 586, 577.
- Knowledge in area of interest/inquiry, encompassing a line of inquiry and synthesis of the student’s specific field of interest.
- Methodologic and analytic knowledge, encompassing scholarly tools, research methodologies from NURS 514, 525, 558, 522, 573, 574 and 575 and the student’s specific analytic tools courses.

**Written PhD Comprehensive Examination**

The written examination will consist of a scholarly paper demonstrating synthesis and integration of nursing discipline knowledge, scholarly tools and the student’s problem area. The written examination will be in the format of either a research grant proposal or a publishable manuscript for a peer-reviewed
journal. While the comprehensive exam should synthesize previous coursework, it should not duplication an assignment from previous courses. The student should consult with his/her advisor to determine the appropriate format.

**Oral PhD Comprehensive Examination**

Examination will include questions related to the three areas of evaluation as defined above. The oral examination will also address written feedback regarding the student's performance on the written portion of the PhD comprehensive examination.
APPENDIX F: DOCTORAL COMPREHENSIVE EXAM PROCEDURE

Intent to Take Doctoral Comprehensive Examination

Students must confer with the permanent faculty advisor regarding their readiness for the PhD comprehensive examination. Submission of the application to take the PhD comprehensive examination will serve as an indication of student intent and readiness for examination. The PhD comprehensive examination application will be submitted to the School of Graduate Studies by September 24 (fall semester), February 14 (spring semester) or July 9 (summer semester, if available).

Doctoral Comprehensive Examination Committee Determination

A committee of three faculty members with associate or full graduate faculty status will comprise the Examination Committee (the Convener and at least one other member must have full graduate faculty status). The student may request, in writing to the PhD Program Director, one member for the examining committee. Two members with content expertise will be recommended by the PhD Faculty. The PhD Program Director will consider these recommendations in appointing and notifying the three faculty members of their appointment to serve as examiners. One faculty member will be designated the convener of the committee. Faculty selected by the Graduate Council will serve on no more than three Examination Committees in a semester. Faculty may be allowed to be an observing member of the Examination Committee, for the purposes of orientation to the process. The examination reviews and scores of faculty who are participating in this manner will not be counted in the evaluation of the student's examination.

Students are expected to demonstrate the following:

- The ability to systematically explore a concept or phenomenon demonstrating nursing discipline knowledge.
- The ability to critically analyze and synthesize the literature, supporting the development of a cogent argument and meaningful defensible conclusions.
- The ability to demonstrate knowledge of scholarly tools in the advancement of new knowledge.
- The ability to communicate a line of inquiry and synthesis of the specific field of interest clearly and logically.

The student may ask the Convener of the Examination Committee questions about the examination process. Faculty (advisor, examining committee members, or any other faculty member) may not provide feedback on any part of the student’s work prior to completion of the examination. The examination is to be completed entirely independently by the student.

Criteria for Evaluation of the Doctoral Comprehensive Examination

Evaluation criteria include the following:

**Nursing discipline knowledge**

- Explicate and evaluate theoretical/philosophical underpinnings referenced in written comprehensive examination using documented criteria and standards.
• Specify theoretical statements from referenced theory. The theoretical statements may include definitional statements, existence statements and relational (associative and causal) statements.

• Select two theoretical statements referenced above and address the following:
  o Analyze the assumptions, structure and implications of each statement.
  o Judge each statements adequacy and appropriateness for directing the development of nursing knowledge.
  o Analyze the potential benefit and ethical implications with rural populations.

Knowledge in area of interest/inquiry
• Synthesize the state of knowledge.
• Identify significant gaps in knowledge.
• Identify how new knowledge would benefit the discipline of nursing.

Methodologic and analytic knowledge
(scholarly tools, research methodologies, analytic tools)
• Identify the philosophical underpinnings of the method referenced in written comprehensive examination.
• Identify the strengths and limitations in
  o Design
  o Methods
  o Analysis

Written Doctoral Comprehensive Examination
• An electronic copy of the written examination, in MS Word format, is to be submitted to the PhD Program Director by the date indicated in the Comprehensive Examination Deadlines table. The PhD Program Director will distribute the examination to the Examination Committee.

• Examination Committee members will meet within ten business days of receiving the paper. If two of the three members indicate the paper is satisfactory, the committee will schedule the student oral examination. The convener will notify the student in writing of the date, time and location within one week following the meeting. Written feedback on the strengths and weaknesses of the written examination will be provided to the student, and will form the basis of areas to be addressed in the oral examination, if the written examination is determined to be satisfactory.

• If a student’s written examination is determined to be unsatisfactory, the convener will notify the student in writing along with the Examining Committee’s recommendations for improvement. It is recommended that the student make an appointment to meet with the convener to review recommendations. The student may continue course work except for Dissertation Seminar (NURS579) and Dissertation credits (NURS999). The re-take examination will be graded by the original Examining Committee whenever possible. Upon passing the written PhD comprehensive examination, the oral PhD comprehensive examination will be convened.
Format

Options for PhD comprehensive examination format include a research grant proposal or a publishable manuscript prepared for a peer-reviewed journal. If either of these formats does not logically allow the student to meet all criteria for evaluation, a maximum of 5 additional double-spaced pages may be included to address the missing content areas. Students are highly encouraged to use these additional pages to demonstrate their comprehensive knowledge of the examination areas. Specific areas to include would be those that were not addressed in the written grant or manuscript, developed to demonstrate how these areas inform the primary examination and fully address examination criteria. Papers must be typed using Times New Roman 12-point font and single-spaced using the following format requirements:

- The research grant proposal will use the format required by the National Institutes of Health R-series awards, limited to a maximum of 13 pages (similar to that of the R01 funding mechanism). The description for the required components is based on the PHS SF424 (R&R) Application Guide for NIH and Other PHS Agencies, unless otherwise indicated.

  o Specific Aims (1 page)
    ▪ State Concisely the goals of the proposed research and summarize the expected outcome(s), including the impact the results of the proposed research will exert on the research field(s) involved.
    ▪ List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field or develop new technology.

  o Research Strategy (12 pages)
    ▪ Organize the Research Strategy in the specified order using the instructions provided below. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section (not included in the page limit).

  o Significance
    ▪ Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
    ▪ Explain how the proposed project will improve scientific knowledge, technical capability and/or clinical practice in one or more broad fields.
    ▪ Describe how the concepts, methods, technologies, treatments, services or preventative interventions that drive this field will be changed if the proposed aims are achieved.

  o Innovation
    ▪ Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
▪ Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used and any advantage over existing methodologies, instrumentation or interventions.

▪ Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

   ○ Approach

   ▪ Include a synthesis of a review of the literature and preliminary studies that provide justification and feasibility for the project (Russell & Morrison, 2011).

   ▪ Describe the overall strategy, methodology and analyses to be used to accomplish the specific aims of the project.

   ▪ Include how the data will be collected, analyzed and interpreted as well as any resource sharing plans as appropriate.

   ▪ Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

   ▪ If there are multiple Specific Aims, Significance, Innovation and Approach may be addressed for each Specific Aim individually, or may address Significance, Innovation and Approach for all of the Specific Aims collectively.

▪ Timetable

▪ Future Directions

• A publishable manuscript should address the specific author guidelines of a peer-reviewed journal that is appropriate for the topic and methods. The appropriate journal is determined in collaboration with the student’s advisor. A copy of the author guidelines is to be attached to the completed paper. The length of the manuscript should be limited to a maximum of 13 pages.

**Oral Doctoral Comprehensive Examination**

The examination committee’s written feedback regarding the student’s performance on the written portion of the PhD comprehensive examination will provide the basis for the oral comprehensive examination. The oral PhD comprehensive examination will be scheduled within 10 business days following the communicated results of grading of the written portion of the examination. Students may be at a distance for the oral examination, as long as technology can be used to deliver oral and visual communication with the examining committee.

During the oral PhD comprehensive examination, the student will have no more than 25 minutes to address the areas of weakness identified in the written examination. The Examination Committee will then address questions to the student concerning the three areas of evaluation and feedback from the written PhD comprehensive examination. Immediately following the oral PhD comprehensive examination, the Examination Committee will meet in executive session to determine whether the student has passed the examination. The Examination Committee will consider the established criteria for the PhD comprehensive examination and the ability of the student to discuss the criteria in a knowledgeable manner during the oral PhD comprehensive examination. Two out of the three examiners must concur in
order for the student to pass the examination. Students will be apprised of the final outcome of the oral comprehensive examination within 2 business days.

**Grading**

The student will be notified verbally and in writing of the Examination Committee’s decision. The convener will notify the School of Graduate Studies and the PhD Program Director utilizing the Doctoral Comprehensive Examinations form that a student has been successful. A written summary report will be prepared by the convener. The written summary report will be provided to the student and a copy placed in the student’s file. A copy of this written report will be forwarded to the student’s advisor, if the advisor was not a member of the examining committee. The student may then enroll in Dissertation Seminar (NURS579) and Dissertation credits (NURS999).

In the event that the student is not successful, the Examination Committee will provide the student with guidelines for improving performance. The convener will note in the student’s file that the student had been unsuccessful with passage of the first PhD comprehensive examination attempt.

Students who do not pass the PhD comprehensive examination may repeat the procedure once, in accordance with the School of Graduate Studies’ policy.

The student who does not successfully complete the PhD comprehensive examination in two attempts is academically disqualified to continue in the PhD program.

**Comprehensive Examination Deadlines**

<table>
<thead>
<tr>
<th></th>
<th>Fall Deadlines</th>
<th>Spring Deadlines</th>
<th>Summer Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Application</td>
<td>September 24</td>
<td>February 14</td>
<td>July 9</td>
</tr>
<tr>
<td>Approval of Graduate School</td>
<td>October 8</td>
<td>February 28</td>
<td>July 23</td>
</tr>
<tr>
<td>Appointment of Exam Committee</td>
<td>October 15</td>
<td>March 6</td>
<td>July 30</td>
</tr>
<tr>
<td>Notification to Student</td>
<td>October 22</td>
<td>March 13</td>
<td>August 6</td>
</tr>
<tr>
<td>Submission of Written Exam</td>
<td>November 5</td>
<td>March 27</td>
<td>August 20</td>
</tr>
<tr>
<td>Grading of Written Exam</td>
<td>November 19</td>
<td>April 10</td>
<td>September 3</td>
</tr>
<tr>
<td>Completion of Oral Exam</td>
<td>December 10</td>
<td>April 24</td>
<td>September 17</td>
</tr>
</tbody>
</table>

Approved in Nursing Graduate Council R 11/02/12; 02/12/16
Approved by Nursing Faculty 11/16/12
Edited and Approved by PhD faculty 12/15/15