



UND UNIVERSITY OF
NORTH DAKOTA

COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES

PhD in Nursing
Student Handbook

2019-2020

Updated July 2019

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. Upon review of the handbooks applicable to your program, you will complete the electronic DocuSign form acknowledging you have reviewed and understand the information presented. The Office of Student services will send the electronic document acknowledging handbooks via email, along with the following items:

- Consent to Release Information/Release from Liability
- Photograph/Video Record Image Release
- Student Conduct Release Form
- Student Document Consent Form

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!

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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 PhD in Nursing 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 PhD in Nursing 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 students 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

Buus, N. (2005). Nursing scholars appropriating new methods: The use of discourse analysis in scholarly nursing journals. *Nursing Inquiry*, 12, 27-33.

Duff, P. (2007). Problemitising academic discourse socialization. In *Learning Discourses and the Discourses of Learning* (pp. 1.1-1.8). (Eds.) H. Marriott, T. Moore, R. Spence-Brown.

Melbourne: Monash University ePress. doi: 10.2104/ld070001.

Georges, J. (2003). An emerging discourse: Toward epistemic diversity in nursing. *Advances in Nursing Science*, 26, 44-52.

DOCTORAL PROGRAM OUTCOMES

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

- Synthesize in-depth knowledge of behavioral and environmental aspects of rural health.
- Translate nursing research to inform healthcare practice and policy.
- Integrate philosophical and theoretical underpinnings of science to guide research.
- Conduct original research that is ethical and rigorous.
- Provide professional and research mentorship to others.
- Contribute to global community of scholar.
- 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 NURSING ADMISSION REQUIREMENTS

ADMISSION REQUIREMENTS

The applicant must meet the School of Graduate Studies' current minimum general admission requirements as published in the graduate catalog. Approved admission to the **Doctor of Philosophy in Nursing (PhD)** degree program requires the following of all students:

- Completion of a baccalaureate 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.
- Current resume or curriculum vitae.
- Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the graduate catalog.
- An interview (via web, phone or in person) will be required for applicants meeting the admission requirements.
- Successful passage of criminal background check and drug screen will be required upon offer of admission.
- Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission.

For further PhD Program Requirements: [SEE APPENDIX A: PhD Program Requirements.](#)

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. [How to Apply](#)

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 students will be required to develop and submit a nationally competitive grant to support their doctoral research. PhD students are required to submit an article for publication to a refereed journal and to present dissertation work to a regional or national audience.

[SEE APPENDIX B: PhD Curriculum](#)

UNIVERSITY OF NORTH DAKOTA POLICIES

The [University of North Dakota Undergraduate and Graduate Academic Catalog](#), the [Guide to Graduation \(Master's and Doctoral\)](#), the [Thesis and Dissertation Style Guide](#) 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 Department of Nursing Office of Student Services.

SCHOOL OF GRADUATE STUDIES GRADUATE RESEARCH ACHIEVEMENT DAY

Each year the SGS hosts the Graduate Research Achievement Day (GRAD for short), a one-day celebration of our graduate students' work over the past academic year. Graduate students, full time or part time, from all disciplines and all colleges are welcome and encouraged to participate. The SGS's

Research Achievement Day is usually in late February or early March. The call for abstracts will be announced in November with event details. PhD Nursing students are highly encouraged to participate.

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 Program Director.

[School of Graduate Studies Petition Form](#)

GRIEVANCE AND APPEALS PROCESS

As per SGS policy, grade grievances, allegations of academic dishonesty, scientific misconduct and allegations of 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 at this stage, 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. The petition process includes a request by the student to have a University, college or program requirement waived or modified. It may include the right to appeal under circumstances outlined in the 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 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. Guidelines are provided for individuals wishing to file a grievance involving SGS Policies and Procedures.

NOTE: These guidelines are periodically reviewed and revised by the Graduate Committee. Please consult the [Undergraduate and Graduate Academic Catalog \(Academic Grievance\)](#) for the most current guidelines.

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 requires at least four members on your committee, including the member-at-large (someone within UND, but outside of the student's department). Larger committees are allowed, particularly when the addition of someone with expertise complementary to the other committee members is sought. Within Nursing, the make-up of a four-member committee must include:

- 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 C: 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 while registered in the UND School of Graduate Studies must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies; however, mere maintenance of a 3.00 GPA or

better may include, but is not limited to, satisfactory research performance, satisfactory performance 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 D: Graduate Student Progression Policy](#)

[SEE APPENDIX D: Graduate Student Dismissal Policy](#)

LEAVE OF ABSCENCE AND READMISSION

Students who have been admitted to the PhD program and have successfully completed at least one semester of courses may request a Leave of Absence (LOA) for a maximum of 12 months, or to be determined by the PhD program director.

[SEE APPENDIX E: Graduate Student Leave of Absence \(LOA\) Policy](#)

[Readmission or Leave of Absence Form](#)

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. Students may choose to obtain textbooks through other venues as well.

REFERENCE MANUAL FOR WRITING PAPERS

All written work for course in the College of Nursing and Professional Disciplines must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association*, (6th ed.) (second printing). Washington DC: American Psychological Association (2009).

COURSE SCHEDULES

It is the student’s responsibility to plan ahead for release time from other commitments in order to attend classes. Whenever possible, synchronous PhD class meeting times are scheduled on Tuesdays, either from 11:00 a.m.–2:00 p.m. or 3:00 p.m.–6:00 p.m. Central Time.

CLASSROOM ETIQUETTE

- Arrive to class on time.

- Perform an online 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

A full course load for a graduate student is 9 credit hours in a semester, including a summer session. A graduate student may carry no more that 15 credit hours per semester or 15 credits in a summer session without permission of the student's advisor. Graduate Assistants must carry at least 6 credits each semester, including a summer session. ([Maximum and Minimum Academic Load](#))

REPETITION OF 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. It is up to the student to notify the School of Graduate Studies when a course has been retaken so that the grade point average can be recalculated. Courses taken as an undergraduate may not be taken again as a graduate student and used on a program of study.

TIME LIMIT ON DEGREE

Graduate courses more than seven years old are considered obsolete and may not be counted to fulfill 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. Work which was part of a completed prerequisite graduate degree program does not become obsolete. 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](#))

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](#)

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. [IRB Policies and Procedures](#)

CONTINUING ENROLLMENT

Students who have registered for all the necessary credits of course work, and the full number of dissertation credits on their approved Program of Study, but 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 (i.e. laboratories, libraries, examinations, advisement, etc.).

SCHOLARSHIPS

Students must be admitted into the UND, College of Nursing and Professional Disciplines to apply for scholarships. Students apply for scholarships through the UND Financial Aid Office, following their stated procedures. The application period for all UND scholarships (including [Nursing scholarships](#)) is November 1-March 1. Visit [One-Stop](#) for more information and [Scholarship Central](#) to apply.

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 the program in which she or he is enrolled.

The student is responsible for reading the Graduate Academic 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.

School of Graduate Studies academic policies and procedures can be found in the Graduate Academic Catalog.

[Student Responsibility-Academic Catalog-2019-2020](#)

[Academic Policies and Procedures-Academic Catalog-2019-2020](#)

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 F: 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 G: Doctoral Comprehensive Examination](#)

[SEE APPENDIX H: 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 PROGRAM REQUIREMENTS **(POLICY 618)**

The Ph.D 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. Preparation for a career as an independent researcher requires a strong academic foundation and socialization in the role of nurse scientist. The Ph.D in Nursing requirements incorporate didactic, professional, scholarly, methodologic and collaborative experiences that are designed to promote the achievement of program objectives. 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.

External Grant Funding

Ph.D students will be required to develop and submit a nationally competitive grant to support their doctoral research. Application must be submitted no later than one year after advancement to candidacy. Students may not complete the dissertation and final examination if this requirement is not met.

Manuscript

Ph.D. students are required to submit an article for publication to a refereed journal. The manuscript must be submitted prior to approval of application for Notice of Dissertation Defense. Students may not complete the dissertation and final examination if this requirement is not met.

Presentation

Ph.D. students are required to present dissertation progress or results to a regional or national audience. Students may not complete the dissertation and final examination if this requirement is not met.

Intensive

Ph.D. students are required to attend all scheduled intensive experiences . There is one annual student intensive experience held on campus. The intensive experience (3-5 days) will gather students and faculty for purposes of scholarship, networking and education.

Scholarly Development

Ph.D. student participation in scholarly development events is expected throughout the duration of enrollment. This includes research brown bags, visiting scholar presentations, dissertation defenses, and presentations by interviewing faculty applicants.

Comprehensive Examination

Ph.D. students must successfully complete a comprehensive examination prior to advancement to candidacy and approval of the dissertation proposal. Successful completion of the comprehensive examination must occur no later than the completion of the 6th year of matriculation.

Dissertation and Final Examination

Ph.D. students will be required to complete a doctoral dissertation and a final examination administered according to the rules of the UND Graduate School.

Progression

Ph.D. students may not include courses on the program of study that are older than 7 years if not included as part of a completed degree. Students will be required to repeat courses that are older than 7 years. Revalidation of courses will not be allowed.

APPENDIX B: PHD IN NURSING CURRICULUM

Students must complete a minimum of 90 semester credits of post-baccalaureate work, including an original dissertation.		
Required Courses:		
RESEARCH (13 Credit Hours)		
NURS 573	Research Funding	3 credits
NURS 574	Quantitative Nursing Methods	3 credits
NURS 575	Qualitative Nursing Methods	3 credits
NURS 554	Writing for Publication	2 credits
NURS 555	Grant Submission	2 credits
NURSING SCIENCE (12-18 Credit Hours)		
*Pre-requisite Masters level Nursing Theory Course		
NURS 557	Foundations of Nursing Science	3 credits
NURS 565	Rural Populations and Rural Health	3 credits
NURS 577	Rural Healthcare Ethics	3 credits
NURS 586	Rural Health Programs and Research	3 credits
SCHOLARLY TOOLS (9-12 Credit Hours)		
*Pre-requisite Univariate Statistics Course		
NURS 514	Essentials in Epidemiology	3 credits
NURS 525	Multivariate Statistics	3 credits
NURS 604	Health Informatics	3 credits
FUNCTIONAL COMPONENT (9-12 Credit Hours)		
NURS 509	Foundations for Nurse Education	3 credits
NURS 558	Research Design	3 credits
NURS 581	The Nurse Scientist	3 credits
ELECTIVES (12-30 Credit Hours)		
Courses will be selected by the student in consultation with the student's advisory committee to develop the particular research thrust of the student.		
DISSERTATION (17 Credit Hours), including		
NURS 999	Dissertation (12 credit hours total required. May not enroll in dissertation credits until Topic Proposal is approved by the School of Graduate Studies)	12 credits
NURS 556	PhD Student Intensive *1 credit repeated 5 times. Students will be required to attend the Intensive annually through graduation, but will only need to enroll for credit 5 times.	1 credit
NURS 556	PhD Student Intensive (II)	1 credit
NURS 556	PhD Student Intensive (III)	1 credit
NURS 556	PhD Student Intensive (IV)	1 credit
NURS 556	PhD Student Intensive (V)	1 credit
Total Credits = 90		

TRANSFER 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 C: APPT/CHANGE MAJOR ADVISORY COMMITTEE/MAJOR ADVISOR (POLICY 609)

All graduate students are assigned a permanent advisor upon admission to a nursing graduate 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 D: GRADUATE STUDENT PROGRESSION **(POLICY 606)**

Progression

1. 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): N500, N510, N511, N514, N525, N526 and N572. Non-degree students will receive a permission number from the Office of Students Services in order to enroll in the aforementioned courses.
2. 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.
3. 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.
4. 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 \(Cancellation/ Withdrawal\)](#)
5. 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 \(Grades\)](#)
6. 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 Track/Program Director of their program. Students must also withdraw from the University. Please see [Graduate Academic Information](#) and the [Office of the Registrar \(Cancellation/ Withdrawal\)](#) on withdrawal procedures for further information.
7. Students must successfully complete all pre-requisites before moving into the subsequent courses.
8. Students must follow either the full time or part time curriculum plan for the track in which they are admitted or obtain permission from the Track/Program Director. See [Policy 607](#) for additional information.

**APPENDIX D (CONT'D): GRADUATE STUDENT DISMISSAL PROCEDURE
(POLICY 607)**

REPEATING COURSES	DISMISSAL
<ol style="list-style-type: none"> 1. 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. 2. A student who withdraws from a graduate nursing course may repeat that course only once (with prior approval from their Track/Program Director), on a space available basis. 3. The student in scenario #1 or #2 above must meet with their Track/Program Director to determine if there is space in the class and cohort. If space is not available in the ensuing academic term, the Track/Program Director may: <ol style="list-style-type: none"> a. Place the student on a leave of absence up to one year; or b. Recommend to the Dean that the student be dismissed. 	<ol style="list-style-type: none"> 1. The recommendation to dismiss a student can be made by the Graduate Chair and/or the Track/Program Director. The final decision to dismiss a student can only be made by <i>the Dean</i>. Dismissal may result in any of the following situations: <ol style="list-style-type: none"> a. Receipt of a "C", "D" "F" or "U" in any two graduate courses. b. Upon recommendation of the Track/Program Director in the event a student receives a grade of "C", "D", "F", or "U" in a graduate course, or withdraws from a graduate course without prior approval from the Track/Program Director, and space is not available to repeat the course in the ensuing academic term (See Repeating Courses). c. Failure to achieve a minimum of a "B" when repeating a graduate course. d. Withdrawing from any graduate course without prior approval from their Track/Program Director. e. Two graduate course withdrawals following admission. f. Withdrawing from one graduate course and/or receiving a "C", "D", "F", or "U" in the same course or another graduate course. g. Withdrawal from all graduate courses during a semester without an approved leave of absence. h. Failure to meet progression standards of 3.00 overall GPA. i. In the case of provisionally admitted students, receipt of a "C", "D" "F" or "U" during the first 12 graduate credits. j. Failure to return from a Leave of Absence at the approved date or follow the LOA policy (615). k. Revocation or suspension of a required license or unexcused ineligibility to participate in practicum. l. Failure to disclose to the Graduate Chair or Track/Program Director any adverse action taken by a granting or disciplinary body on a required license. m. Failure to disclose to the Graduate Chair or Track/Program 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. n. Engaging in behavior that is unprofessional or manifestly unsafe to the mental, emotional, or physical welfare of clients, staff, or others. o. Failure to be compliant with the Verification Policy. p. Refusal or failure of a drug screen. q. Failure to participate in orientation and PhD intensives. A waiver may be issued for medical reasons if approved by the Track/Program Director in advance for any verifiable medical reasons. 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)).

APPENDIX E: GRADUATE STUDENT LEAVE OF ABSENCE (LOA) **(POLICY 615)**

(To be used in conjunction with the UND Withdrawal Form if applicable)

Students **who have been admitted into a graduate nursing track and have successfully completed at least one semester of courses** in the College of Nursing and Professional Disciplines (CNPD) may request a Leave of Absence (LOA) for a maximum of 12 months or to be determined per Graduate Track Director.

Students must first meet with their Program/Track Director, and complete the **Graduate Readmission or Leave of Absence Form**, which may be obtained from the School of Graduate Studies website or the CNPD Office of Student Services. The completed form is then submitted to the Nursing Graduate Department Chair. Academic standing will be considered during the review process. The completed original form will be placed in the student file and a copy of the signed form will be given/mailed to the student.

Students who have been granted an LOA from the CNPD Department of Nursing under the provisions of this policy may re-enter the CNPD Department of Nursing according to the terms of their LOA subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature.

If a student does not plan to register for that particular semester, application for an LOA must be submitted by the "Last Day to Add a Full-Term Course". If the need for an LOA occurs during the semester, the application should be made by the "Last Day to Drop a full-term Course or Withdraw from School" or at the same time nursing courses are dropped, whichever comes first.

Students are required to notify the Nursing Graduate Department Chair at least 8 weeks prior to the start of classes if she/he will be returning in order to obtain a place in the appropriate class(es).

In unusual circumstances, students may petition for consideration of an extended LOA.

Students who do not return to graduate nursing courses at the time designated on the LOA form; students without an LOA who withdraw from all nursing courses and/or support courses in which they are currently enrolled; or students who do not register in the next consecutive semester in which they would normally be enrolled; may be dismissed from the CNPD Department of Nursing.

Students who have been dismissed under the provisions of this policy and wish to re-enter must submit an application for readmission to the CNPD Department of Nursing. Such applications are subject to all required prerequisites and will be considered with the total applicant pool for that year.

University policy permits readmission of students to the University of North Dakota. However, readmission to the University does not guarantee readmission to the CNPD Department of Nursing. If a student uses this LOA form from the CNPD Department of Nursing in conjunction with the University of North Dakota Withdrawal Form, the CNPD Department of Nursing will abide by any restrictions regarding readmission as established by the Dean of Students Office.

APPENDIX F: DOCTORAL PROGRAM CHECKLIST

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

Student:

Advisor:

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

Removal of incomplete grades for dissertation credits	After successful completion of doctoral defense (see graduate school deadline) by advisor	Removal of In-Progress Grade (SP/UP)	
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	Annually during PhD program	Verification of attendance	Year 1: Year 2: Year 3: Year 4: Year 5: Year 6: Year 7:

APPENDIX G: COMPREHENSIVE EXAMINATION POLICY **(POLICY 614)**

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 Exam Application” 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 Exam Application](#))

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 in Nursing and will be dismissed from the 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 duplicate

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 H: DOCTORAL COMPREHENSIVE EXAM PROCEDURE **(POLICY 614a)**

Intent to Take Doctoral Comprehensive Examination

Students must confer with the permanent faculty advisor regarding their readiness for the doctoral comprehensive examination. Submission of the application to take the doctoral comprehensive examination will serve as an indication of student intent and readiness for examination. The doctoral comprehensive examination application must 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 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 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:

- Analyze the assumptions, structure and implications of each statement.
- Judge each statement's adequacy and appropriateness for directing the development of nursing knowledge.
- 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
 - Design
 - Methods
 - 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 doctoral comprehensive examination, the oral doctoral comprehensive examination will be convened.

Format

Options for doctoral 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.
 - 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.
 - 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).
 - 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.
 - 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 doctoral comprehensive examination will provide the basis for the oral comprehensive examination. The oral doctoral 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 doctoral 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 doctoral comprehensive examination. Immediately following the oral doctoral 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 doctoral comprehensive examination and the ability of the student to discuss the criteria in a knowledgeable manner during the oral doctoral 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 Examination 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.

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 doctoral comprehensive examination attempt.

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

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

Comprehensive Examination Deadlines

(may vary depending upon the Academic Calendar for the semester)

	<u>Fall Deadlines</u>	<u>Spring Deadlines</u>	<u>Summer Deadlines</u>
Submission of Application	September 24	February 14	July 9
Appointment of Exam Committee	October 15	March 6	July 30
Notification to Student	October 22	March 13	August 6
Submission of Written Exam	November 5	March 27	August 20
Grading of Written Exam	November 19	April 10	September 3
Completion of Oral Exam	December 6	April 24	September 17