



**DEPARTMENT OF NURSING
STUDENT HANDBOOK**

**PHD PROGRAM
IN NURSING**

2024-2025

Updated July 2024



Director's Message

Welcome PhD Students!

We are 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 will 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**. In addition, please do not hesitate to reach out to me at any time with your PhD program questions or concerns.

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 science, 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 and underserved populations research. 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 original, ethical, and rigorous research. A nurse scientist must disseminate new knowledge through publications and presentations and obtain grant funding to support their research. 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 the 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.

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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 and underserved populations.
- Discuss the need to conduct research with rural and underserved populations.
- 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 a global community of scholars.

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

Policy Number:	619
Policy Name:	Graduate Nursing Program Admission Requirements (Doctoral)
Reviewed By:	Graduate Council
Last Review Date:	02/09/2024

Approved admission to the **Post-Master's Doctor of Nursing Practice (DNP)** degree program requires the following of all students:

1. Completion of a master's degree or higher from an accredited program of nursing
2. Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nurses verification report in application)
3. A minimum Grade Point Average of 3.0 from a previous graduate program (official transcripts must be submitted)
4. Three letters of recommendation
5. Current resume or curriculum vitae
6. Active national certification in an advance practice registered nurse (APRN) specialty for the APRN track. APRN certification is not required for Leadership track.
7. Satisfy the School of Graduate Studies' English Language Proficiency requirements for Nursing Students as published in the graduate catalog.
8. A two-page American Psychological Association (APA) formatted professional statement which addresses your professional goals and how the DNP degree will contribute to the achievement of these goals.
9. Interview may be required (via web, phone, or in person)
10. Successful passage of criminal background check will be required upon offer of admission.
11. Successful passage of drug screen and satisfaction of current health and immunization policy of the Department of Nursing will be required the semester prior to data collection in a clinical setting.

Approved admission to the **Nurse Anesthesia Post-Baccalaureate Doctor of Nursing Practice (DNP)** degree program requires the following of all students:

1. Completion of a baccalaureate degree or higher from an accredited program of nursing
2. Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nurses verification report in application)
3. Minimum of one year of critical care nursing experience within the U.S., its territories, or a U.S. military hospital outside of the U.S.
4. A minimum Grade Point Average of 3.0. This includes a minimum GPA of 3.0 in undergraduate science coursework.
5. Evidence of a completed statistics course (undergraduate or graduate)
6. Evidence of a completed Organic Chemistry I or upper division Biochemistry course
7. Typed personal statement that is no more than two pages in length and addresses the following three areas:
 - A. Describe why you have chosen the Nurse Anesthesia specialization.
 - B. Describe your professional goals.
 - C. Describe why you feel the University of North Dakota program is best suited to help you meet your professional goals.
8. Three letters of recommendation, preferably from a manager or supervisor, a healthcare provider, or nursing faculty member. Letters should speak to applicant's ability to be successful in the DNP program, addressing items such as clinical skills, critical thinking, independent decision making, and collaborative skills with other health professionals, nursing leadership, etc.
9. Professional resume or curriculum vitae
10. Satisfy the School of Graduate Studies' English Language Proficiency requirements for Nursing Students as published in the graduate catalog.
11. Interview required.
12. Successful passage of criminal background check and drug screen will be required upon offer of admission.
13. Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission.

Approved admission to the **Family Nurse Practitioner Post-Baccalaureate Doctor of Nursing Practice (DNP)** degree program requires the following of all students:

1. Completion of a baccalaureate degree or higher from an accredited program of nursing
2. Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nursys verification report in application)
3. Minimum of one year of work experience as an R.N. within the U.S., its territories or a U.S. military hospital outside of the U.S. required
4. Achieve a minimum undergraduate GPA of 3.0 . Applications will not be considered for GPA below 3.0
5. Evidence of a completed statistics course (undergraduate or graduate)
6. Official transcripts from every institution attended
7. Typed personal statement that is no more than two pages in length and addresses the following areas:
 1. Describe why you have chosen the FNP specialization
 2. Describe your professional goals
8. Three letters of recommendation, preferably from a manager or supervisor, a healthcare provider, or nursing faculty member. Letters should speak to applicant's ability to be successful in the DNP program, addressing items such as clinical skills, critical thinking, independent decision making, and collaborative skills with other health professionals, nursing leadership, etc
9. Professional resume or curriculum vitae
10. Satisfy the School of Graduate Studies' English Language Proficiency requirements for Nursing Students as published in the graduate catalog.
11. Online application and \$35 nonrefundable application fee
12. Successful completion of an interview with program faculty

13. Reside in a state in which the University of North Dakota is approved to deliver the graduate nursing program at the time of admission and throughout duration of the nursing program
14. If enrolled in a previous graduate nursing program, a letter of good standing from program director, unless a degree was conferred
15. Successful passage of criminal background check and drug screen will be required upon offer of admission
16. Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission

Approved admission to the **Psychiatric Mental Health Nurse Practitioner Post-Baccalaureate Doctor of Nursing Practice (DNP)** degree program requires the following of all students:

1. Completion of a baccalaureate degree or higher from an accredited program of nursing
2. Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nursys verification report in application)
3. Minimum of one year of work experience as an R.N. in an inpatient psychiatric unit within the U.S., its territories or a U.S. military hospital outside of the U.S. required
4. Achieve a minimum undergraduate GPA of 3.0 . Applications will not be considered for GPA below 3.0
5. Evidence of a completed statistics course (undergraduate or graduate)
6. Official transcripts from every institution attended
7. Typed personal statement that is no more than two pages in length and addresses the following areas:
 1. Describe why you have chosen the PMHNP specialization
 2. Describe your professional goals
8. Three letters of recommendation, preferably from a manager or supervisor, a healthcare provider, or nursing faculty member. Letters should speak to applicant's ability to be successful in the DNP program, addressing items such as clinical skills, critical thinking, independent decision making, and collaborative skills with other health professionals, nursing leadership, etc
9. Professional resume or curriculum vitae
10. Satisfy the School of Graduate Studies' English Language Proficiency requirements for Nursing Students as published in the graduate catalog.
11. Online application and \$35 nonrefundable application fee
12. Successful completion of an interview with program faculty
13. Reside in a state in which the University of North Dakota is approved to deliver the graduate nursing program at the time of admission and throughout duration of the nursing program
14. If enrolled in a previous graduate nursing program, a letter of good standing from program director, unless a degree was conferred
15. Successful passage of criminal background check and drug screen will be required upon offer of admission
16. Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission

Approved admission to the **Doctor of Philosophy in Nursing (PhD)** degree program requires the following of all students:

1. The applicant must meet the School of Graduate Studies' current minimum general admission requirements as published in the graduate catalog.

2. Completion of a baccalaureate or higher degree in nursing from a nationally accredited program or equivalent nursing preparation.
3. 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).
4. A cumulative GPA of 3.5 or above in graduate course work.
5. Completion of a graduate level univariate statistics course.
6. A one- to two-page paper stating the applicant's research interests and professional goals.
7. Evidence of current, unencumbered licensure to practice as a registered nurse.
8. Three professional letters of recommendation.
9. Current resume or curriculum vitae.
10. Completion of a graduate level nursing theory course.
11. Satisfy the School of Graduate Studies' English Language Proficiency requirements for Nursing Students as published in the graduate catalog.
12. An interview (via web, phone, or in person) will be required for applicants meeting the admission requirements.
13. Successful passage of criminal background check will be required upon offer of admission.
14. Successful passage of drug screen and satisfaction of current health and immunization policy of the Department of Nursing will be required the semester prior to data collection in a clinical setting.

Approved by Nursing Faculty 10/24/14

Approved by Graduate Council R 12/14/18; R 05/10/19; 09/09/2022; R 04/14/2023; **R 02/09/2024**

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

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 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 [Graduate Student Guide to Graduation \(Master's and Doctoral\)](#), [GGuide](#), 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. Rhoda Owens at rhoda.owens@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 two-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. This also includes students who are pursuing their studies online. The SGS's Research Achievement Day is usually in late February or early March. PhD Nursing students are highly encouraged to participate.

PETITION AND APPEALS

Students who wish to be excused from School of Graduate Studies (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.

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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](#)

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 may meet with the students to review the course syllabus. The syllabus stipulates course policies, grading standards, 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*, (7th ed.) (second printing). Washington DC: American Psychological Association (2020).

COURSE SCHEDULES

It is the student’s responsibility to plan 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 Standard Time.

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CLASSROOM (SYNCHRONOUS AND/OR ASYNCHRONOUS CLASSES) ETIQUETTE

- Arrive at class on time.
- Use camera and microphone for full participation.
- Participate in class discussions online or at synchronous class sessions: 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, assignments, and in email communication: Students are required to refrain from using offensive or foul language in class and assignments.
- Stay the entire class (synchronous sessions): Students are expected to remain engaged in classroom activities until the class has concluded.
- Complete all assignments by the due dates.

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

Paper exams and student papers are to be kept in the instructor's possession for the current fiscal year plus an additional year. After that period, 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 summer session. A graduate student may carry no more than 15 credit hours per semester, including the summer session without permission of the student's advisor. Graduate Assistants must carry at least 6 credits each semester, including 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 counting 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.

Obsolete UND graduate courses may be revalidated and may be counted toward an advanced degree on the recommendation of the student's Faculty Advisory Committee and with the consent of the Dean of the School of Graduate Studies. In no case will more than one-half of a program of study be accepted for

revalidation. Revalidation of an obsolete graduate course can be approved only if it can be demonstrated that a student's knowledge of the subject matter of the course is current. Oral and/or written examination on the subject matter of the course normally is required. Prior approval of the dean must be obtained for the proposed revalidation on the form titled "Revalidation of UND Graduate Course."

Graduate work from another institution which is obsolete may not be revalidated for a UND graduate degree. 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 are available 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.

CONTINUING ENROLLMENT

Students who previously have registered for all of the necessary credits of coursework on their approved Program of Study, but who have not completed their dissertation, must register for 996 Continuing Enrollment each additional semester or summer session they are utilizing university facilities or the time of the faculty, (i.e., laboratories, libraries, examinations, advisement, etc.). The number of credits should be determined by the advisor to reflect the proportion of time devoted by the student to academic study that term. Advisor verification of the appropriateness of the number of 996 credits may be required.

Continuing Enrollment (996) credits will not count toward the requirements for the degree. Students may register for both regular credits and 996 credits in each term if all other conditions have been met. Continuing Enrollment credits may be used to define a student's enrollment status, (i.e., part-time or full-time), but are not financial aid eligible. The fee for Continuing Enrollment (996) cannot be waived.

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 October 1-March 1. Visit [One-Stop](#) for more information and [Scholarship Central](#) to apply.

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PROGRESSION AND GRADUATION

STUDENT AND FACULTY RESPONSIBILITY

It is the responsibility of the student 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 Catalog, all contracts for employment, the terms and conditions of any awards and correspondence from the various offices of the University. 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 \(Academic Catalog-2024-2025\)](#)

[Academic Policies and Procedures \(Academic Catalog-2024-2025\)](#)

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.

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DISSERTATION

PhD Students will be required to complete a doctoral dissertation according to established policies and procedures set forth by the UND School of Graduate Studies and College of Nursing and Professional Disciplines.

See APPENDIX I. Dissertation Proposal, Dissertation, Preliminary Approval, and Final Defense
FOR PHD IN NURSING PROGRAM STUDENTS

APPENDICES

APPENDIX A: PHD PROGRAM REQUIREMENTS

Policy Number:	618
Policy Name:	PhD in Nursing Program Requirements
Reviewed By:	Graduate Council
Last Review Date:	5/10/2024

The Ph.D. in Nursing prepares nurse scientists to understand and critically evaluate the state of the science 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 on a topic related to their dissertation or dissertation results to a regional or national audience. Students may not complete the dissertation and final examination if this requirement is not met.

Intensive

The intensive experience (3-5 days) will gather students and faculty for purposes of scholarship, networking, and education. Ph.D. students are required to register for NURS 556 four times and attend all scheduled intensive experiences. Students who do not need the credits are not required to register for NURS 556 but must still attend the intensive experience. If a student registered for NURS 556 and does not attend the intensive, they will receive a failing grade for NURS 556 PhD Student Intensive. Exceptions to this PhD Intensive experience requirement may be made under extenuating circumstances. In such cases, the student must have informed the PhD Program Director prior to their absence from the Intensive, explained the extenuating circumstances and provided appropriate documentation. Decisions regarding these exceptions will be made by the PhD in Nursing Program Director. If a student registered for NURS 556 received approval from the PhD Program Director to not attend the NURS 556 PhD Student Intensive, the student should drop the course directly in Campus Connection no later than two days before the start of the intensive. Failure to adhere to this deadline may result in a failing grade. If the student received approval but is beyond the deadline to drop the course, the student can work with the PhD in Nursing Program Director to complete alternative equivalent assignments. If the student does not receive prior approval, it will be treated as a course failure.

Scholarly Development

Ph.D. student participation in scholarly development events is encouraged 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.

https://grants.nih.gov/grants/guide/url_redire ct.htm?id=12000

<http://www.ehs.columbia.edu/>

<https://grants.nih.gov/grants/how-to-apply- application-guide/forms-h/general/g.400- phs-398-research-plan-form.htm>

<https://und.edu/academics/graduate- school/current-students/prepare- submission.html>

<https://und.edu/academics/graduate- school/current-students/thesis- dissertation.html>

<https://und.edu/academics/graduate- school/current-students/thesis- dissertation.html>

<https://und.edu/academics/graduate- school/current-students/forms.html>

<https://und.edu/academics/graduate- school/current-students/virtual-defense.html>

<https://und.edu/academics/graduate- school/current-students/forms.html>

Approved by Graduate Council 05/04/12; R 12/08/17; R 9/13/19; **R 5/10/24**

APPENDIX B: PHD IN NURSING CURRICULUM

RESEARCH (15 Credit Hours)		
NURS 573	Research Funding	3 credits
NURS 574	Quantitative Nursing Methods	3 credits
NURS 575	Qualitative Nursing Research	3 credits
NURS 554	Writing for Publication	1 credit
NURS 555	Grant Submission	1 credit
NURS 558	Research Design	3 credits
NURS 617	Responsible Conduct for Research	1 credit
NURSING SCIENCE (12 Credit Hours)		

<i>*Pre-requisite Masters level Nursing Theory Course</i>		
NURS 557	Foundations of Nursing Science	3 credits
NURS 565	Rural and Underserved Population Health	3 credits
NURS 577	Healthcare Ethics for Rural and Underserved Populations	3 credits
NURS 586	Rural and Underserved Health Programs, Policies, and Research	3 credits
SCHOLARLY TOOLS (9) Credit Hours) <i>*Pre-requisite Univariate Statistics Course</i>		
PH 551	Epidemiology	3 credits
NURS 525	Applied Multivariate Statistics	3 credits
NURS 604	Health Informatics	3 credits
FUNCTIONAL COMPONENT (9)Credit Hours)		
NURS 615	Library Resource and Literature Searches	2 credits
NURS 616	Manuscript Writing for Nursing	2 credits
NURS 581	The Nurse Scientist	3 credits
NURS 605	Health Policy	2 credits
ELECTIVES (13-30 Credit Hours – as needed)		
Courses will be selected by the student in consultation with the student's faculty advisory committee to develop the particular research thrust of the student.		
DISSERTATION (15)Credit Hours), including		
NURS 999	Dissertation (<i>12 credit hours total required. May not enroll in dissertation credits until Topic Proposal is approved by the School of Graduate Studies</i>)	11 credits
NURS 556	PhD Student Intensive I, II, III, IV <i>*1 credit repeated 4 times. Students will be required to attend the Intensive annually through graduation but will only need to enroll for credit 4 times.</i>	4 credits (Intensive I: 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
TOTAL CREDIT HOURS: 90 Credit Hours\ <i>SUBJECT TO CHANGE</i>		

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

Comprehensive Examination: Students must successfully complete a written and oral comprehensive examination prior to advancement to candidacy and approval of the dissertation proposal. The student's Program of Study Form, Dissertation Committee Form, and all course work (excluding dissertation credits) must be completed before applying to the School of Graduate Studies to take the Comprehensive Examination.

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Final Examination/Dissertation Defense: A final examination/dissertation defense will be scheduled and administered according to the rules of the graduate school.

All doctoral nursing courses taken at the University of North Dakota College of Nursing and Professional Disciplines must be completed with a grade of “B” or better. An individual course may not be taken more than twice.

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 [PhD Curriculum Plan](#)

RESIDENCY

There is no residency requirement; however, students are required to attend one “Intensive Experience” per year. The Intensive Experience (3-5 days) will gather students and faculty on the UND campus or at a regional nursing research conference for purposes of scholarship, networking, and education.

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.

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APPENDIX C: APPT/CHANGE MAJOR ADVISORY COMMITTEE/MAJOR ADVISOR

Policy Number:	609
Policy Name:	Appointment of Faculty Advisory Committee, Change in Faculty Advisor, or Change in Faculty Advisory Committee
Reviewed By:	Graduate Council
Last Review Date:	02/14/2020

All graduate students are assigned a permanent advisor upon admission to a nursing graduate track. PhD students will be assigned a temporary advisor until a permanent advisor is chosen.

In the event that the student determines the need for a change in Faculty Advisor or member(s) of the Faculty Advisory Committee, it is the student's responsibility to communicate the basis for the change to all parties involved.

The rationale for communication of Faculty 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, as well as the appropriate School of Graduate Studies form.

The final oral defense of the thesis, project, 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.

Approved by Nursing Graduate Council **R 02/14/2020**
Approved by Nursing Faculty 10/24/14

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APPENDIX D: GRADUATE STUDENT PROGRESSION

Policy Number:	606
Policy Name:	Graduate Student Progression Policy
Reviewed By:	Graduate Council
Last Review Date:	09/10/2021

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): NURS510, NURS511, NURS525, NURS565 and NURS577. Non-degree students will receive a permission number from the Office of Students Services 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 average of 3.00 or better. See procedure 606a for additional information.
 - a. 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
 - b. 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.
 - c. The student in scenario a or b 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:
 - i. place the student on a leave of absence up to one year; or
 - ii. recommend to the dean that the student be dismissed.
3. Students admitted provisionally who have a course failure with a grade of C or less during the first 12 graduate credits may 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.
5. Students who wish to take an “incomplete” grade in a nursing course should see the current University Catalog policy on incomplete grade. **NOTE:** a student who has an “I” in a prerequisite 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.
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 track/program director of their program. Students must also withdraw from the University. Please see University Graduate Academic Information>Academic Policies and Procedures>Withdrawal from the University at <http://und-public.courseleaf.com/> on withdrawal procedures for further information.
7. Students must successfully complete all prerequisites 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 procedure 606a for additional information.

9. Students are admitted based on their location at the time of application. Students who relocate during their program of study may not be able to continue. Students must contact the Clinical Placement Manager for more information. This excludes the PhD in Nursing program.

Approved by Graduate Council R 04/29/16, R 11/18/16; R 12/13/19;
R 05/15/2020; R 09/11/2020; **R 09/10/2021**
Approved by Nursing Faculty 04/29/16, 12/09/16

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APPENDIX D (CONT'D): GRADUATE STUDENT DISMISSAL PROCEDURE

Policy Number:	606a
Policy Name:	Probation and Dismissal from the Graduate Nursing Program
Reviewed By:	Graduate Council
Last Review Date:	05/10/2024

Probation: Students who do not maintain minimum requirements will be placed on probation. Students will remain on probation for the duration of their academic nursing program. NOTE: It is possible to be in good academic standing at the University and be on probation within their academic nursing program.

REPEATING COURSES:	PROBATION:	DISMISSAL:
<p>1. A Student who receives a grade of C, D, or F in a course restricted to nursing majors may repeat that course only once, on a space available basis.</p> <p>2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis.</p>	<p>A student is placed on probation if any of the following occur:</p> <ol style="list-style-type: none"> 1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors. Faculty must inform the Office of Student Services of the student's grade at the time of withdrawal. 2. Violation of the Graduate Nursing Student Conduct Standards Policy within nursing courses 3. Violation of the Graduate Nursing Student Conduct Standards Policy outside of nursing courses. 	<p>Academic Dismissal</p> <ol style="list-style-type: none"> 1. The recommendation to dismiss a student can be made by the track/program director. The final decision to dismiss a student can only be made by the graduate nursing chair. Dismissal may result from any of the following situations following admission to the graduate nursing program: <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 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.

		<p>e. Two graduate course withdrawals following admission.</p> <p>f. Withdrawing from one graduate course and/or receiving a “C”, “D”, “F”, or “U” in the same course or another graduate course.</p> <p>g. Withdrawal from all graduate courses during a semester without an approved leave of absence.</p> <p>h. Failure to meet progression standards of 3.00 overall GPA.</p> <p>i. In the case of provisionally admitted students, receipt of a “C”, “D” “F” or “U” during the first 12 graduate credits.</p> <p>j. Failure to return from a Leave of Absence at the approved date or to follow the LOA policy (615).</p> <p>k. Failure to follow the progression plan and not have an approved Leave of Absence in place.</p> <p>l. Revocation or suspension of a required license or unexcused ineligibility to participate in practicum.</p> <p>m. 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.</p> <p>n. 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.</p> <p>o. Engaging in behavior that is unprofessional or manifestly unsafe to the mental, emotional, or physical welfare of clients, staff, or others.</p>
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		<p>p. Failure to be compliant with the Verification Policy.</p> <p>q. Refusal or failure of a drug screen.</p> <p>r. Failure to participate in orientation and PhD intensives. A waiver may be issued for extenuating circumstances if approved by the track/program director in advance.</p> <p>s. Relocation to a different state after admission without prior approval from the clinical placement manager (excludes PhD in Nursing program).</p> <p>2. Dismissal for a course related issue may be made by the graduate chair only after a reasonable attempt to resolve the issue has been made.</p> <p>3. Although academic performance may lead to dismissal from the nursing program, the dismissal itself is not considered an academic circumstance for which a grievance or petition can be submitted.</p> <p>Dismissal due to violation of the Graduate Nursing Student Conduct Standards Policy</p> <p>1. A violation of Graduate Nursing Student Conduct Standards Policy while on probation will result in dismissal from the nursing program.</p> <p>2. Violation of the Graduate Nursing Student Conduct Standards Policy deemed to have broader impact will be referred to the Dean for disciplinary sanction and may result in dismissal.</p> <p>If a student is dismissed from a program, they are ineligible to return to the program from which they were dismissed.</p>
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Approved by Graduate Council R 05/15/2020; R 09/11/2020; 09/10/2021; **05/10/2024**
Reviewed by Nursing Faculty 05/03/19; Approved/Converted to Procedure by Graduate Council 04/25/19
Reviewed by Legal Counsel 04/25/16; Approved by Graduate Council 04/29/16

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APPENDIX E: GRADUATE STUDENT LEAVE OF ABSENCE (LOA)

Policy Number:	615
Policy Name:	Graduate Student Leave of Absence (LOA) Policy
Reviewed By:	Graduate Council
Last Review Date:	09/10/2021

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

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

Students must first meet with their track/program 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 graduate nursing chair. Academic standing, clinical placement and course availability 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 availability of space in required courses and clinical placement 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 graduate nursing chair at least 8 weeks prior to the start of classes if they 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 a 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 the 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.

Approved by Graduate Council R 04/29/16; R 09/11/2020; **R 09/10/2021**

Approved by Nursing Faculty 04/29/16

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/Program Advisor	Semester 1	Change	
Formation of Dissertation Committee	Before end of semester 2	Doctoral Program of Study - NPD	
Filing of Program of Study	Before end of semester 2	Doctoral Program of Study- NPD	
Filing of Changes to Program of Study	As changes are required	Change	
Application for and Successful Completion of Comprehensive Exam	At, or near, completion of all course work. Consult program advisor/chair to determine readiness.	Email program director to schedule exam. Convener of exam committee and PhD Program Director will complete Doctoral Comprehensive Exam- NPD (after successful completion of exam)	
Dissertation Topic Proposal Meeting – Student to Schedule with Assistance of Program Advisor/Chair and Committee	Dissertation Chapters 1-3; Submitted to committee members at least 2 weeks prior to meeting Dissertation Chair/Advisor and Committee Members provide verbal acceptance/nonacceptance and/or recommendations for changes. In addition, criteria to proceed with IRB and regulatory approvals or	; Verbal acceptance or nonacceptance of dissertation topic proposal	

	repeat topic proposal meeting.		
IRB and Regulatory Approval of Dissertation Topic Proposal	Approval prior to initiating research and submitting Topic Proposal - NPD form (e.g., IRB, IACUC, HIPAA)	Letters of approval from appropriate regulatory bodies and required IRB(s). UND IRB submission in Novelution	
Advancement to Candidacy	After UND IRB and additional regulatory approval received, and submission and approval of Topic Proposal – NPD by UND School of Graduate Studies	Topic Proposal - NPD	
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 Meeting with committee members. Student to schedule with advisor/chair and other committee members at least two weeks prior to the School of Graduate Studies deadline for preliminary approval.	Final draft of completed Dissertation submitted to committee members at least 2 weeks prior to the scheduled preliminary approval meeting. After preliminary approval received from chair and committee members, student to work with advisor/chair and committee members on scheduling final defense meeting by deadline for final defense.	Preliminary Approval of Dissertation and Notice of Defense - NPD	
Successful completion of Doctoral Defense and publication of Dissertation	See graduate school published deadline	Dissertation – NPD (final reports) Dissertation Signature Page - NPD	

Removal of incomplete grades for dissertation credits	After successful completion of doctoral defense (see graduate school deadline) by advisor/chair	Removal of In-Progress Grade (SP/UP)	
Additional Program Requirements			
Submission of grant application to funding agency	Prior to beginning Dissertation	Grant proposal and confirmation of receipt from potential funding source/agency	
Submission of manuscript for publication	Prior to taking Comprehensive Exam	Manuscript and 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; enroll in four credits	Verification of attendance	Year 1: Year 2: Year 3: Year 4: Year 5: Year 6: Year 7:

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APPENDIX G: COMPREHENSIVE EXAMINATION POLICY

Policy Number:	614
Policy Name:	PhD Comprehensive Examination Policy
Reviewed By:	Graduate Council
Last Review Date:	02/09/2024

PhD Comprehensive Examination

All students seeking a Doctor of Philosophy degree must take a written comprehensive examination. The examination will be offered in fall and spring semesters. The opportunity to take the examination in summer semester will be determined by the PhD Program Director.

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 within the comprehensive exam will include all courses in the student's program of study.

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 examination.

Students will be eligible to take or retake the PhD comprehensive examination upon approval of the Dissertation Committee Chair (Major Advisor) and PhD Program Director

Students who do not pass the PhD comprehensive examination may repeat the procedure once, in accordance with the School of Graduate Studies policy. A student is strongly encouraged to work with the major advisor to develop and complete a remediation plan prior to retaking the exam. A student who does not successfully complete the PhD comprehensive examination in two attempts is academically disqualified to continue in the PhD program in Nursing and will be dismissed from the program.

The PhD comprehensive examination procedure consists of two components, written and oral. Both components must be passed in the examination attempt. If the student fails either the written or oral component of the examination attempt, it is considered a failure of one attempt. If the student fails the written component, the student will not be allowed to progress to the oral component of the examination.

Component 1: Written PhD Comprehensive Examination

The written examination will consist of a NIH Grant Proposal paper demonstrating synthesis and integration of nursing discipline knowledge, scholarly tools, and the student's problem area. 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.

Component 2: 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.

Approved by Doctoral Council 5/19/2004; R 12/7/2004; R 2/17/06; R 10/16/09

Approved in Graduate Council 12/4/09; Edited 4/23/10; R 3/4/11; R 5/6/11

Approved by Nursing Faculty Organization 10/16/09; 2/19/10; Edited and approved 4/15/11; R 5/6/11

Approved by Nursing Faculty 11/16/12

Approved by Nursing Graduate Council R 11/2/12; R 09/08/17; R 04/08/22; **R 02/09/24**

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APPENDIX H: DOCTORAL COMPREHENSIVE EXAM PROCEDURE

Policy Number:	614a
Policy Name:	PhD Comprehensive Examination Procedure
Reviewed By:	Graduate Council
Last Review Date:	02/09/2024

Intent to Take PhD Comprehensive Examination

Students must confer with the permanent faculty advisor regarding their readiness for the PhD comprehensive examination. When the faculty advisor agrees that the student is ready to take the doctoral comprehensive examination, the student will email the PhD Program Director, and copy the faculty advisor, indicating that the student will take the comprehensive examination that semester. This email must be submitted to The PhD Program Director by September 24 (fall semester), February 14 (spring semester) or July 9 (summer semester, if available).

PhD Comprehensive Examination Committee Determination

A committee of three nursing faculty members who are members of the student's dissertation committee will comprise the Examination Committee (the Convener and at least one other member must have full graduate faculty status). If there are not three nursing faculty members on the student's dissertation committee, the PhD Program Director will appoint an additional member(s) within the nursing faculty. One faculty member will be designated, by the PhD Program Director, as the convener of the committee. Faculty may be allowed to observe members 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

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 PhD Comprehensive 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 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.

Evaluation criteria include the following:

Demonstrate knowledge on the relationships between epistemology, theory, and research as it relates to the nursing discipline.

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.
- Demonstrate application of knowledge with rural or underserved populations.
- Explicate how the area of interest/inquiry relates to patient outcomes.

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
- Demonstrate knowledge of both qualitative and quantitative methods.

Written PhD 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. Upon passing the written doctoral comprehensive examination, the oral doctoral comprehensive examination will be convened.

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 credits (NURS999). A second attempt for the examination will be graded by the original Examining Committee whenever possible.

Format

Supplemental Pages

The PhD comprehensive examination format includes a research NIH format grant proposal. If this format does not logically allow the student to meet all criteria for evaluation, a maximum of 5 additional double-spaced pages, using 12-point Times New Roman font, and one-inch margins, 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 proposal developed to demonstrate how these areas inform the primary examination and fully address examination criteria. References should be consistent with the format used in the text and not included in the 5-page limit.

Grant Proposal

The research grant proposal is prepared by following the Research (R) Instructions in the [SF424 \(R&R\) Application Guide](#)- for the R01 parent grant. A variety of referencing systems may be preferred for the proposal (i.e. due to page limitations for the R01 application, you may use a referencing system other than APA). Therefore, students are advised to use a software referencing program (e.g., Zotero) in the preparation of written work for all documents requiring references. This PhD comprehensive exam will later serve as a guide for the student’s dissertation proposal.

The Specific Aims and Research Strategy (discussed below) may not exceed 13 pages, including all tables and figures. The proposal must be typed using Times New Roman, 12-point font, single-spaced, and half-inch margins. A budget is not required for the proposal. The components of the research plan are described as follows:

Specific Aims- 1 Page Limit

Specific Aims Page: This section concisely and briefly introduces the reader to the problem of interest and sets the context for the substance of the proposed research. The Specific Aims do NOT count toward your Research Strategy, which has a 12-page limit. Concisely state the goals

of the proposed research, which are typically stated as specific aims. Summarize the expected outcomes, including the impact of research on the fields involved. Succinctly list the objectives of the proposed research (e.g., to test a hypothesis, create a novel design, solve a specific problem, etc.).

Research Strategy- Significance, Innovation and Approach Sections- 12 pages

Research Strategy: 12 pages (for R01s). This section includes the following headings: Significance, Innovation, and Approach.

A. Significance: This section of the proposal provides a critical evaluation and synthesis of the literature leading to the proposed research. Please include the following: 1) A literature review that reflects current research from multidisciplinary sources. 2) Gaps in knowledge that the dissertation will address are clearly, logically, and concisely articulated. 3) The importance of the proposed research to health and nursing by relating the specific aims to the broad, long-term objectives. 4) How the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. 5) How the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

B. 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 intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s) that will be tested. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Preliminary Studies. For the PhD student, preliminary studies are not typically needed. However, if the student has previous experience with related research, it should be described here.

C. Approach: In this section, please describe the overall research strategy or study design, population and sampling procedures, the study methodology, and analyses to be used to accomplish the specific aims of the project.

1) Research Design and Setting. Describe the study design and setting.

2) Population, Sample, Sampling Procedures. Identify the sample composition, how the sample will be obtained, and justify the sample size. Describe the sample in enough detail to determine the feasibility of obtaining a suitable sample size to test the hypotheses, if applicable.

3) Instruments. Please describe each instrument along with reliability and validity information. Evidence of the psychometric properties of the proposed instrument(s) should be presented, along with plans for testing in the dissertation.

4) Data Collection Procedures and any planned Intervention(s) should be described.

5) Data Analysis and Interpretation. Restate each hypothesis/or specific aim. Data analysis should specifically address the testing of each specific aim, hypothesis, or research question. Please include details on how the data will be collected, analyzed, and interpreted as well as any resource-sharing plans as appropriate. Also, discuss potential problems, alternative strategies,

and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.

D. Study Limitations and potential problems should be described. Alternative approaches and procedures should be described so that specific aims can be achieved, and human subject considerations are met.

E. Human Subjects, Animal Subjects or Biosafety Concerns. Please include a paragraph on the protection of research participants (human or animal) including approvals that will be sought, consents or assents that will be obtained, potential risks to the participants, and procedures proposed to reduce the risks. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. (<http://www.ehs.columbia.edu/>).

The inclusion of women and members of minority groups appropriate to the scientific aims of the dissertation project should be addressed. A minority group is a subset of the U. S. population that is distinguished by racial, ethnic, or cultural heritage, as defined in the [PHS 398 guidelines](#). Unless a clear and compelling rationale shows that the inclusion of women and minorities is inappropriate to the purpose of the dissertation research, research participants must be recruited from these populations. The composition of the proposed study population with respect to gender and minority status are to be described, and justification for strategies that will be used to recruit and select participants should be provided.

F. Bibliography/References (Consistent with the format used in the text. Not included in the 13-page count).

Human participants. The student is responsible for adhering to the U. S. Department of Health and Human Services regulations for the protection of human participants (OPRR Reports, 1991). The following points are enumerated and succinctly addressed: a) A description is provided of the proposed involvement of human participants in the dissertation research. The number, age range, and health status of the study population(s) and criteria for inclusion or exclusion in the research are described. In addition, the involvement of vulnerable participants, such as fetuses, pregnant women, children, or institutionalized individuals is justified. b) Potential risks to the participants from study participation are identified, and for each potential risk, a justified assessment of likelihood of occurrence and seriousness of risk is provided. All potential risks (physical, psychological, social, legal, or other) are included. c) The procedures that will be used to minimize the potential risks listed ~~in~~ above, including risk for loss of confidentiality, are described.

Vertebrate animals. The student is responsible for adhering to the U. S. Public Health Service Policy on Humane Care and Use of Laboratory Animals for the protection of animal subjects (National Research Council, 1996).

The following 5 points are enumerated and succinctly addressed:

1. A description of the proposed involvement of animal subjects in the dissertation research is provided. The species, strains, age, sex, and number of animals to be used and criteria for inclusion or exclusion in the research are described.

2. The use of animals, the choice of species, and the numbers proposed for use are justified.
3. The veterinary care that the subjects will receive is discussed.
4. Potential risks from study participation are described, and for each potential risk, a justified assessment of likelihood of occurrence and seriousness of risk is provided. As appropriate, the method of euthanasia to be used is described and justified.
5. The procedures are described that will be used to minimize the potential risks listed above, including the use of analgesics, anesthetics, tranquilizers, and restraining devices to minimize discomfort, distress, pain, and injury.

Oral PhD 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, if 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 areas of evaluation and feedback from the written doctoral comprehensive examination. **Grading**

Immediately following the oral doctoral comprehensive examination, the Examination Committee will meet in an executive session to determine whether the student has passed the examination. The Examination Committee will immediately consider the established criteria for the PhD comprehensive examination and the ability of the student to discuss the criteria in a scholarly manner during the oral PhD comprehensive examination. Two out of the three examiners must concur in order for the student to pass the examination. The student will be notified verbally and in writing of the Examination Committee's decision within 2 business days. 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.

If the student is not successful, the Examination Committee will provide the student with guidelines for improving performance. The convener will note on the PhD Comprehensive Examination form that the student had been unsuccessful with passage of the first PhD comprehensive examination attempt. A student who does not pass the PhD comprehensive examination may repeat the procedure once, in accordance with the School of Graduate Studies' policy. The student is required to repeat the examination procedure within the next three examination periods.

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

(may vary depending upon Academic Calendar for the semester)

	Fall Deadlines	Spring Deadlines	Summer Deadlines
Submission of application	Sept 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

Approved in Nursing Graduate Council R 11/02/12; 02/12/16; R 04/08/22
Approved by Nursing Faculty 11/16/12; **R 02/09/2024**
Edited and Approved by PhD faculty 12/15/15; 09/04/18; 09/06/19; 02/09/24

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APPENDIX I: DISSERTATION PROPOSAL, DISSERTATION, PRELIMINARY APPROVAL, AND FINAL DEFENSE FOR PHD IN NURSING PROGRAM STUDENTS

Policy Number:	618a
Policy Name:	Dissertation Proposal, Dissertation, Preliminary Approval, and Final Defense for PhD in Nursing Program Students
Reviewed By:	Graduate Council
Last Review Date:	02/09/2024

Proposal:

Content of Dissertation Proposal: The dissertation proposal addresses the following areas: (a) what the student intends to do, (b) why the proposed work is important, (c) what has already been done by the student and others, and (d) how the student is going to conduct the research.

Format: The proposal is prepared by following the Research (R) Instructions in the [SF424 \(R&R\) Application Guide](#)- for the R01 parent grant. A variety of referencing systems may be preferred for the dissertation proposal (i.e. due to page limitations for the R01 application, you may use a referencing system other than APA). Therefore, students are advised to use a software referencing program (e.g., Zotero) in the preparation of written work for all dissertation

documents requiring references. The proposal should be single spaced, Times New Roman 12-point font, and half-inch margins.

The Specific Aims and Research Strategy (discussed below) may not exceed 13 pages, including all tables and figures. A budget is not required for the dissertation proposal. The components of the research plan are described as follows:

Specific Aims- 1 Page Limit

Specific Aims Page: This section concisely and briefly introduces the reader to the problem of interest and sets the context for the substance of the proposed research. The Specific Aims do NOT count toward your Research Strategy, which has a 12-page limit. Concisely state the goals of the proposed research, which are typically stated as specific aims. Summarize the expected outcomes, including the impact of research on the fields involved. Succinctly list the objectives of the proposed research (e.g., to test a hypothesis, create a novel design, solve a specific problem, etc.).

Research Strategy- Significance, Innovation and Approach Sections- 12 pages

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B. 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 intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s) that will be tested. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Preliminary Studies. For the PhD student, preliminary studies are not typically needed. However, if the student has previous experience with related research, it should be described here.

C. Approach: In this section, please describe the overall research strategy or study design, population and sampling procedures, the study methodology, and analyses to be used to accomplish the specific aims of the project.

1) Research Design and Setting. Describe the study design and setting.

2) Population, Sample, Sampling Procedures. Identify the sample composition, how the sample will be obtained, and justify the sample size. Describe the sample in enough detail to determine the feasibility of obtaining a suitable sample size to test the hypotheses, if applicable.

3) Instruments. Please describe each instrument along with reliability and validity information. Evidence of the psychometric properties of the proposed instrument(s) should be presented, along with plans for testing in the dissertation.

4) Data Collection Procedures and any planned Intervention(s) should be described.

5) Data Analysis and Interpretation. Restate each hypothesis/or specific aim. Data analysis should specifically address the testing of each specific aim, hypothesis, or research question. Please include details on how the data will be collected, analyzed, and interpreted as well as any resource-sharing plans as appropriate. Also, discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.

D. Study Limitations and potential problems should be described. Alternative approaches and procedures should be described so that specific aims can be achieved, and human subject considerations are met.

E. Human Subjects, Animal Subjects or Biosafety Concerns. Please include a paragraph on the protection of research participants (human or animal) including approvals that will be sought, consents or assents that will be obtained, potential risks to the participants, and procedures proposed to reduce the risks. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. (<http://www.ehs.columbia.edu/>).

The inclusion of women and members of minority groups appropriate to the scientific aims of the dissertation project should be addressed. A minority group is a subset of the U. S. population that is distinguished by racial, ethnic, or cultural heritage, as defined in the [PHS 398 guidelines](#). Unless a clear and compelling rationale shows that the inclusion of women and minorities is inappropriate to the purpose of the dissertation research, research participants must be recruited from these populations. The composition of the proposed study population with respect to gender and minority status are to be described, and justification for strategies that will be used to recruit and select participants should be provided.

F. Bibliography/References (Consistent format with text and not included in page count.).

Human participants. The student is responsible for adhering to the U. S. Department of Health and Human Services regulations for the protection of human participants (OPRR Reports, 1991). The following points are enumerated and succinctly addressed: a) A description is provided of the proposed involvement of human participants in the dissertation research. The number, age range, and health status of the study population(s) and criteria for inclusion or exclusion in the research are described. In addition, the involvement of vulnerable participants, such as fetuses, pregnant women, children, or institutionalized individuals is justified. b) Potential risks to the participants from study participation are identified, and for each potential risk, a justified assessment of likelihood of occurrence and seriousness of risk is provided. All potential risks (physical, psychological, social, legal, or other) are included. c) The procedures that will be used

to minimize the potential risks listed ~~in~~ above, including risk for loss of confidentiality, are described.

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3. The veterinary care that the subjects will receive is discussed.
4. Potential risks from study participation are described, and for each potential risk, a justified assessment of likelihood of occurrence and seriousness of risk is provided. As appropriate, the method of euthanasia to be used is described and justified.
5. The procedures are described that will be used to minimize the potential risks listed above, including the use of analgesics, anesthetics, tranquilizers, and restraining devices to minimize discomfort, distress, pain, and injury.

Dissertation:

The final dissertation product includes the following components: preliminary pages; a summary of the study with reference to appended materials; the dissertation proposal; two manuscripts: one literature review which has been submitted for publication and one submission-ready manuscript reporting findings of the study; IRB and agency approvals; consent form(s); instrument(s) used for data collection; complete, detailed study protocol(s); presentation of data beyond that included in the manuscript; and curriculum vitae. Each component is described below.

The dissertation should be formatted according to the latest edition of the APA manual. Additionally, since the final dissertation will be submitted to ProQuest, formatting to meet the ProQuest requirements must be followed. These requirements may be found at the School of Graduate Studies website: <https://und.edu/academics/graduate-school/current-students/prepare-submission.html> Students should also use the Format Checklist found at the School of Graduate Studies website: <https://und.edu/academics/graduate-school/current-students/thesis-dissertation.html> prior to submitting the final draft to the committee. A list of formatters or editors is available if you would like to hire someone. Please contact the School of Graduate Studies for a list of names.

1. Preliminary Pages:

Please refer to the “Style Guide” found on the School of Graduate Studies website <https://und.edu/academics/graduate-school/current-students/thesis-dissertation.html> for additional information on preparing the title page through abstract.

- a. Title page: The title should convey the substantive area of study, the target population, and the general methods approach. The

date indicates the month and year that the Doctor of Philosophy in Nursing degree is conferred; it does not indicate the date the work was completed or the date of the defense.

b. Approval page: This form (Thesis/Dissertation Approval Page) is available on the School of Graduate Studies website and is completed in DocuSign. Because PDF format is required to submit the final dissertation, this approval page may need to be scanned into the final dissertation.

c. Acknowledgments page: (Optional) This page is optional and may be used if the student wishes to express formal recognition and appreciation for extraordinary support that made possible the completion of the research. Grant support for the dissertation should be acknowledged on this page.

d. Abstract: The abstract is the abstract for the entire dissertation and includes the student's name, the title of the dissertation, and the date of graduation. While ProQuest has no word limit for the abstract, it is recommended that the abstract not exceed 350 words. The abstract must not contain tables, figures, graphs, references, or formulas. Symbols and foreign words must be displayed clearly and accurately, with accents and diacritical marks as appropriate. The abstract will be bound with the dissertation and must conform to specified margin requirements. Elements that must be addressed include the following: a brief problem statement, the purpose of the study and specific aims, the design used, data collection methods, brief description of sample, data analysis approach, major findings, and conclusion(s). If an abstract is also required for a manuscript included in the dissertation, it follows the format required by the journal and is placed with the manuscript(s)

e. Table of Contents: The Table of Contents is a list of all elements included in the dissertation, enumerated in sequential order.

2. **Proposal:**

PHS 398 proposal approved by the dissertation committee is inserted next (Face -Page through Appendices). Use your referencing software to change the format to APA including double spacing.

3. **Summary of Study:**

The Summary of Study provides an overview of the research project and guides the reader through the organization of the dissertation. It provides a transition between the proposal and the manuscript reporting study results. Any problems encountered or decisions made that resulted in change from what was proposed to what was done are discussed. This section can also reference appended materials.

4. **Manuscripts:**

Two complete manuscripts are required. The first required manuscript is a review of literature, which is to have been submitted for publication prior to dissertation

completion. Acceptance or publication of this manuscript is not required by the time of defense, but it is expected that the student (and any co-authors) will publish the manuscript, even if not accepted initially. The second manuscript will report the study findings and must be ready for submission to a peer-reviewed research journal. If the journal style is other than APA, submit the manuscript in APA style for the dissertation and then convert the style to the required submission format of the journal you selected, using reference management software as appropriate.

5. **Appendices:**

The appendices provide additional information to that in the proposal and manuscript so that study replication by others is possible. Institutional approvals, consent forms, instruments used for data collection, and detailed study protocol(s) are placed in the appendixes. Any data not included in the results manuscript are presented in tabular or figure format. The appended materials must not repeat information in the proposal or manuscript. Rather, they serve to supplement the major components of the dissertation.

6. **Curriculum Vitae:**

A curriculum vitae that is current and complete constitutes the final section of the dissertation. It is at the student's discretion if they wish to include the CV in the version that is submitted to ProQuest. The words CURRICULUM VITAE are capitalized and placed in the top center of the first page. The candidate's name, degrees, and credentials appear on the second line, and date on the third line.

The components of the vitae follow the University of North Dakota recommended format with the following headings:

1. Educational Background
2. Professional Experience (including professional, academic, and administrative positions)
3. Teaching
 - a. Courses Taught (indicate if undergraduate or graduate).
 - b. Graduate Student Advising: Independent Study/Scholarly Project/Design Project Advisor Master's Thesis Committee (Indicate if you served as committee Chair or Member) Doctoral Dissertation Committee (Indicate Role: Chair, Member, or Member-at-Large)
- c. Curriculum Development Activities
4. Service (Include any offices held)
 - a. Department
 - b. College
 - c. University
 - d. Professional Associations
 - e. Community
5. Publications/Performances/Exhibits/Educational products (Please indicate full citations, and the order of multiple authorships.)
 - a. Peer-Reviewed/Juried/Refereed
 - b. Non-Peer-Reviewed/Non-juried/Non-refereed
 - c. Invited

- d. Other
- 6. Professional Presentations
 - a. National/International
 - b. Regional
 - c. State/Local
- 7. Grants and Contracts (Please indicate title of grant/contract, funding agency, if funded or not-funded, amount of funding, time period of funding, and your role on the grant/contract. If not the PI, include the name of the PI).
- 8. Professional Education/Consultant Activities
- 9. Honors/Awards

Preliminary Approval:

Once the complete dissertation is prepared, a preliminary approval meeting is to be scheduled with the student and his/her committee members. This meeting may be held virtually. The student will send out the complete dissertation draft to the committee members *no less than 10 business days* prior to the scheduled preliminary approval meeting. Students are encouraged to plan and schedule well in advance for this meeting, as committee members' calendars can be difficult to coordinate.

During the preliminary approval meeting, the committee will provide feedback and recommendations for the student to revise the dissertation prior to the final dissertation defense. The advisor (or designee) will record any recommended changes to be made prior to the final dissertation defense. The committee may decide to sign the Preliminary Approval and Notice of Defense form at the conclusion of the meeting, with the expectation that any recommended revisions will be made prior to final dissertation defense. Alternatively, there may be substantive revisions that the committee is recommending, and they may want to hold a second meeting to assure these revisions are complete before signing the Preliminary Approval and Notice of Defense form. This form is available at the School of Graduate Studies website <https://und.edu/academics/graduate-school/current-students/forms.html#d56e154--7> and is completed through the Docusign system. Note: this form must be submitted to the School of Graduate Studies a minimum of two weeks prior to the scheduled final defense date and on or before the Preliminary Approval deadline.

Dissertation Defense:

The final dissertation defense consists of an oral presentation by the student, a public question-and-answer period, a private meeting with the student and committee, deliberation by the committee (without the student present), and announcement of the committee's final decision to the student.

The School of Graduate Studies allows dissertation defenses to be held either in-person or virtually, via Zoom. The Nursing department *strongly encourages* students to be in-person, on campus for their final defense. However, if the dissertation committee all agrees to allow a virtual defense, the student should consult the recommendations for virtual defenses at the

School of Graduate Studies website (<https://und.edu/academics/graduate-school/current-students/virtual-defense.html>). Students who plan to be in-person, on campus, should also work with their advisor to set up a Zoom site so that peers and members of the public can also virtually attend the public portion of the defense.

The dissertation defense will begin by the Chair introducing the student, dissertation topic, and members of the committee. The student will then have 20 minutes to present their dissertation research via Powerpoint (or other presentation software). Since the dissertation defense is considered to be the final examination for the PhD, students are expected to prepare their presentation independently. The presentation will be followed by up to 20 minutes of questions and answers with members of the public who are present. Members of the public who are present will then be dismissed (both in-person and online) and the student will meet for approximately 15 – 20 minutes for questions and answers with the dissertation committee. The committee will then dismiss the student and determine if a pass or fail will be assigned to the dissertation. The Chair may also ask for committee input into a letter grade. The student is then invited to rejoin the committee for announcement of the final decision.

Following the dissertation defense, the chair of the dissertation committee will initiate the Final Report on Candidate form at the School of Graduate Studies, via DocuSign (<https://und.edu/academics/graduate-school/current-students/forms.html#d56e154--7>). A letter grade for the final dissertation must be submitted in Campus Connection. In addition, all SP or UP grades assigned in previous semesters, during the course of the dissertation, must be converted to a letter grade using the Removal of In-Progress Grade form, which is an e-form in Campus Connection

Approved by Nursing Graduate Council
02/09/2024