THE UNIVERSITY OF TEXAS AT ARLINGTON

PhD IN NURSING STUDENT HANDBOOK

THE COLLEGE OF NURSING AND HEALTH INNOVATION

Academic Year 2023-2024

Revised: October 31, 2023
In all cases, the Graduate Catalog supersedes.

DISCLAIMER: The student handbook is updated annually and as needed for programmatic and policy changes. The electronic version of this handbook supersedes all print copies.

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SECTION I
PROGRAM OVERVIEW

A. PhD in NURSING SCIENCE MISSION AND VISION

1. **Mission**: The mission of the PhD in Nursing program is to develop nurse scientists in a supportive interdisciplinary environment with world class resources. Students and faculty engage collaboratively to conduct and disseminate scholarly research.

2. **Vision**: Our vision of the PhD in Nursing program is to prepare nurse scientists to become leaders in research to improve human health outcomes, population health, and nursing practice.

B. PROGRAM HISTORY AND ACCREDITATION

In April of 2003, the Texas Higher Education Coordinating Board approved the PhD in Nursing Program at UT Arlington. The program admitted its first students in the fall semester of 2003.

The UT Arlington College of Nursing and Health Innovation (CONHI) Bachelor's Degree in Nursing, Master's Degree in Nursing, Post-graduate Certificates for Nurse Practitioners and Doctor of Nursing Practice programs are accredited by the Commission on Collegiate Nursing Education (CCNE). Universities who offer research focused doctoral degrees are accredited by regional accrediting bodies. The University of Texas at Arlington is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

No organization or commission specifically accredits PhD programs, but the American Association of Colleges of Nursing (AACN) has published *The Research-Focused Doctoral Program in Nursing: Pathways to Excellence (2022)* which guides our program at UTA. The PhD in Nursing Program at UT Arlington strives to adhere to these standards. Maintaining these standards contributes to the goal of producing graduates who can contribute to the science of nursing and improve the health outcomes of culturally diverse and vulnerable populations. Value Colleges ranks our PhD Program #35 among the top best programs in the country.

PROGRAM ADMINISTRATORS

- **Elizabeth Merwin, PhD, RN, FAAN, Dean and Professor, UTA College of Nursing and Health Innovation**. (beth.merwin@uta.edu) About Me

- **Ann Eckhardt, PhD, RN; Associate Clinical Professor, Interim Chair, and Associate Chair of Clinical Education in Department of Graduate Nursing (**ann.eckhardt@uta.edu) About Me

- **Kathryn Daniel, PhD, RN, AGPCNP-BC, GS-C, AGSF, FAAN; Professor, Associate Dean for Academic Affairs, Nursing, NFLP Program Director, and Interim Director of PhD Program in Nursing (summer 2022 – summer 2023).** (kdaniel@uta.edu) About Me

- **Renee Manworren, PhD, APRN, PCNS-BC, FAAN; Professor, Director of the PhD Program in Nursing (begins fall 2023) and Elizabeth C. Poster Endowed Professorship. (**Renee.manworren@uta.edu**)**

- **Candice Calhoun-Butts, Ph.D. is the Assistant Dean for the Office of Enrollment and Student Services (OESS) in the College of Nursing and Health Innovation.** (candicec@uta.edu)

- **Jeffrey Taylor, Ed.D**., **Director of Academic Advising**. (Jeffrey.taylor@uta.edu)

C. GRADUATE FACULTY MEMBERS

CONHI Graduate faculty members who have active programs of research, hold research doctoral degrees (PhD or EdD) and are full members of the Graduate Studies Committee for Research in Nursing are eligible to serve as dissertation chairs and research mentors. See the list below for eligible faculty members. Students can learn about the research programs of CONHI nursing faculty by following this link.

- Deborah Behan, PhD, RN
- Marco Brotto, PhD
- Daisha Cipher, PhD
- Kathryn Daniel, PhD, APRN
- Ann Eckhardt, PhD, RN
- Kristin Gigli, PhD, APRN
- Sohyun Kim, PhD, RN
- Zhaoli Liu, PhD, APRN
- Renee Manworren, PhD, APRN
- Elizabeth Merwin, PhD, RN

- Zui Pan, PhD
- Jaquetta Reeves, PhD, APRN
- Meagan Rogers, PhD, RN
- Barbara Schneider, PhD, RN
- Yaewon Seo, PhD, RN
- Jessica Smith, PhD, RN
- Mari Tietze, PhD, RN
- Regina Urban, PhD, RN
- Venu Varanasi, PhD
- Yan Xiao, P

D. **CURRICULUM**

1. **PROGRAM OBJECTIVES**

Program graduates are prepared as nurse scientists who are able to meet the health needs of a rapidly changing and culturally diverse US population.

   The mission of the PhD in Nursing program is to provide a supportive interdisciplinary environment and world class resources where future nurse scientists can learn and grow. Students and faculty engage collaboratively to conduct and disseminate scholarly research.

   The vision of the program is to prepare nurse scientists to become leaders in nursing research to improve human health outcomes and nursing practice.

The PhD Program in Nursing prepares nurse scientists who will:
1. Synthesize theoretical and empirical knowledge from nursing and other disciplines in relation to health care at local, national, and global levels.
2. Conduct responsible original health related research that advances nursing science.
3. Evaluate resources applicable to the research area of interest consistent with strategic priorities of funding agencies.
4. Analyze health care issues and policy in relation to social, economic, environmental, ethical, and cultural phenomena related to the area of research.
5. Develop a portfolio demonstrating skills as a mentor, leader, and educator.
6. Demonstrate skills in evidence-based teaching.
7. Disseminate scholarly work during the course of study.

2. **CORE COURSES**

The core courses of the PhD curriculum provide knowledge of science, research, and societal factors that affect health. Theoretical and philosophical content are foundational to understanding scientific methods and rigor. The courses are designed to facilitate the development of skills that will prepare the graduate for a career of research and scholarship. These skills include analyzing epidemiological data, designing studies, selecting funding mechanisms, writing proposals, interpreting statistical results, and disseminating scholarly products.

An overview of the required core courses for the PhD in Nursing Science are:

- NURS 6301 Theoretical Evolution in Science
- NURS 6302 Issues in Studying the Health of Culturally Diverse and Vulnerable Populations

- NURS 6304 Measurement in Culturally Diverse and Vulnerable Populations
- NURS 6305 Qualitative Methods in Research
- NURS 6306 Research Design
- NURS 6308 State of the Science: Background in Research
- NURS 6318 Parametric Statistics for Healthcare Research
- NURS 6319 Psychometric and Nonparametric Statistics for Healthcare Research
- NURS 6370 Independent Study (or other elective)
- NURS 6381 Research Practicum
- NURS 6382 Healthcare Policy
- Dissertation - 9 Semester Credit Hour (SCH) minimum

3. INDIVIDUALIZED AREA OF STUDY

The PhD in Nursing Program offers students the opportunity to identify and design their area of study and research under the guidance of the Research Mentor, Program Director, and PhD Academic Advisor. Students are matched with a Research Mentor upon admission to the program.

4. ENTRY OPTIONS

Applicants may apply to enter the PhD in Nursing Program from two different starting points. Most applicants already have an earned master's degree in nursing.

Applicants without a master's degree in nursing may apply to enter the PhD in Nursing Program with a baccalaureate degree in nursing/nursing science. GRE scores are currently required for applicants seeking admission with a BSN. Applicants for BSN-to-PhD entry will be required to submit their GRE scores to the Office of Graduate Studies during the application process.

Curriculum progression is designed for PhD students to be enrolled 6-9 SCH (2-3 classes) per long semesters (fall and spring). The PhD Academic Advisor and your research mentor will work closely with individual students to develop degree plans that facilitate their progress through the program. Students must register each long semester unless a Leave of Absence is approved. Failure to do so will require the student to apply for readmission to the university.

5. CLASS SCHEDULE

The PhD in Nursing program is currently authorized as a hybrid on campus program. Each faculty member will determine how much of a class may be delivered virtually and how much on campus attendance is required based on course needs. Information about specific course schedules is found in Mymav at the time of enrollment and in course

syllabuses. In general, all formal classes and events will occur on Thursdays, Fridays and some Saturdays throughout the fall and spring semesters. There are no required formal courses offered in the summer.

There will be at least one, sometimes more than one, on campus in person activity each semester for ALL PhD in Nursing students which involve topics and activities not covered in didactic courses which are essential to your success. All students are expected to attend. If you are unable to attend, please discuss this with your research mentor.

In addition, all new students must attend an on campus in person orientation to the program prior to the onset of classes.

6. ENROLLMENT OPTIONS

Full-time enrollment in the PhD program is at least 6 SCH/semester for long semesters (fall, spring). Full- time enrollment is a requirement for employment as a Graduate Teaching Assistant or Graduate Research Assistant.

After entering the PhD program, students must enroll in classes during each long semester in order to remain in the PhD program. Summer enrollment is not required to remain in the PhD program, but students do have the option of taking their electives in the summer.
Students who, due to life-changing circumstances, may request to change from full time to part time. They must contact their individual Research Mentor to initiate this process and seek approval. The Research Mentor will consult with the Program Director.

7. TRANSFER CREDIT

Transfer credit is not accepted in any PhD program at UTA; however, formal graduate-level coursework completed in a student's major area of doctoral study from other institutions which are granting doctoral degrees may serve to establish competency in the subject area and provide a basis for waiving up to 25% of UT Arlington course requirements in your UTA degree plan. All waivers must be approved by the PhD Program Director. Typically, waivers are negotiated prior to enrollment in any courses at UTA with the PhD Program Director.

8. DEGREE PLANS

After acceptance into the PhD Program and prior to class registration, the PhD Academic Advisor will work with students to develop their initial degree plans. Students who enter the doctoral program through the MSN-to-PhD entry option will begin by enrolling in the PhD in Nursing core courses. Students who enter the doctoral program through the BSN-to-PhD entry option will work with the PhD Program Director to develop an

Degree Requirements for MSN-to-PhD Entry Option

	Semester Credit Hours
PhD core courses	30
Research tools (1 Independent Study and Research Practicum.	6
Dissertation (minimum hours)	9
Total *Minimum* Semester Credit Hours	**45**

Degree Requirements for BSN-to-PhD Entry Option

Students accepted into the BSN-to-PhD entry option will work with the PhD Academic Advisor and Program Director to develop individualized degree plans based on their career goals and research interests.

Students will complete 12 hours of core courses and **an additional 10-18 hours of master's coursework based on their area of focus**.

Core master's level courses taken by all BSN-to-PhD students

Course #	Course Title	Credit Hours
NURS 5327	Exploration of Science and Theories for Nursing	3
NURS 5370	Independent Study in Nursing	3
NURS 5367	Evidence Based Practice	3
NURS 5366	Principles of Research in Nursing	3

Plus 10-18 additional hours of master's coursework in focus area.

9. PhD COURSE DESCRIPTIONS (Required documents will be in Section 4)

Program Map
PhD in Nursing Program PhD Catalog

Year 1			
Semester	**Course(s)**	**Required Documents**	**Guidelines**
Fall	• **NURS 6301** – Theoretical Evolution in Science • **NURS 6308** – State of Science: Background in Research	Research Mentor Agreement Milestone Agreement_12-2020.pdf	*The student will be matched with a Research Mentor prior to being admitted to the program. Upon entering the program, review the Research Mentor Agreement form and complete the Milestone Agreement with your Mentor. Once complete, the forms should be submitted to phdinnursing@uta.edu.*
Spring	• **NURS 6304** – Measurement in Culturally Diverse & Vulnerable Populations • **NURS 6318** – Parametric Statistics In Healthcare Research	Diagnostic Evaluation Report	***Milestone 1 – Diagnostic Evaluation:*** *The Diagnostic Evaluation should be completed after completion of NURS 6301, 6308, and 6304, usually by the end of the spring semester of year 1.*
Year 2			
Fall	• **NURS 6302** – Issues in Studying Health of Culturally Diverse & Vulnerable Populations • **NURS 6319** – Psychometric & Nonparametric Stats in Healthcare	Milestone Agreement	*Research Mentor and student meet to review, revise, and sign the Milestone Agreement every fall and submit to phdinnursing@uta.edu*
Spring	• **NURS 6305** – Qualitative Research • **NURS 6306** – Research Design	N/A	N/A
Year 3			
Fall	• **NURS 6370** – Independent Study or NURS 6381 • **NURS 6382** – Healthcare Policy	Milestone Agreement IS or Research Practicum Form_11-2020.pdf	*Research Mentor and student meet to review, revise, and sign the Milestone Agreement every fall and submit to phdinnursing@uta.edu* *The student will review and complete the IS or Research Practicum form with their Research Mentor prior to beginning the course and submit it to phdinnursing@uta.edu.* **Note: this form should be completed each semester in which the student plans to enroll in an IS*

			or Research Practicum course
Spring	• **NURS 6303 Culture of Science** • **NURS 6370 –** Independent Study **or NURS 6381 –** Research Practicum (if not already completed)	IS or Research Practicum Form_11-2020.pdf Comprehensive Exam Report_04-2020.pdf Dissertation Agreement_11-2020.pdf Proposal Defense Report_04-2020.pdf	*Milestone 2 – Comprehensive Exam: The student should complete their second milestone, the Comprehensive Exam after all required courses have been completed. It can be taken during the last course if desired or after the last course. Upon completion, the student's comprehensive exam committee will complete the Comprehensive Exam Report and submit it to phdinnursing@uta.edu.* ***Note: All requirements for the doctoral degree must be completed within four years after the student unconditionally passes the comprehensive exam. Students who exceed the published time limits for completing the graduate degree but wish to graduate, must petition the Academic Dean for an exception to the time limit policy. https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext*** *Milestone 3 – Proposal Defense: The student will complete their proposal defense prior to enrolling in any dissertation courses. For students admitted fall of 2023 and later, the proposal defense and the comprehensive exam occur concurrently. Upon successful completion, the dissertation committee will complete and submit the Comprehensive Exam and the Proposal Defense Report form to phdinnursing@uta.edu.*
Year 4			

Fall	• **NURS 6370 Independent study if the proposal defense is still pending.** • **NURS 6399, 6699 or 6999 –** Dissertation after successful proposal defense.	Milestone Agreement	*Research Mentor and student meet to review, revise, and sign the Milestone Agreement every fall and submit to phdinnursing@uta.edu* *Students may enroll in dissertation only after successful proposal defense.* *The student will review and complete the Dissertation Agreement form prior to beginning their dissertation work and submit it to phdinnursing@uta.edu.*
Spring	• **NURS 6399, 6699, or 6999 –** Dissertation		
Year 5			
Fall	• **NURS 7399 –** Doctoral Degree Completion. • *(NOTE: Students who are unable to complete their dissertation while taking NURS 7399 and need an additional semester, must register for NURS 6699 the following semester. This is a University Policy, and no exceptions can be made.)*	Milestone Agreement Schedule Dissertation Defense Form_09-2020.pdf Dissertation Defense Report_04-2020.pdf	*Research Mentor and student meet to review, revise, and sign the Milestone Agreement every fall and submit to phdinnursing@uta.edu* *When the student is ready to schedule their dissertation defense, they will complete the Schedule Dissertation Defense form and submit it to phdinnursing@uta.edu. This should be submitted no later than three weeks prior to the date of the defense.* ***Milestone 4 – Dissertation Defense:*** *The student should complete their final milestone, the Dissertation Defense during their final semester. Upon completion, the dissertation committee will submit the Dissertation Defense Report to phdinnursing@uta.edu.*
Other Guidelines			
Total **Minimum** Credit Hours: **45** Research Tools, 6 credit hours Dissertation Completion, **Minimum** 9 credit hours			

Once the student successfully completes their dissertation defense, they should apply for graduation through their MyMav portal. Please see the [Office of Records and Registration](Office) for more information. *(NOTE: If you fail to apply for graduation by the deadline posted for that semester, you will be moved to the next semester to graduate.)* ***** All required forms can also be found on the PhD TEAMS page under "Program Guidelines/Files"

10. RESEARCH PRACTICUM

The 3-credit hour research practicum is carried out under the supervision of the Research Mentor. Projects for the practicum vary at the guidance of the Research Mentor and may align with the student's area of research focus or the Research Mentor's program of research. Students must negotiate the timing and focus of this activity with their Research Mentor. Depending on both the Research Mentor's and the student's schedule, this course might be taken in any semester throughout your program of study.

11. EXTERNAL CONTENT EXPERT

A student may solicit, under the guidance and approval of the Research Mentor, the participation of an external content expert during any phase of research studies/activities. The student must submit the CV of the external content expert to the PhD Program Director. Upon recommendation of the PhD Director, the CV is forwarded to the UTA Graduate Office for final approval. Only after final approval by the Graduate Office can the external content expert engage in formal mentoring of the student.

In accordance with the UTA Office of Graduate Studies, there is no specific guideline on whether a Comprehensive Examination Committee must be composed of all UTA faculty or not. The content of the examination may vary at the direction of the Supervising Committee. If the examination is intended to determine, to the satisfaction of the program, that a student has acquired the necessary background and content mastery from the coursework and other experiences developed in the course of several years of study in the program, the examiners may be constituted by those Faculty who delivered the content and guided the study.

However, if the Comprehensive Exam is focused on the student's specialized knowledge relating to his/her dissertation topic and research (i.e., dissertation proposal), the examining committee can include an external consultant/content expert who has particular expertise in that area of research, if the Committee on Graduate Studies approves.

12. PROGRAM MILESTONES

The PhD in Nursing Milestones have been designed to enable both students and the PhD Faculty to experience a viable partnership in the pursuit of students earning the terminal degree, a PhD in Nursing. The student and his/her Research Mentor will assume a leadership role as the student traverses the required steps-to-follow from Diagnostics to the Dissertation Milestones. In case where failure to reach a consensus in any aspect of these Milestones occurs, the Program Director will assume primary responsibility for reaching a positive resolve. The Program Director will also confer with all parties involved, including the Department Chair and the PhD Academic Advisor in the process of problem-solving.

Diagnostic Evaluation

1. A committee of 3 faculty will be appointed by the PhD director for each student during the spring semester of year one in which the student has successfully completed NURS 6301, 6308, and 6304. Students who have not completed all of the required courses will complete their diagnostic during the semester in which they complete the 3rd course – usually fall of year two. One of the faculty on the committee will be the student's research mentor and the other 2 are not known by the student.

2. The committee will review the final graded papers submitted with instructor comments from 6301, and 6308, and the working draft for 6304. The paper for 6304 will not be a graded paper but be the most current draft prepared by the student since the course will be concurrent to the diagnostic evaluation. The committee is also to review the student's ability to articulate logically and clearly in their writing as well as the quality of critical literature chosen by the student to support their argument. In addition, the argument should demonstrate adequate crediting of sources. If the committee determines that the student has not written the three papers on a single topic, then the student will be asked to identify a single focus and then rewrite the appropriate papers to match that single topic. The interview will not occur until after the committee verifies that the rewritten papers focus on a single topic.

3. The committee will meet with the student before the semester is concluded to conduct the oral examination. The student will prepare a presentation for the committee in response to the following questions. Each committee member will independently determine whether the student satisfactorily addressed the questions according to the criteria below.

Questions
• What is the nursing problem or research question that can be practically addressed in your dissertation study? Include study concepts and population.
• What is the <u>current</u> "state of the science" literature regarding this problem or question? Synthesize what is known and not known.
• What <u>theory</u> or paradigm aligns with the problem or question and state of the science and may provide direction regarding the research approach to address the problem or question? Describe the components of the theory and state the strengths and weaknesses of the theory using established evaluation criteria.

4. Criteria for determining whether or not the student passed or failed their diagnostic examination:

   a. Completeness of the argument
               b. Clarity of the argument
   c. Relevancy of the argument
   d. Logic of the argument
   e. Quality of the supporting details of the argument
   f. Proper crediting of sources according to APA format.

5. At the conclusion of the interview, the committee will make a decision about passing/not passing and any remediation or strengthening that they recommend to the PhD Advisor based on both the interview and their review of the student's written work.

6. These are the choices available to the committee:
    a. Passed unconditionally; continue current degree plan.
    b. Passed, with the following stipulations – which must be satisfied before the student can move forward on their degree plan. ____(*this could be recommendations for specific courses or independent studies deemed appropriate for the student based on either their academic and/or interview performance or the focus of their proposed research*)
    c. Failed with permission to retake. May/may not have stipulations that must be satisfied before retake can be scheduled. Provide detailed justification for this decision.
    d. Failed and dismissed from the program. Provide detailed justification of this decision.
7. The Academic Advisor will apply the recommendations to the student's degree plan.

NOTE: The student must inform their Research Mentor if they make a C in any course at any time during their program of study.

Comprehensive Examination Process for students admitted to PhD program prior to fall 2023

1. Students are eligible to take the Comprehensive Examination when they are within 9 hours of the completion of coursework **AND** with the approval of their research mentor.
2. Based on the student's identified research topic, the Research Mentor and student will identify three (3) published research papers and submit to the Comprehensive Examination Committee. Research papers submitted must be rigorous, empirical studies that are peer reviewed and satisfy the 16-item grading rubric for Comprehensive Examination.
3. Of the three (3) papers submitted, the Comprehensive Examination Committee selects the research paper to be critiqued.
4. The committee will independently select a paper for the student to critique if the published papers are not interventional studies and/or lack scientific rigor.
5. **Comprehensive Examination Committee**
    1. The Comprehensive Examination Committee is comprised of either three (3) CONHI faculty members, including the student's Research

Mentor and two additional members to be chosen by the student with input from the Research Mentor, OR two

2. CONHI faculty members and one external content expert. The intention is that the external content expert will continue to work with the student from the Comprehensive Examination through the Dissertation.

3. The Program Director has the prerogative to constitute this committee, as needed.

4. The student's Research Mentor can be a committee member, but not the chair of the committee.

5. This committee is formed for the ultimate purpose of serving as the Dissertation Committee for the student, but the same faculty member may not serve as chair of both committees.

6. Evaluation of the Research Critique (Pass/Fail):
   a. Student will have 15 calendar days to submit a 15 – 20-page paper (not including references and title page) using APA format and style guidelines.

   b. Each of the three committee members will independently read and evaluate the student's written critique and assign a pass/fail decision on all 16 parts of the grading rubric (refer to **Grading Rubric for Comprehensive Examination** document).

   c. The student must receive a pass grade on at least 13 of the 16 parts of the critique in order to pass the Comprehensive Examination

   d. The Committee will meet to discuss the student's performance according to the grading rubric for the comprehensive exam and arrive at a pass/fail decision for the comprehensive exam based on all 16 parts of the grading rubric. When two or more of the three committee members agree, the majority vote is final.

7. If a student fails the examination, the Committee must make specific recommendations as follows:
   a. Students may be offered another opportunity to take the examination after remediation activities have been completed to the satisfaction of the Research Mentor.

   b. Student may be required to complete specific remediation activities such as:
      • Repeating a course identified by the Committee.
      • Completing additional elective or independent study requirements identified by the committee.

   c. Student may be recommended for dismissal from the PhD Program.

8. Every Comprehensive Examination Committee will provide the student with feedback on the 16-Question Grading Rubric. If the student does not pass the Comprehensive Exam successfully, the Committee will select the research article for the 2nd attempt and ask the student to submit a new critique based on the article addressing the entire rubric.

The Committee will re-assess for a Pass or Fail grade.
9. The reporting form is then forwarded to the Program Director.
10. No oral comprehensive examination is required.

Content for the Comprehensive Examination as a Research Critique-Grading Rubric

1. Evaluate the background section for strength of the literature, significance of the problem, and identification of a gap in knowledge for nursing science.

2. Evaluate the theoretical framework and the appropriateness for the study.

3. Evaluate the purpose statement, research questions, and/or hypotheses as appropriate.

4. Evaluate the overall study design.

5. Evaluate sampling issues, including target population, how the sample was obtained inclusion/exclusion criteria, sample size, and power analysis.

6. Evaluate the measurement instruments for reliability and validity, or specificity/sensitivity.

7. Evaluate the intervention.

8. Evaluate the data collection (sequence, timing, data collectors).

9. Evaluate the final sample demographics, refusal, and attrition rates.

10. Evaluate the main findings, including statistical significance and how the research questions were answered. Include if statistics were used appropriately for the study design.

11. Discuss the threats to internal validity, and how they were controlled as appropriate.

12. Discuss the threats to external validity, and how they were controlled as appropriate.

13. Discuss any extraneous variables and bias, and how they were controlled as appropriate.

14. Discuss how the findings were consistent with, or different from, other studies.

15. Discuss how well the findings would make a clinical difference in healthcare as appropriate.

16. Discuss future needed research questions on this topic.

Tips on the Comprehensive Exam Process

1) Since the student chooses the initial three research papers, it is expected that the papers are current, within the last 5-10 years.
2) There is no requirement to select papers from a Nursing journal, however the papers must be from peer-reviewed, reputable journals.
3) After submitting the three papers to the Committee members, it is the committee that decides, and informs the student, which paper should be evaluated.
4) Once notified, the student has 2 weeks to write the critique.
5) The committee likewise will have 2 weeks after receipt of the student's critique to provide feedback and decision.

The format is APA latest edition; very helpful to organize with an Introduction where you state the significance of the problem, a section on methods/theories/statistical rigor; then what do the results show. Do these new results advance the science? The student should end the paper with a discussion of the implications for the field and should show scientific savviness to point out study limitations and potential future directions for new research.

Comprehensive Examination Process <u>for students admitted to PhD program beginning fall 2023</u>

1. Students will have their dissertation proposal defense be their comprehensive exam. These students do not have to submit the written critique of an article.
2. The composition of the committee is the same as the student's dissertation committee.
3. Two elements are required to pass:
   a. Successful defense of all elements of the dissertation proposal; all dissertation committee members must agree that the defense is passing.
   b. Successful oral defense reviewing the breadth of knowledge, skills, and expertise about research in nursing science – basically anything in the curriculum. This is part 2 of the dissertation proposal defense.

Choices for committee decisions:
   1. Pass unconditionally – ok to move forward with proposed dissertation study.
   2. Passed with the following conditions: (stated by the committee)
   3. Failed with permission to retake with the following stipulations: (outlined by the committee)
   4. Failed, dismissed from the program with detailed justification provided by the committee.

Admission to Candidacy

- Upon successful dissertation proposal defense, students are eligible to apply for PhD candidacy.
- Candidates are eligible to enroll in either NURS 6399, NURS 6699, NURS 6999, or NURS 7999 under their Dissertation Chair and to begin the data collection phase including IRB approval or final manuscript phase of their dissertation.

Students must take a total of 9 dissertation hours over the course of their degree plan at UTA. If the 9-hour total requirement is met before the final graduation term, students may continue to enroll in as few as 3 credit hours of research. During the final semester, in which a student expects to graduate, he/she must enroll in a 7000-level version of the course such as NURS 7399, 7699, or 7999. **NOTE: A student who enrolls in any 7000-level course and does not defend their dissertation, must enroll in NURS 6699 in any subsequent semester(s).**

Proposal Defense

Once the candidate and dissertation chair agree that the proposal for the dissertation is ready for review by the full dissertation committee, committee chair will schedule the dissertation proposal defense. Please refer to the Doctoral Dissertation Menu of Options document located in the N6300-001 PhD in Nursing Program Organization in Teams for details about various dissertation formats which are options. The proposed format and plan for the dissertation must be approved by the full committee at the dissertation proposal defense for the student to move forward.

1. The student submits the draft proposal to the Dissertation Chair.
    a. In the case of the monograph format, the student writes chapters 1, 2, and 3 of the proposal for the proposal defense.
    b. In the case of the two-article format, the student writes the background/introduction of the topic, a description of manuscript #1, and a description of the planned manuscript #2 for the proposal defense.
2. The Dissertation Chair schedules a meeting with committee members and student.
3. The student will have 20-30 minutes to present the proposal to the committee and discuss suggestions provided by the committee.
4. The student edits the proposal and returns revised proposal to Dissertation Chair.
5. If major changes to the proposal are required, the committee may choose to reconvene with the student for a second proposal defense at the discretion of the Committee Chair.
6. The Committee approves the proposal revisions.
7. Once IRB approval is acquired, the student may begin data collection.
8. Students have the option to use either an Article-Base Format or Monograph or Manuscript-Base Formats

Dissertation Defense

When the study is complete, the candidate will write the final chapters of the dissertation. Candidates must be enrolled in NURS 7399, 6699, or 6999 in the semester in which the dissertation is defended. Candidates will schedule the Dissertation Defense in collaboration with their Dissertation Chair.

1. Candidates must submit an application for the dissertation defense to the PhD Program office no later than three weeks prior to the date of the defense and before the final date for submission of approved dissertation defense reports (see UTA Office of Graduate Studies website for dates each semester). The dissertation supervising committee must have copies of the dissertation at least two weeks prior to the dissertation defense.

2. Dissertation defense occurs when the Dissertation Chair and candidate agree that the student has met the goals of their dissertation question including all data collection, analysis, and manuscript preparation.

3. The Dissertation defense is a public event at UTA CONHI, meaning that the event will be advertised internally to all CONHI faculty and students who are welcome to attend. The candidate may also invite any external visitors of their choosing to attend.

4. At the conclusion of the formal dissertation defense, the committee will retire to deliberate and vote on the outcome of the dissertation defense. Candidates who have successfully defended their dissertation are eligible to apply for graduation and degree conferral. If the committee does not consider the dissertation to be passing, the committee and chair will meet with the candidate privately and discuss their concerns and requirements for successful completion. If the committee and chair agree that the dissertation is not salvageable, the Program Director and Academic Advisor are consulted. One possible outcome is that the candidate could be dismissed.

Graduation Requirements

- During the semester of the dissertation defense, students must meet University requirements for graduation, including meeting the Office of Graduate Studies' deadlines.
- After successfully defending the dissertation, students will make final changes to the dissertation and electronically submit the document to the Office of Graduate Studies.

SECTION II

UTARLINGTON AND CONHI POLICIES

Once accepted into the PhD in Nursing Program, students are expected to follow the University Catalog and the PhD in Nursing Student Handbook. The *Rules and Regulations* of the Board of Regents of The University of Texas System, the *Handbook of Operating Procedures* of UT Arlington, and the **University Catalog** of UT Arlington supersede departmental, program, or college publications.

This section of the PhD in Nursing Student Handbook contains general policies for the College of Nursing and Health Innovation and the University that apply to all students. Included is information about expectations, ethics, clinical requirements, and resolution of concerns.

A. GENERAL POLICIES

1. Disability Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all equal opportunity legislation, including *Americans with Disabilities Act (ADA), Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate based on disability.

Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

> Student Access and Resource Center, (SARC), [Disability Related Sites - Student Access & Resource Center - The University of Texas at Arlington (uta.edu)](uta.edu) or calling 817-272-3364

> Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [Disability Related Sites - Student Access & Resource Center - The University of Texas at Arlington (uta.edu)](uta.edu) or by calling the Student Access and Resource Center at (817) 272-3364.

2. Inclement Weather and Emergencies

In case of inclement weather, students can find up-to-date information about school closure on the UT Arlington website (http://www.uta.edu). Students may also call (972) 601-2049 for School Closing inquiries or watch TCI Arlington's Channel 98. Information regarding inclement weather procedures is available at https://www.uta.edu/policy/procedure/3-35. Information on tornados, including what to watch for and steps to take, is available at https://www.uta.edu/policy/procedure/7-3.

3. Gift Policy

In accordance with the Board of Regents' *Rules and Regulations* and the UTA Standards of Conduct, the College of Nursing and Health Innovation has a "no gift" policy. A donation to one of the UTA College of Nursing and Health Innovation Scholarship Funds would be an appropriate way to recognize a faculty member's contribution to a student's learning. For information regarding Scholarship Funds, please contact the Office of Enrollment and Student Success.

4. Title IX

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UTA community shall, on the basis of sex, be excluded from participation in, be denied the benefits

of, or be subjected to discrimination under any education program or activity for more information, visit www.uta.edu/titleIX.

5. **State Authorizations**

The University of Texas at Arlington, College of Nursing and Health Innovation offers several programs in an all-online format. To do so, the College of Nursing and Health Innovation must follow federal and state laws for the operation of programs in states outside of Texas. The CONHI's ability to offer programs outside of the State of Texas is variable and highly dependent upon the program, federal laws, and state laws including each states' board of nursing regulations. It is important that every student understand and acknowledge that the completion of a graduate nursing program may only occur in a state in which the College of Nursing and Health Innovation can operate.

Students are required to review the list of approved states per program at the following link: [CONHI State Authorization Disclosure](#)

Graduate nursing students must understand the following:
- States in which UTA CONHI graduate programs are approved to operate may change without prior notice. This may adversely affect progression in the program as described below.
- Living in or moving to a state in which UTA CONHI graduate nursing programs are not approved to operate may result in one or more of the following:
  - a delay in graduation
  - not graduating
  - withdrawal from a course
  - withdrawal from the program
  - may result in requiring students to come to Texas to complete clinical and/or any portion of the graduate program.
  - a denied clinical placement
  - a delay in clinical placement

Due to the constraints of international law the nurse practitioner programs do not operate outside of the United States. Requests received from a student to attend or continue in a non-nurse practitioner program from an international location are reviewed on an individual basis.

Prior to moving students are required to email NursingSOA@uta.edu to discuss the implications on progression to graduation and clinical placements. Students who are admitted to the program and live in a state which is not approved for the MSN/PMC programs to operate must contact their advisor immediately by sending an email to [Graduate Nursing Advising - College of Nursing and Health Innovation - The University of Texas at Arlington (uta.edu)](#)

All students are required to review the [CONHI State Authorization Disclosure](#) to determine if the program in which they are enrolled leads to licensure and if the curriculum leads to licensure in their respective state.

6. **Graduate Nursing Student Course Failure Policy**

   The Department of Graduate Nursing is committed to maintaining a high-quality academic experience, high academic standards, and preparing graduates to practice the art and science of advanced nursing practice safely and to the full extent of their education. Advanced nursing practice requires the registered nurse to apply graduate level education to serve as leaders in health policy, leaders of health care systems and to improve the health and outcomes, for individuals, families, and populations.

   Student academic performance represents the level of mastery of the content taught in their respective program. Course grades of D and F represent a severe knowledge deficit and are the antithesis of safe advance nursing practice.

   Progression Policy

   Beginning Fall 2022 progression in the MSN, PMC, DNP, or PhD programs will not be permitted nor will a student be able to enroll in additional nursing courses if they:
   1. receive a grade of D or F in more than one graduate level course or
   2. receive any combination of grades D or F on two attempts of the same course.

   Special Considerations
   1. Students who meet the above criteria will be dismissed from their respective program.
   2. Students who desire to transfer programs and meet the above criteria but remain in good academic standing must petition the nursing Graduate Studies Committee for approval to transfer programs.
   3. Grades of D or F earned in remediation courses will not be considered in the two-failure policy; however, earned failing grades in remediation courses will impact the overall GPA.
   4. Students who are inactive and reapply for admission will be subject to the terms of this policy upon application for readmission. An inactive student who reapplies for admission and has two failing grades, as defined by this policy, and have a GPA of 3.0 or higher, must petition the nursing Graduate Studies Committee for readmission.
   5. For continuing students who currently have one or more failures, any subsequent failures will result in dismissal from the program.

B. EXPECTATIONS

1. Attendance

Regular class attendance and participation is expected. If students are unable to attend a class, they are responsible for all missed course information. Students are expected to notify their course faculty of absences by email or telephone in advance of the class, if possible. If students are unable to notify the faculty member in advance, they should do so as soon as possible.

2. Current Personal Information

It is important that students notify Office of Records and Registration of any change in name, address, contact information, employer, etc. These updates may be made at http://www.uta.edu/records/services/record-changes.php. Students should also notify the PhD in Nursing Office of the changes. Informing the PhD in Nursing Office about these changes in a timely manner ensures that students will receive information about schedule changes, scholarships, and official program communication. This information also is used to contact students in case of an emergency. Personal information will not be released without a student's permission.

3. E-Culture Policy

All official communication will be done using UT Arlington's MavMail. Students' work email or personal email addresses will not be used for correspondence.

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active after graduation, but not for very long. Information about activating and using MavMail is available at **http://www.uta.edu/oit/cs/email/mavmail.php.**

Nursing, they will receive an email message to the personal email address provided during the application process. This message will provide their network IDs, initial passwords, and information about how to activate their account. After activating your MavMail, students are encouraged to check their UT Arlington MavMail frequently.

Students who have difficulty accessing their MavMail account should contact the Office of Information Technology Help Desk at (817) 272-2208 or from a campus telephone 2-2208.

C. ETHICS

1. Code of Ethics

Ethical decision making embodies the values of the nursing discipline. As professional nurses and nurse leaders, PhD students are expected to maintain the highest standards of the profession.

Students will be asked to read and sign a copy of the CONHI Student Code of Ethics during program orientation. Students are encouraged to keep a copy for their own records. Students are asked to return the signed copy to the PhD in Nursing Office.

2. Academic Integrity

All students enrolled in this program are expected to adhere to the UT Arlington Honor Code:

> "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

Click on the University Honor Code link to view the code.

Students in the Graduate Nursing Programs are expected to follow the rules of academic integrity and submit only academic work and assignments that are entirely their own work. Academic dishonesty (violations of academic integrity) may include cheating, plagiarism, and collusion. Information regarding academic dishonesty may be found here.

In addition to the general rules of academic integrity, students are expected to comply with the following:

- Students may not collaborate with anyone else on assignments, quizzes, examinations, or any other academic work except as directed by the assignment/instructor's directions.

- Students may not resubmit any assignment or part of a previous assignment – written, audio, or video recorded - for which they previously received a grade. This applies to courses from which a student withdrew and/or in which a failing course grade was achieved.

  - Students may not submit the same assignment (written or recorded) or portion of an assignment to more than one course unless specifically allowed or directed by the instructor's directions. This applies to both graded and non-graded assignments.

  - Students may not resubmit any work which has previously been submitted for course credit at any other educational institution unless prior written approval is received. Written approval for resubmitted work must be received from both the current course instructor and the instructor of the course in which the work was previously submitted.

  - Students may not copy or share any course materials or documents, past or present assignments, nor quiz/examination questions on any social platform or publicly available website.

  - Students may not seek, acquire, receive, or provide unauthorized information or assistance regarding an exam, quiz, or assignment (such as purchasing, using, or distributing any unauthorized course materials in order to gain academic advantage).

  - Students are expected to accurately and completely document and record clinical practice hours completed and patient/client care activities. Falsifying any documents related to clinical hours or patient/client care activities

(including documenting as fact, information not obtained through one's own direct assessment and examination of a patient or falsely recording clinical practice hours) constitutes dishonesty.

- Students are expected to accurately collect and submit data collected for completion of course and program requirements. Falsification of data or data collection methods constitutes academic dishonesty and can lead to dismissal from the university.

Students suspected of committing academic dishonesty will be referred to the Office of Community Standards. Students found responsible for academic dishonesty are subject to a grade penalty for the assignment in question, which may include a point deduction up to and including a zero and/or course failure. As noted in the University catalog, sanctions may include probation, suspension and expulsion from the university. Procedures and additional information related to academic dishonesty and violations of the University Honor Code may be found on the Office of Community Standards website.

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.**

3. Plagiarism
Copying another student's paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, students should place those words in quotes and the source referenced with the author's name, date of publication, and the page number of publication.

If the author's <u>ideas</u> are rephrased, by transposing words or expressing the same idea using different words, a student should attribute his or her idea to the author through proper reference by listing the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced in each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via https://libguides.uta.edu/copyright/plagiarism .

4. APA Format

Correctly citing the source of information used to prepare papers and presentations is an essential skill for a nurse scientist. The PhD in Nursing program has selected the American Psychological Association (APA) format for scholarly papers. Students are expected to write their papers, including citing sources, using the most recent edition of APA format. Course faculty may include additional information on format for specific papers in their syllabi. http://libguides.uta.edu/apa

5. Board of Nursing Reportable Student Incidents

Registered Nurses enrolled in a graduate nursing program at UTA are serving in a professional capacity. Graduate students are required to act in accordance with their respective State Board of Nursing's Nurse Practice Act and Rules and Regulations. Violations of standards of nursing practice, as defined by the student's respective State Board of Nursing will be reported to the appropriate Board of Nursing.

In the event a reportable event is suspected to have occurred, the faculty witness to the event will discuss the event with the Department Chair. The Department Chair will examine the respective Board of Nursing Nurse Practice Act and Rules and Regulations and make a determination on the reportability of the event. Upon determining that the event is reportable, the Department Chair will inform the Dean and student, complete the necessary paperwork and submit it to the student's respective Board of Nursing.

Reportable events include but are not limited to:
1. Academic Dishonesty
2. Falsification or omission of any admission documentation
3. Falsification of licensure
4. Falsification of information submitted for clinical clearance
5. Falsification of information submitted requesting assistance with clinical placement
6. Unsafe clinical behaviors include but are not limited to:
7. Fails to follow standards of professional practice as detailed by the Texas Board of Nursing Practice Act, and Rules and Regulations or the student's State's Board of Nursing.
8. Inability to accept and/or act on constructive feedback
9. Need for continuous, specific, and detailed supervision for the expected course performance
10. Inability to implement advanced clinical behaviors required by the course.
11. Failure to complete required clinical assignments
12. Falsification of clinical hours.
13. Violation of student confidentiality agreement.
    a. Falsification of clinical logs, clinical assignments, patient documentation
    b. Knowledge deficits which increases the risk of or causes injury to a patient.
14. Falsification of GAP Analysis.
15. Incivility which disrupts patient care.
16. Other activities which violate the respective Board of Nursing Practice Act or Rules and Regulations.

In addition to reporting unsafe clinical behaviors to the student's respective licensing agency, the student will receive a course grade of "F". If the unsafe clinical behaviors are related to academic

dishonesty, the incident will also be reported to the Office of Community Standards.

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule **§215.8. In the event that a graduate student holding a Texas RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule** §215.8 as a guide.

Some states do not have a Board of Nursing. In this instance students are equally responsible to the standards of practice, rules and regulations and laws established by the appropriate state licensing agency. The above language applies in these instances as well.

6. Civility and Professional Behavior

UTA CONHI believes in a culture of caring. At the CONHI, civility is expected from faculty, staff and students. Incivility will not be tolerated. Incivility is defined as any one-time or repeated action or unprofessional behavior (whether physical, psychological, verbal and/or non-verbal) including but not limited to behavior that is: disrespectful, obnoxious, impolite, hostile, disregarding, rude, discourteous, offensive, vulgar, aggressive, taunting, violent, intimidating, belligerent, and/or bullying. Students are required to maintain civil and respectful communication with faculty, staff, and students at all times and to act in accordance with the View the Code of Ethics for Nurses [here](). Uncivil communications with faculty and staff may result in one or more of the following:

1. Notification informing the student that a communication was inappropriate, and their concerns will be addressed when they pose their communication in a civil, professional manner.

2. When necessary, reporting behavior to the appropriate parties. Threats of harm to an individual, the college or university will be reported to the Office of Community Standards, the UTA Police Department and the student's respective State Board of Nursing.

Students should keep in mind that they are communicating with faculty and staff members that they will need to rely on for references and recommendations in the very near future. Completion of references and recommendations for a student are at the sole discretion of the faculty or staff member. Students are beginning a new phase of their professional career and professionalism is one of the areas that will be evaluated in any recommendation.

D. CLINICAL REQUIREMENTS

1. Clinical Courses

Students admitted as BSN to PhD or MSN to PhD must comply with the clinical requirements defined by the Department of Graduate Nursing when/if their studies and/or dissertation project involve clinical presence or data collection.

2. Confidentiality Agreement

During orientation, students signed a confidentiality agreement and were provided a copy of the form. Students are asked to take their copies of this statement with them when they go to clinical facilities for the practicum experiences. Please do not sign other agency confidentiality forms. Students should contact their faculty if the agency requires them to sign the agency's confidentiality form.

3. **Professional Liability Insurance**

   Professional liability insurance for UTA nursing students is provided through UTA that covers students in clinical settings as a UTA student. It is covered by a student fee that is assessed during fall semester registration. Click here to view the details if needed.

4. **Status of RN Licensure**

   All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the PhD Academic Advisor or the Associate Chair of the PhD Program. The complete policy about encumbered licenses is available online at: http://www.bon.state.tx.us/.

5. **Exposure to Blood-Borne Pathogens**

   In the event of injury, needle stick, and/or exposure to blood or body fluids, students should immediately notify the nursing faculty. The faculty will follow the Exposure to Blood-borne Pathogens Procedure for the College of Nursing and Health Innovation.

E. **RESOLUTION OF CONCERNS**

   Student Complaint and Grievance Procedures

   The policies and procedures for Student Complaints, including grade

and non-grade grievances are located on the University of Texas Arlington website and may be accessed by clicking on the links below:

- [Student Complaints](#)
- [Grade Grievances](#)

A confidential log of student complaints is maintained in the College of Nursing and Health Innovation Dean's office.

Student Complaints

Student complaints related to issues or concerns in the graduate nursing program should be submitted in writing and may include grade and non- grade complaints. If a student has a complaint regarding the conduct of a course, a concern about a faculty member's feedback, or a grade on an individual assignment in a course, it is the student's responsibility to first make a serious effort to resolve their concern with the faculty member involved. When the complaint is not resolved following discussion with the individual faculty member, the student should contact their Academic Program Director. Other complaints (for example, issues regarding clinical placements and/or policies and procedures of the graduate nursing program) should first be addressed by contacting the student's Academic Program Director. If a complaint remains unresolved, the student should contact the Associate Chair for their academic program for further assistance.

Students are encouraged to maintain a record of their efforts to resolve the complaint which may include emails, names of individuals contacted, and any meetings that occurred to resolve the complaint. At each step of the complaint process, if the student's complaint is not resolved, the student will be informed of the next step in pursuing their complaint. If the complaint or concern is still not resolved AND the student has evidence that they were treated differently than their peers and/or the institution processes or policies were not followed, the student may submit a formal appeal to the Dean of Students. To view the formal complaint and appeal process click on the following link: [Student Complaints.](#)

Course Grade Grievance Procedures

A student may submit a grievance related to a course grade. Complaints/issues related to individual assignment grades are addressed as noted above (Student Complaints). A disagreement with the judgement made by the faculty member in assigning a course grade is not a valid basis for an appeal (grievance) of a course grade. As with a student complaint, the student must first make a serious effort to resolve the disagreement regarding a course grade with the faculty of record for the course. If the issues cannot be resolved, the student may request a meeting (in person or by telephone) with their Academic Program Director. At this meeting, the student must provide information to support an academic grade grievance - either differential treatment or procedural irregularity.

A flowsheet (see below) that details the steps the student should follow in pursuing a Grade Grievance may be found in the student's program handbook (MSN, DNP, or PhD Student Handbook). If the Associate Chair of the student's Academic Graduate Nursing Program is unable to resolve the student's issue, the Associate Chair will review the written grievance process with the student.

The grievance must be submitted in writing on an appeal form available from the Dean of the College of Nursing and Health Innovation. The completed form (including additional information as needed) is returned to the Dean of the College of Nursing and Health Innovation. The Dean will provide the grievance form to the Chair/Associate Dean, who will appoint a Grievance Committee to review the course grade appeal. As noted in the University catalog Grievance procedures Related to Grades, the student has one calendar year from the date the grade is assigned to initiate a grade grievance/appeal. Additional information regarding student complaints related to an Academic Grievance – Grade and non-Grade is available on the following link: Academic Grievance Grade and Non-Grade.

Student Academic Grievance Outline Flowchart

Each numbered step in the outline indicates a point of escalation, specifically to ask for a review of decisions made at lower levels. These escalations are solely initiated by the student.

1. Student Meets with Instructor (Faculty Member)

2. Student Meets with Lead Teacher / Instructor of Record (if different from #1)

3. Student Meets Program Director / Associate Chair, Providing Evidence of Differential Treatment or Procedural Irregularity

Note: Students unsatisfied with the decision at the Program Director/ Associate Chair level will be directed to the next level, the Written Grievance process.

4. Written Grievance:

   a. CONHI Dean provides student with the Written Grievance Form

   b. Form is completed by the student and returned to the Dean

   c. Dean forwards the Written Grievance Form to the Department Chair

   d. Chair appoints and convenes a Faculty Grievance Committee

   e. Faculty Grievance Committee reviews the written grievance, which may include interviewing the instructor, the student, and other individuals

   f. Faculty Grievance Committee Chair writes summary and the Committee Decision

   g. Committee Decision submitted in writing to the Department Chair

   h. Departmental Chair informs the Student and the CONHI Dean of the decision

   i. CONHI Dean records the outcome in the CONHI Complaint Log

   j. **IF NEEDED:** Chair informs Assistant Dean of Enrollment Services of any required Grade Change

SECTION III

PhD PROGRAM POLICIES AND GUIDELINES

A. CULTURE OF THE PhD PROGRAM

The faculty and administrators of the University of Texas at Arlington College of Nursing and Health Innovation are a community of scholars that includes PhD students. Those within this community provide peer review and celebrate achievements, such as grant funding, publications, and presentations. The culture promotes excellence in scholarly work in discovery, teaching, application, and integration (Boyer, 1990).

1. BECOMING A NURSE SCIENTIST

Becoming a nurse scientist involves adding advanced content, theory, and research knowledge to what students have learned previously through their educational, nursing, and life experiences. The nurse scientist applies knowledge of theory and research methodologies to improve the health outcomes of vulnerable populations. Gaining advanced knowledge can be dangerous if the scientist does not hold to the highest ethical principles of beneficence, justice, accountability, virtue, and veracity. Scientific standards of peer review, rigor, and excellence are rooted in these ethical principles. The journey to becoming a nurse scientist can be challenging, but the result is worth the effort.

2. MENTORING AND RESEARCH MENTORS

Doctoral Education is predicated on a strong mentoring relationship between the student and faculty throughout the curriculum. Each PhD Nursing student will be matched early in the program with a Research Mentors who will help the student to develop as a scholar and will ideally serve as his/her Dissertation Chair later in the program. The Research Mentors, a faculty member in the College of Nursing and Health Innovation, will provide the student with scientific guidance and will help with development of the student's research ideas, involve the student in research early in the program, and encourage the development of the student's expertise and research abilities, as well as his/her enrichment through development of publications. This partnership is key to a student's success in the PhD program.

3. **PROFESSIONAL SOCIALIZATION**

   The PhD in Nursing program prepares students to make or continue to make significant contributions to the nursing profession. On selected Fridays, Lunch Seminars are held. **<u>All PhD students are expected to attend the Brown Bag Lunch Seminars.</u>** During these lunchtime meetings, speakers will provide information about PhD policies, funding opportunities, and strategies for success. Participation is expected. In addition, participation in peer study groups and mentoring activities is strongly encouraged.

   Students will be asked to submit a self-report of scholarly and professional awards and activities and to update their curricula vitae annually. In addition, students are asked to submit via email any news of professional accomplishments such as awards, offices held in professional organizations, publications, and presentations for inclusion in the CONHI newsletter and/or magazine. Students also are strongly urged to consider attending the Southern Nursing Research Society conference that is held annually in February or March.

4. **JOINT AUTHORSHIP WITH FACULTY**

   When students collaborate with faculty to prepare a manuscript, decisions regarding authorship and sequence of authors should be negotiated with faculty at the beginning of the project. If student's present work developed as a part of their doctoral courses, the

   presentation should indicate the students' affiliation with and status as a doctoral student in the UT Arlington CONHI. Additionally, if students use faculty data or request or obtain faculty assistance on a presentation or publication, they should include the faculty member's name as a second author of their work.

5. **TECHNICAL SUPPORT**

   MyMav, the online system for registration and payment, gives students access to their course grades and a record of all courses completed.

   Students' net IDs and passwords provide them with secure access to the MyMav system and other electronic support programs including the UTA MavMail system, the library, and Canvas courses. If students have trouble with electronic access, they should contact the Help Desk maintained by the University at http://www.uta.edu/oit/cs/.

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The College of Nursing and Health Innovation has a subject matter librarian who works closely with students and faculty in nursing. Hailey Carson is willing to provide students assistance in database searches. She can be contacted at hailey.carson@uta.edu or 817-272- 7513.

9. ACADEMIC ADVISING

After acceptance into the PhD Program and prior to class registration, students will work with the PhD Academic Advisor, Dr. Jeffrey Taylor, to establish their degree plans. During the program, the PhD Academic Advisor will contact students to discuss their academic plans. A student who needs to talk about his/her performance in the program or factors that are affecting his/her ability to progress should discuss their situation with their research mentor first and also the PhD Academic Advisor. Faculty may request that the PhD Academic Advisor meet with a student. The PhD Academic Advisor is also available for questions about program requirements, policies, and resources within the CONHI and UT Arlington.

The PhD Academic Advisor is part of the Office of Enrollment and Student Services (OESS) which assists students with enrollment needs and management of the student's degree plans.

10. PhD Microsoft TEAMS Organization

Announcements, program forms, schedules and other information are posted in Microsoft TEAMS Student Organization 'N6300-001 PhD in Nursing Program Organization'.
Students are expected to check this site regularly for updates. Students will be added to the Teams organization site in the semester they start the program.

B. RESEARCH

When students are engaged in research, they are expected and required to adhere to ethical standards and guidelines set forth by the College of Nursing and Health Innovation and by UT Arlington. Students should become familiar with those policies prior to conducting any research study.

Information related to conducting research, including template forms are

available at the Office of Research Integrity & Compliance at http://www.uta.edu/ra/oric/. Forms related to research are at http://www.uta.edu/ra/oric/.

C. FINANCIAL SUPPORT

1. FELLOWSHIPS
There are multiple fellowships available to PhD candidates to support them during the dissertation stage. Some require that the applicant have successfully defended their dissertation proposal and be enrolled in dissertation courses. Details about these fellowships can be found in the Mav Scholarshop.

   a. The Mary Lou Bond Fellowship
   b. The Ferne C. Kyba Fellowship
   c. The Kathryn M. Daniel Graduate Gerontology Fellowship
   d. The United Service Association for Health Care Graduate Fellowship

2. NURSE FACULTY LOAN PROGRAM (NFLP)

This source of financial aid consists of loans for students planning to become nurse educators after graduation. Repayment is expected after graduation from UTA or discontinuation of enrollment at UTA.

- Covers tuition and fees for qualified applicants at Texas resident tuition rates.

- 85% forgiveness of the loan for graduates who accept full time appointments in schools of nursing in the US for 5 years after graduation.

- NFLP recipients will be required to earn a Nurse Educator Certificate (12 SCH) and include those courses as part of their PhD. Students who already have equivalent coursework on their transcript are exempt from retaking such coursework (example: Nurse Educator MSN or previously earned certificate in nursing education). Students will work with the Academic Advisor (Dr. Taylor) to integrate these courses early in their degree plan.

- Students interested in receiving NFLP funds should apply through the Mav Scholarshop.

3. GRADUATE ASSISTANTSHIP POLICY

Graduate teaching and research assistantships may be available to full-time students through grant funding and other sources. Students admitted on a provisional basis are not eligible for an assistantship until all provisional requirements have been met. New students admitted on probationary status may be considered for an assistantship provided hat they maintain a 3.0 GPA while enrolled as a doctoral student, conform to admission conditions specified by the admitting department or the University, and meet assistantship enrollment requirements.

If students' native language is not English, they must demonstrate proficiency in English before being appointed to an assistantship at UT Arlington.

The UT Arlington Catalog contains complete information on Graduate Assistantship and Associateship Policies including, but not limited to:

- English Proficiency
- The Developmental English Program
- Continuation or Renewal of Appointment
- Resident Tuition Rates
- Course Load
- Additional employment

For additional information, please refer to the University Catalog at http://catalog.uta.edu/academicregulations/financialaid/

D. ACADEMIC PROGRESS

1. DOCTORAL STUDENT PROGRESS REVIEW

Upon admission to the PhD Program, and every fall semester thereafter, the student and his/her Research Mentor will complete a Milestone Agreement Form. This document outlines the student's planned academic progression for the duration of the doctoral studies. The Research Mentor meets with his/her assigned student regularly as needed to review and update the student's progress, depending on student needs. The frequency of meetings is negotiated between both parties. Dr. Jeffrey Taylor in the Office of Enrollment and Student Services manages the student's degree plan to ensure compliance with university standards.

2. GRADE REQUIREMENTS

The PhD curriculum is designed with scaffolding of pre-requisite courses supporting subsequent courses. A grade of A or B indicates that a student has achieved the outcomes of a course at an appropriate level to continue to the next courses in the curriculum. A student who earns a C has minimally met the course's outcomes or is unable to clearly communicate his or her knowledge due to writing difficulties.

a. Students who do not earn at least a B in a course or a 'P' (pass) independent study would be required to submit to their Research Mentor an evaluation of his or her engagement in the course, reason for less than satisfactory performance, and a plan to acquire knowledge and skills to continue.

b. Students who earn a grade that is C or lower in a second course or independent study will be dismissed from the program.

A student is considered to be in good academic standing and making satisfactory progress in a degree program if he or she:

c. meets all admission conditions within the time required;

d. has a B (3.0 GPA) or better on all coursework undertaken while enrolled in a graduate program; and

e. has a B (3.0 GPA) or better grade-point average in courses needed to satisfy degree requirements by the end of the semester in which the student intends to graduate.

Students must be in good academic standing by the end of their final semester in order to receive an advanced degree from UT Arlington. See the policy in the University Catalog at http://catalog.uta.edu/academicregulations/academicstanding/#graduatetext.

3. GRADUATE STUDENT TERMINATION POLICY

It is the students' initial responsibility to recognize when they are having academic difficulties. Students are expected to initiate steps to resolve the problem. If a student is having academic difficulty, and depending on the severity of the problem, he or she may receive an oral warning and/or written statement of the problem and be required to take corrective actions. Failure to take these corrective actions can result in termination from the PhD program.

Students who are admitted unconditionally and whose grade point average in all graduate courses taken while enrolled as a UTA graduate student falls below 3.00, will be placed on academic probation. They must attain a grade point average of at least 3.00 in the next semester that they are enrolled or be subject to dismissal. Undergraduate courses or graduate courses graded P, R, I or W cannot be used to remove the condition of academic probation.

Students who have been dismissed from the University for failure to maintain the 3.0 GPA requirements may be readmitted for further

graduate study in the same or in a different program only if a Petition to the Graduate Faculty of the College of Nursing and Health Innovation has been approved by the appropriate Committee.

Students may be dismissed from a degree program, not only for failure to maintain an adequate grade point average, but also for reasons such as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a diagnostic or comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner or complete thesis or dissertation work in an acceptable amount of time.

If students fail to pass a diagnostic/comprehensive examination or thesis/dissertation defense, they may be terminated upon the recommendation of the respective examining committee. A student's thesis/dissertation committee may recommend termination for failure to prepare a thesis/dissertation proposal, prospectus or final draft in a satisfactory manner, or failure to complete and submit work in an acceptable amount of time. Termination due to inadequate academic progress is a decision made by the Program Director, the PhD Academic Advisor, the student's Dissertation Committee, and the vote of the full PhD Faculty. This process ensures due and fair process for the student in arriving at a conclusion.

E. GRADUATION

1. DEGREE REQUIREMENTS

Graduate students must complete degree requirements in accordance with the Graduate Catalog in force at the time they entered the graduate program in which the degree will be awarded or, at the student's option, the catalog of any subsequent year in which the student was in residence. If students choose to complete degree requirements in accordance with the catalog of a year subsequent to that in which they entered the graduate program, their PhD Academic Advisor must submit an online request form to Graduate Studies. The PhD Academic Advisor may contact the Office of Graduate Studies graduation desk for access to the required form. Additional information is available at: **http://www.uta.edu/commencement/graduates/masters-doctoral.php.**

2. APPLICATION FOR GRADUATION

Graduate students must be enrolled in each semester in which they are completing coursework at UT Arlington or working on

any other requirements for the degree such as a final master's examination, a master's thesis, or a doctoral dissertation.

Students who have completed all degree requirements or who will complete degree requirements must submit an application for graduation by the deadline for graduation for the next available graduation date. They must also pay the appropriate graduation fees. Enrolled students who do not complete all requirements by the beginning of the next long semester must enroll to complete remaining requirements.

Please refer to the Graduate Catalog for complete graduation information.

http://catalog.uta.edu/academicregulations/graduation/#applicationforgraduation

Forms related to graduation are available at: Applying for Graduation - Office of the Registrar - The University of Texas at Arlington (uta.edu) Additional information is available at http://www.uta.edu/commencement/graduates/masters-doctoral.php.

3. SUMMARY OF FINAL SEMESTER REQUIREMENTS FOR DOCTORAL CANDIDATES

Students should carefully review the Graduate Catalog for requirements related to graduation. Information is available at http://catalog.uta.edu/academicregulations/graduation//#text

SECTION IV

PHD PROGRAM FORMS

Throughout your course of study, click the form below to access whichever form you need.

1. [Research Mentor – PhD Student Mentee Agreement Form](#)

2. [Milestone Agreement](#)

3. [Application for Diagnostic](#)

4. [Diagnostic Evaluation Report](#)

4.1 [IS or Research Practicum Form](#)

4.2 [Research Practicum Activity Log Sample](#)

5. [Comprehensive Exam Report](#)

6. [Proposal Defense Report](#)

7. [Dissertation Agreement](#)

8. [Schedule Dissertation Defense Form](#)

9. [Dissertation Defense Report](#)

10. [Scholarly Work](#)