Welcome from the Dean

I wish to welcome you to the PhD in Nursing Program at the UNLV School of Nursing (SON). The motto of the School of Nursing is “Nurse Leaders Begin Here.” Accordingly, the SON strives to offer a curriculum that reflects current and future trends in the profession of nursing. This program prepares you to be future leaders, scholars/researchers, and educators. We are pleased that you have chosen UNLV to pursue your doctoral education. Welcome! Please take time to read this PhD Handbook.

Carolyn Yucha
Carolyn Yucha, PhD, RN, FAAN
Dean, School of Nursing

Welcome from the PhD Coordinator

As the PhD Coordinator, I would like to welcome you either as a new or a continuing student to our PhD in Nursing Program. Pursuit of a PhD in Nursing is challenging as well as extremely rewarding. You are taking the steps needed to become a leader and scholar in the nursing profession. Your achievements in this program will qualify you as an expert in your field of study.

Please take the time to review this PhD Handbook and keep it as a reference as you plan and progress through your program of study. Feel free to contact me at (702) 895-5978 or e-mail: michele.clark@unlv.edu. Please also access your Doctoral Online Community for Students ("DOCS") site in Blackboard Learn and pose questions or make comments in the "PhD Coordinator's Corner.” Ms. Elizabeth Gardner is the SON Student Services Director; you can reach her at (702) 895-5923 and e-mail: elizabeth.gardner@unlv.edu. She can help you navigate all the SON & Graduate College policies and paperwork and is an invaluable resource to you.

I look forward to working with you as you progress through your doctoral educational experience!

Michele Clark
Michele C. Clark PhD, RN
Associate Professor & PhD Coordinator
INTRODUCTION

Welcome to the School of Nursing (SON) at the University of Nevada, Las Vegas. We look forward to working with you to achieve your academic and professional goals. This handbook is designed as a resource for information pertinent to the PhD in Nursing Program. If you find there is additional information you believe should be added to the handbook, please contact the PhD Coordinator. We welcome your input!

Additional publications students will need and find helpful are listed below:

- *Graduate Catalog* – Policies regarding admission, progress, and graduation ([http://catalog.unlv.edu/index.php](http://catalog.unlv.edu/index.php)).
- *UNLV Student Conduct Code* – Policies regarding academic conduct at UNLV ([http://studentlife.unlv.edu/judicial/StudentConductCode.pdf](http://studentlife.unlv.edu/judicial/StudentConductCode.pdf)).

These important documents and others can be accessed on the Graduate College web page at [http://www.unlv.edu/graduatecollege](http://www.unlv.edu/graduatecollege) or at the official UNLV website ([http://www.unlv.edu/](http://www.unlv.edu/)).

IMPORTANT INFORMATION ABOUT E-MAIL

Please make sure you activate your Rebelmail account by going to: [http://rebelmail.unlv.edu/](http://rebelmail.unlv.edu/) This email address is important for you to receive university-wide student announcements and also announcements from the SON Graduate Program.

Only official UNLV e-mail addresses (Rebelmail) will be used for communication per UNLV policy. Every student is given a Rebelmail account upon official admission and enrollment at UNLV. You can forward all your Rebelmail messages to your preferred e-mail addresses if you have another e-mail account. If you do not forward your Rebelmail messages, please check this email account because it is the main vehicle used by the SON to provide students vital information about scholarships, announcements, and class information, etc. as well as administrators frequently use e-mail to communicate with students.

In addition, the Graduate Program in the SON maintains a listserv that is available to both master’s and doctoral students. You will be automatically added to this list.
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CHAPTER I
INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

University of Nevada, Las Vegas
4505 Maryland Parkway
Box 453018
Las Vegas, Nevada 89154-3018
Main telephone number: (702) 895-3011
School of Nursing: (702) 895-3360

Over 28,000 students attend classes at UNLV's 335-acre campus. Most students are Nevada residents; however, a lively mixture of international and out-of-state students add to the cosmopolitan quality of the campus.

UNLV is fully accredited by the Northwest Association of Schools and Colleges, and many academic programs have received further accreditation from independent national accrediting bodies. The School of Nursing is approved by the Nevada State Board of Nursing (NSBN), and the Commission on Collegiate Nursing Education (CCNE).

ACADEMIC CALENDAR
There are three 15-week trimesters - fall (early September to mid-December), spring (early January to late April), and summer (mid-May to late August) for all SON programs. Please note that the School of Nursing operates on a different calendar from the rest of the university. (http://www.unlv.edu/nursing/student-resources/calendar) See Appendix 2 for the fall academic calendar.

RESOURCES ON CAMPUS
Library: The Lied Library opened in summer 2000. It occupies 327,000 square feet in five stories. The library has 2,500 study spaces, more than half of them with full network connections. Laptops are available for in-library use and students may access the internet via wireless access. An Information Commons with microcomputer workstations; a Collaborative Learning Center offering electronic instructional rooms; 24 hour study space; media distribution system and retrieval system capable of storing 1.2 million volumes.

The Lied Library includes a Special Collections section that provides unique materials relating to Las Vegas and southern Nevada history. It also houses the Gaming Research Collection and the Nevada Women's Archives.

The Library offers access to information resources and databases available in electronic format. NEON Web (Nevada Educational Online Network) serves as the gateway to the Libraries online catalog and to catalogs in other libraries as well as over 15,000 electronic journal indices, more than 7,000 electronic books, selected full-text items and the World Wide Web. Services also include traditional reference and information assistance: individualized and classroom instructional sessions on subject-related resources and technologies: interlibrary loan and document delivery.

Book Store: The University Bookstore is conveniently located behind the Student Union. Rebel Books is located on Maryland Parkway across from the University. Both bookstores have the required and recommended textbooks available for purchase. Other merchandise available includes supplies required for courses, reference materials, emblematic souvenirs, insignia clothing and a variety of sundry items. Both bookstores have extended hours of operation during the first week of the semester. You can order your textbooks online at: http://unlv.bncollege.com. The phone number for the University Bookstore is (702) 895-3290.

Alternate Method to Purchase Books: Many students may not have easy physical access to the UNLV Bookstore. You can choose to purchase your textbooks on-line either from the UNLV Bookstore or from an on-line textbook company such as Amazon.

Student Union: The Student Union's primary concern is to cooperate with university groups to promote and coordinate a full range of programs and events, which add to the color and life of the campus environment. It also provides the various services, conveniences and amenities the members of the university community need in their daily life on campus. Serving as the central gathering place for the entire university community, the Student Union
houses cafeteria and delicatessens, coffee bar, game rooms, a spacious theater, lounges, and meeting and program rooms. Offices of the Consolidated Student Government (CSUN) are located on the first floor. The campus newspaper and radio station offices are also in the Union.

The Rebel Yell: The weekly campus newspaper, The Rebel Yell, is edited entirely by students, reflects student viewpoints and provides a listing of "happenings" on campus. The newspaper is distributed free on campus.

Graduate College Office: This office is located on the 3rd floor of the Flora Dungan Humanities Building (FDH). This office receives the application forms and transcripts for admission to the graduate college. The Graduate College is responsible for tracking the admission, progression, and graduation of students. They deal with enrollment and registration problems and receive necessary forms graduate students need to submit as they progress through their degree programs.

Student Enrollment and Financial Services: This office can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents (702-895-3443).

Career Services: The Career Services Center is designed to educate and assist students in all majors with the career planning and job search process. Services include resume writing, self-assessment resources, and videotaping equipment. They are located in the Student Services Complex Bldg A, Room 201 (702-895-3495).

Disability Resource Center (DRC): Provides academic accommodations for students with documented disabilities that are otherwise qualified for university programs. To establish services, students need to provide to the Center appropriate documentation of their disability, from a recognized professional. The center is located in the Reynolds Student Services Complex Bldg A, Room 143 (702-895-0866).

Counseling: Student Psychological Service Center offers free professional counseling in the areas of personal, social and emotional concerns. Couples counseling, career development drug and alcohol use assessment and group counseling are also offered. These services, provided by clinical and counseling psychologists, are available to all currently enrolled students. The center is located in the Student Recreation & Wellness Center, 3rd floor (702-895-3627).

Student Health Service: The Student Health Center offers services to registered and enrolled UNLV students. The center is located on campus and is open every school day from 8:00 am to 6:00 p.m. Monday-Thursday and from 9:00 am to 5:00 pm on Friday. The Center staff includes nurse practitioners, physicians, registered nurses, and support personnel to provide essential health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services, phone (702) 774-7119. A student health fee is charged to all students to defer some of the costs of services.

In accordance with state law, all admitted students must prove immunity to tetanus, diphtheria, measles, mumps, rubella, and others that may be specified by the State Board of Health, prior to being permitted to register for classes. Meningitis vaccines are recommended. In addition, nursing students are required to demonstrate proof of Hepatitis B vaccinations, Varicella vaccination, and annual tuberculosis testing. All newly admitted students are required to complete the Admission Health Report Form prior to registration for classes. For further information contact the Student Health Service at (702) 774-7119.

All graduate nursing students are required to maintain and show proof of current health insurance, malpractice insurance, and current license as an RN.

Student Enrollment and Financial Services: This office can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents (Phone: 702-895-3443).

Veteran Services: The Veterans Administration recognizes the University of Nevada, Las Vegas as a fully accredited institution of higher learning where qualified veterans, service persons, certain wives, widows and children may pursue their educational goals under the various chapters of the Veterans' regulations (G.I. Bill, etc.).
The Veteran Services office functions primarily for certification of enrollment status to the Veterans Administration. In addition, the office attempts to help veterans with questions about eligibility, specific problems and education benefits. The office is located in the Student Services Complex Bldg A, Room 311 (702-895-2290).

Student Health Insurance: Is available to students enrolled in at least seven credits. This plan provides services beyond those available through the Student Health Center. Optional dependent insurance is also available. Claim form and brochures may be picked up in the Health Services Office or Cashier's Office prior to the beginning of each semester. For more information contact the Student Health Services at (702) 774-7119 or http://www.unlv.edu/srwc/health-insurance.

**Beginning Fall 2013, health insurance is mandatory for graduate students enrolled in 9 or more credits.**

Housing and Food Service: Dormitories provide on-campus housing for enrolled single students, or those living away from spouse /or children. The Office of Campus Housing is responsible for the development of a comprehensive housing and food service program. Applications for residency may be acquired by writing to Campus Housing, through the UNLV web site http://unlv-housing.com/ or by calling 702-359-0300. Applications are processed as they are received.

The Hazel M. Wilson Dining Commons serves dormitory residents and other university students. Students living off campus may purchase a meal card or may pay in cash for each meal in the Dining Commons.

Housing when coming to UNLV:
For hotel accommodations for those who want to stay close to UNLV main campus, one of the closest hotels (about a 10 minute walk) is The Hyatt Place, 4520 Paradise Road, Las Vegas, NV 89169, (702) 369-3366.

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

Students are responsible for knowing and observing the Rules and Disciplinary Procedures for Members of the University Community (NSHE Code, Chapter 6). This code outlines the responsibilities of students, as well as the rules, sanctions and hearing procedures in effect on the campus. Any conflict between this code and the School of Nursing Handbook shall be interpreted in favor of the code. Printed copies of the code are available at the Division of Student Life.

Use of Automobiles: University parking and traffic regulations govern all vehicles operated on the campus, and violators are subject to a fine. The regulations are enforceable in the civil courts, as well as through the internal processes of the university. Each student must complete an automobile registration card and purchase a parking permit during registration. This permit will allow authorized users to park on campus in accordance with published parking regulations. Students should obtain a copy of the regulations booklet when applying for their permit. Stickers and information can be obtained from the University Police Office in the Claude Howard Public Safety Building at times other than the registration period as well. Students attending classes one-to-three times per semester can purchase day parking passes at the Claude Howard Public Safety Building.

Alcoholic Beverages: The storage, possession, and/or use of alcoholic beverages, is not allowed on the university campus or other university property unless prior approval is obtained in writing from the University President. The President will only grant this authorization upon being satisfied that proper supervision is provided in the dispensing of alcoholic beverages.

Change of Address: Any change of address should be reported immediately to the Registrar's Office and to the School of Nursing. Any correspondence from the university mailed to the last address provided by the student to the Registrar will discharge all university responsibility for notification.

Use of University Facilities: University facilities including campus grounds are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions. The university's functions take precedence over any other activities in the use of university facilities. Freedom to speak and to hear will be maintained for students, faculty and staff, and university policies and procedures will be used to provide a full and frank exchange of ideas. An invitation to speak at the university does not imply that the university endorses the philosophy or ideas presented by the speaker.

Any fund raising efforts by student organizations off campus must be cleared by the Dean of Student Services.
University facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the university or of university groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

**Academic Misconduct:** Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the **Student Academic Misconduct Policy** located at: [http://studentconduct.unlv.edu/misconduct/policy.html](http://studentconduct.unlv.edu/misconduct/policy.html).

The SON faculty reserves the right to have student papers analyzed by the internet service “Turnitin” for plagiarism. For more information about plagiarism go to: [http://turnitin.com/assets/en_us/media/plagiarism_report.php](http://turnitin.com/assets/en_us/media/plagiarism_report.php)

I highly recommend that you take the short quiz after you view the short video.

If a student in a particular course is deemed by the instructor to be guilty of academic dishonesty, the student may be assigned a failing grade for the corresponding segment of the course. The instructor may also assign a failing grade for the entire course. In all cases, the instructor is responsible for recording the circumstances and for giving the student an opportunity to reply.

If any member of the university community is deemed guilty of academic dishonesty, any other member may bring action under the Rules and Disciplinary Procedures for Members of the University Community. For further information contact the Office of Student Conduct at (702)895-2308.

**Copyright:** The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: [http://www.unlv.edu/provost/copyright/](http://www.unlv.edu/provost/copyright/).

**Disability Resource Center (DRC):** The Disability Resource Center (DRC) determines accommodations that are “reasonable” in promoting the equal access of a student reporting a disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting accommodations. For this reason faculty should only provide students course adjustment after having received this “Academic Accommodation Plan.” If faculty members have any questions regarding the DRC, they should call a DRC counselor.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: [http://drc.unlv.edu/](http://drc.unlv.edu/).

**Religious Holidays Policy:** Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could have been avoided. For additional information, please visit: [http://studentconduct.unlv.edu/misconduct/policy.html](http://studentconduct.unlv.edu/misconduct/policy.html).

**Tutoring:** The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #33 on the current UNLV map. Students may learn more about tutoring services by calling (702) 774-4625, email tutoring@unlv.edu, or visiting the tutoring web site at: [http://academicsuccess.unlv.edu/tutoring/](http://academicsuccess.unlv.edu/tutoring/).

Revised August 2015
UNLV Writing Center: One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment, and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/

Rebelmail: By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

ADA Accommodations: For all faculty and staff (professional and classified) ADA accommodation determinations, please contact EEO/AA Compliance Office, located in Flora Dungan Humanities (FDH), Room 512, (702) 895-3656. See https://www.unlv.edu/eeo/ada for additional information.

Classroom Policies/Rules: It is a faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom (e.g., late arrival, wearing hats). Also, classroom occupants are at the discretion of the instructor (per UNLV General Counsel). SON Policy s-6 prohibits bringing children to class; this also falls within the Student Conduct Code, Section Two, III. K. and L. relating to “disrupting” the classroom and/or university operations. See http://studentconduct.unlv.edu/.

Consensual Relationships: UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other such as a preceptor in the MSN Program. For further information, see http://www.unlv.edu/hr/policies/nepotism

Final Examinations: The University requires that final exams given at the end of a course occur at the time and on the day specified in the class schedule.

Missed Class(es)/Student: As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences by the last day of late registration to be assured of this opportunity. Faculty may give students an additional week, but are encouraged to set a clear deadline.

NOTE: Students who represent UNLV at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es).

This policy shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided. There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school Dean, and/or the Executive Vice President and Provost.

Saturday Classes Holiday Schedule: In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes are considered holidays, please see “Saturday Classes Holiday Policy” in the alphabetical listing http://www.unlv.edu/assets/provost/policies-forms/FS-SAT_CLASS_HOLIDAY_POLICY_9-14-05.pdf

Teaching Evaluations: In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important piece of assessment data and it is
important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document “Minimum Standards for Teaching Evaluation by Students” which can be found at http://www.unlv.edu/assets/provost/policies-forms/Minimum-Standards-for-Teaching-Evals-8.17.2011-signed.pdf.

This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching.

**Equal Opportunity:** The University of Nevada, Las Vegas does not discriminate on the basis of race, religion, national origin, sex, marital status, status with regard to public assistance or disability, in admissions, employment or the operation of its educational programs. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the Office of Diversity Initiatives, FDH 560. Phone number is 702-895-5580.

The University of Nevada, Las Vegas, is dedicated to the equality of educational opportunity, and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations, and reasonable adaptation of examination and evaluation procedures. In the same vein, becoming a PhD student requires the completion of a professional education program that is both intellectually and physically challenging. The candidate should be able to perform in a reasonably independent manner. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks.

The following are academic tasks that applicants are expected to meet in order to participate in the SON programs and professional practice.

1. **Observation**
   The applicant must be able to observe demonstrations and experiments in basic and applied sciences, as well as in didactic courses in nursing theory and practice. The applicant must be able to accurately observe a patient for the purpose of assessment, intervention and evaluation. Observation requires the use of judgment as well as the functional use of the senses of vision, audition, olfaction and palpation.

2. **Communication**
   An applicant must be able to read write, speak and understand English at a level consistent with successful course completion. The applicant must be able to communicate effectively and sensitively with patients and all members of the health care team.

3. **Motor**
   Applicants must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluative procedures. An applicant must possess all skills necessary to carry out diagnostic or therapeutic procedures and be able to interpret appropriate examinations and procedures. Applicants should also be able to execute reasonable motor movements required to provide general or emergency treatment of patients.

4. **Conceptual-Integrative and Quantitative Abilities**
   The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize complex information. Problem solving is a critical skill demanded of nurses and requires all of the aforementioned intellectual abilities.

5. **Behavioral and Social Attributes**
   Applicants must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the assessment, intervention and evaluation of patients and the development of mature, sensitive and effective relationships with patients and co-workers. Applicants must be able to tolerate physically-taxing workloads and to function effectively under stress and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical care of many patients. Compassion, integrity, concern for others, interpersonal skills such as interest and motivation are all qualities which each applicant should possess.

   More detailed explanation of typical skills required to meet the essential behaviors are detailed later in this document.

**UNIVERSITY GRADING SCALE AND SYMBOLS**

Within the university system an instructor has the right to provide final grades utilizing either a 4-point scale (A through F) or a plus and minus system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>X</td>
<td>Hold Grade</td>
</tr>
<tr>
<td>AD</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

Revised August 2015
CHAPTER II
SCHOOL OF NURSING MISSION, PhD PHILOSOPHY, AND PROGRAM OUTCOMES

MISSION STATEMENT
Our mission is to educate nurses at the undergraduate and graduate levels to meet health care needs in Nevada and beyond. The SON promotes, improves, and sustains human health through evidence-based education and advances in research and practice.

PHILOSOPHY OF THE PhD IN NURSING PROGRAM
The program of study builds on the premise that students learn best when faculty model and exemplify what is taught. Faculty and students collaboratively seek to demonstrate the creativity and flexibility inherent in the teaching enterprise. It is believed that all participants have unique abilities and values which collectively enrich the program.

A program wide commitment to mutual respect for diversity of talents, viewpoints, experiences, and abilities shape the interactions of the program and serve as a yardstick for success. Innovation as inherent to the process of education is embraced as a program cornerstone. It is further believed that education is not a commodity, but a service that can enhance the lives of faculty members, students, and patients served.

Modeling effective teaching requires faculty have a capacity to serve as participant and learner in the process of education. Conversely, the student serves not merely as a recipient, but as a collaborator in the educational process. Faculty members are responsible for creating the conditions for students to build competence and confidence in meeting program objectives. Students are responsible for their own learning: both choices made and consequences emergent from those choices.

Located in the State of Nevada, the program attempts to express the values of the citizens of the state: pragmatism, independence, and self-development. The improved health care of the citizenry is viewed as the most positive outcome of the program. As graduates become leaders in nursing and healthcare, they impact quality of care delivery and healthcare systems. As nurse scholars/researchers, graduates contribute to the body of nursing knowledge benefiting not only students but also all recipients of care. As educators, graduates enhance the competencies of the students they teach, and ultimately the quality of care given to patients, families and communities.

OUTCOMES OF THE PhD IN NURSING PROGRAM
Individuals who complete the PhD in Nursing Program will be prepared for roles as leader, scholar/researcher, and educator in academia, the health care industry, or government and private organizations focused on health care. Graduates will demonstrate the following program outcomes:

- Provide leadership for the advancement of nursing as a scientific and practice discipline through the conduct of culturally competent scholarship and identification of implications for policy, discipline and the profession.
- Conduct and communicate original research that generates new knowledge.
- Discover, implement and evaluate innovative approaches to teaching and learning.
PROGRAM OF STUDY

There are two options in the current PhD in Nursing Program: Nursing Education and Post DNP to PhD. The curriculum frameworks for both options are listed below.

**PHD IN NURSING, Nursing Education Option**

**CURRICULUM FRAMEWORK**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 709</td>
<td>Teaching and Learning in Nursing (*)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 710</td>
<td>Evaluation Strategies for Nurse Educators (*)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 724</td>
<td>Developing Curriculum for Nursing Education (*)</td>
<td>4</td>
</tr>
<tr>
<td>NURS 733</td>
<td>Nursing Practicum I (*)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 772</td>
<td>The Nurse as Leader</td>
<td>3</td>
</tr>
<tr>
<td>NURS 774</td>
<td>Educational Theory &amp; Philosophy for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II: Multivariate Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>2</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>NURS 790</td>
<td>Independent Teaching Practicum Seminar</td>
<td>1</td>
</tr>
<tr>
<td>NURS 791</td>
<td>Independent Teaching Practicum</td>
<td>5</td>
</tr>
<tr>
<td>NURS 797</td>
<td>Dissertation <em>minimum of 12 credits in dissertation are required</em></td>
<td>12</td>
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</tbody>
</table>

Total Credits or Less 12 (*) credits

62 or 50
### PHD IN NURSING, Post DNP to PhD Option
#### CURRICULUM FRAMEWORK

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II: Multivariate Methods</td>
<td>3</td>
</tr>
<tr>
<td>NURS 777</td>
<td>Individualized Study / Dissertation Seminar</td>
<td>4</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>2</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>NURS 797</td>
<td>Dissertation *minimum of 12 credits in dissertation are required</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Credits **45**
SAMPLE COURSES OF STUDY FOR FULL-TIME AND PART-TIME STUDY
(“Nursing Education” Option)

A. Sample Course of Study: Full-Time Student – Total (62 credits) Program

The following is a typical schedule for students enrolled in the program, assuming a full-time course load of 9 credits per semester and continuous enrollment throughout the year.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term to be taken</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 774</td>
<td><em>Educational Theory &amp; Philosophy for Nursing</em></td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate Methods</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 724</td>
<td>Developing Curriculum for Nursing Education</td>
<td>Year 1 – SU</td>
<td>4</td>
</tr>
<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II: Multivariate Methods</td>
<td>Year 1 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>Year 1 – SU</td>
<td>2</td>
</tr>
<tr>
<td>NURS 709</td>
<td>Teaching and Learning in Nursing Education</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 710</td>
<td>Evaluation Strategies for Nurse Educators</td>
<td>Year 2 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 733</td>
<td>Nursing Practicum I</td>
<td>Year 2 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study/Elective Course in Research</td>
<td>Year 2 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 772</td>
<td>The Nurse as Leader</td>
<td>Year 2 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 790</td>
<td>Independent Teaching Practicum Seminar</td>
<td>Year 2 – SU</td>
<td>1</td>
</tr>
<tr>
<td>NURS 791</td>
<td>Independent Teaching Practicum</td>
<td>Year 2 – SU</td>
<td>5</td>
</tr>
<tr>
<td>NURS 797</td>
<td>Dissertation</td>
<td>Year 3 – FA</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td>*minimum of 12 credits in dissertation are required</td>
<td>Year 3 – SP</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 3 – SU</td>
<td>3-6</td>
</tr>
</tbody>
</table>

*minimum of 12 credits in dissertation are required
B. Sample Course of Study: Full-Time Student – Total (50 credits) Program

Students who have completed master’s or post-master’s courses in nursing education (NURS 709, NURS 710, NURS 724, and NURS 733) at UNLV or equivalents prior to enrollment in the PhD in Nursing Program would follow a “fast option.”

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term to be taken</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 774</td>
<td><em>Educational Theory &amp; Philosophy for Nursing</em></td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate Methods</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 772</td>
<td>The Nurse as Leader</td>
<td>Year 1 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II: Multivariate Methods</td>
<td>Year 1 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>Year 1 – SU</td>
<td>2</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study/Elective Course in Research</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 790</td>
<td><em>Independent Teaching Practicum Seminar</em></td>
<td>Year 2 – SP</td>
<td>1</td>
</tr>
<tr>
<td>NURS 791</td>
<td><em>Independent Teaching Practicum</em></td>
<td>Year 2 – SP</td>
<td>5</td>
</tr>
<tr>
<td>NURS 797</td>
<td>Dissertation *minimum of 12 credits in dissertation are required</td>
<td>Year 2 – SU</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 3 – FA</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 3 – SP</td>
<td>3-6</td>
</tr>
</tbody>
</table>

*minimum of 12 credits in dissertation are required
C. Sample Course of Study: Part-Time Student – Total (62 credits) Program

Since courses are offered only once a year, those students enrolling part-time would spread courses over three (3) to four (4) years prior to candidacy. The following is a typical part-time plan of study for these students.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term to be taken</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 772</td>
<td>The Nurse as Leader</td>
<td>Year 1 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>Year 1 – SU</td>
<td>2</td>
</tr>
<tr>
<td>NURS 709</td>
<td>Teaching and Learning in Nursing</td>
<td>Year 2 – FA</td>
<td>3</td>
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<tr>
<td>NURS 774</td>
<td>Educational Theory &amp; Philosophy for Nursing</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 710</td>
<td>Evaluation Strategies for Nurse Educators</td>
<td>Year 2 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate Methods</td>
<td>Year 2 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 724</td>
<td>Developing Curriculum for Nursing Education</td>
<td>Year 2 – SP</td>
<td>4</td>
</tr>
<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II: Multivariate Methods</td>
<td>Year 2 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>Year 3 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 733</td>
<td>Nursing Practicum I</td>
<td>Year 3 – SP</td>
<td>2</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study/Elective Course in Research</td>
<td>Year 3 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 790</td>
<td>Independent Teaching Practicum Seminar</td>
<td>Year 3 – SU</td>
<td>1</td>
</tr>
<tr>
<td>NURS 791</td>
<td>Independent Teaching Practicum</td>
<td>Year 3 – SU</td>
<td>5</td>
</tr>
<tr>
<td>NURS 797</td>
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<td>Year 4 – FA</td>
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<tr>
<td></td>
<td></td>
<td>Year 4 – SP</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Year 4 – SU</td>
<td>3-6</td>
</tr>
</tbody>
</table>
D. Sample Course of Study: Part-Time Student – Total (50 credits) Program

Since courses are offered only once a year, those students enrolling part-time in the program’s “fast option” (i.e. 53-credit program) would follow a comparable plan of study, but would spread this over three (3) to four (4) years of course work prior to candidacy. The following is a typical part-time plan of study for these students.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term to be taken</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 772</td>
<td>The Nurse as Leader</td>
<td>Year 1 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>Year 1 – SU</td>
<td>2</td>
</tr>
<tr>
<td>NURS 774</td>
<td><em>Educational Theory &amp; Philosophy for Nursing</em></td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate Methods</td>
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<td>3</td>
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<td>Independent Study/Elective Course in Research</td>
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<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II: Multivariate Methods</td>
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<td>3</td>
</tr>
<tr>
<td>NURS 790</td>
<td><em>Independent Teaching Practicum Seminar</em></td>
<td>Year 3 – FA</td>
<td>1</td>
</tr>
<tr>
<td>NURS 791</td>
<td><em>Independent Teaching Practicum</em></td>
<td>Year 3 – FA</td>
<td>5</td>
</tr>
<tr>
<td>NURS 797</td>
<td>Dissertation</td>
<td>Year 3 – SP, Year 3 – SU, Year 4 – FA</td>
<td>4, 4, 4</td>
</tr>
</tbody>
</table>


A. Sample Course of Study: Full-Time Student
The following is a typical schedule for students enrolled in the program, assuming a full-time course load of 9 credits per semester and continuous enrollment throughout the year.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term to be taken</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 780</td>
<td>Quantitative Methods in Nursing</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I: Univariate</td>
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<tr>
<td>NURS 781</td>
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<td>3</td>
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<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
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<tr>
<td>NURS 789</td>
<td>Independent Study/Elective Course in Research</td>
<td>Year 2 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 777</td>
<td>Individualized Study / Dissertation Seminar</td>
<td>Year 2 – FA</td>
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<td></td>
<td></td>
<td>Year 2 – SU</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>
B. Sample Course of Study: Part-Time Student

Since courses are offered only once a year, those students enrolling part-time would spread courses over three (3) to four (4) years prior to candidacy. The following is a typical part-time plan of study for these students.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term to be taken</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 770</td>
<td>Knowledge Development in Nursing</td>
<td>Year 1 – FA</td>
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<tr>
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<td>Year 1 – FA</td>
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<tr>
<td>NURS 771</td>
<td>Theory Development in Nursing</td>
<td>Year 1 – SP</td>
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<tr>
<td>NURS 781</td>
<td>Qualitative Research Methods in Nursing</td>
<td>Year 1 – SP</td>
<td>3</td>
</tr>
<tr>
<td>NURS 779</td>
<td>Writing a Research Grant Application</td>
<td>Year 1 – SU</td>
<td>2</td>
</tr>
<tr>
<td>NURS 789</td>
<td>Independent Study/Elective Course in Research</td>
<td>Year 1 – SU</td>
<td>3</td>
</tr>
<tr>
<td>NURS 785</td>
<td>Special Topics in Nursing Research</td>
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<td>3</td>
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<td>Independent Study/Elective Course in Research</td>
<td>Year 1 – FA</td>
<td>3</td>
</tr>
<tr>
<td>NURS 775</td>
<td>Statistical Methods for Nursing Research I:</td>
<td>Year 2 – SP</td>
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</tr>
<tr>
<td></td>
<td>Univariate Methods (NURS 775)</td>
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</tr>
<tr>
<td>NURS 776</td>
<td>Statistical Methods for Nursing Research II:</td>
<td>Year 2 – SU</td>
<td>3</td>
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<td></td>
<td>Multivariate Methods (NURS 776)</td>
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<tr>
<td>NURS 777</td>
<td>Individualized Study / Dissertation Seminar</td>
<td>Year 3 – FA</td>
<td>4</td>
</tr>
<tr>
<td>NURS 797</td>
<td>Dissertation <em>minimum of 12 credits in dissertation are required</em></td>
<td>Year 3 – SP</td>
<td>6</td>
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<tr>
<td></td>
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<td>Year 3 – SU</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total</td>
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<td>45</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

NURS 709   Teaching and Learning in Nursing Education
Analyzes traditional and alternative teaching and learning concepts in the context of the role of nurse educator. Development of a personal philosophy of education and how it connects to teaching/learning expectations. Focus on development of self within the role of nurse educator. 3 Credits

NURS 710   Course Level Evaluation Strategies for Nurse Educator
Develops formative/process and summative/outcome evaluations for learning within classroom, clinical, and laboratory settings for use with students, patients or clinical staff. Attention to legal/ethical issues related to evaluation, including cultural bias and accommodation for students with disabilities. 3 Credits

NURS 724   Developing & Evaluating Curriculum for Nursing Education
Develop curriculum for educational programs within the context of academic or clinical settings. Design curriculum level evaluation of the program that is developed. Focus on connection to larger unit mission, program and level outcomes, use of evaluative theories to guide process and inclusion of stakeholders throughout. 3 Credits

NURS 733   Nursing Practicum I
Apply strategies and concepts of the nurse educator role in a practice setting of choice and within the context of clinical specialty area. 2 Credits

NURS 770   Knowledge Development in Nursing
This course offers a disciplinary context for doctoral study in nursing. The history and evolution of nursing knowledge is examined. Emphasis is on debates regarding what is known and how it is known. Prerequisite: enrollment in nursing doctoral program. 3 Credits

NURS 771   Theory Development in Nursing
This course focuses on theoretical frameworks that guide the development of nursing knowledge. The methods and processes of theory development are analyzed. Prerequisite: enrollment in nursing doctoral program. 3 Credits

NURS 772   The Nurse as Leader
This course focuses on leadership models as templates for the nurse leader. Factors that influence leadership will be explored. Prerequisite: enrollment in nursing doctoral program. 3 Credits

NURS 774   Educational Theory and Philosophy for Nursing
Explores traditional and contemporary philosophies and theories of education within the context of societal development. Examines the role of educational theory and philosophy within nursing education. Prerequisite: enrollment in nursing doctoral program. 3 Credits

NURS 775   Statistical Methods for Nursing Research I: Univariate Methods
Designed to provide students with skills necessary to understand, interpret, and conduct descriptive and univariate analysis relevant to the field of nursing. Students will gain practice experience examining real-world data sets using SPSS software. Prerequisite: enrollment in nursing doctoral program; successful completion of introductory graduate level statistics course. 3 Credits

NURS 776   Statistical Methods for Nursing Research II: Multivariate Methods
Focuses on multivariate methods useful for the field of nursing research. Students will be expected to complete a capstone project to explore and implement statistical methods likely to be part of their dissertation projects. Prerequisite: enrollment in nursing doctoral program; NURS 775 or equivalent. 3 Credits

NURS 777   Individualized Study/Dissertation Seminar
Individualized study or seminar to facilitate dissertation research. Prerequisite: Admission into doctoral program or permission of instructor. 1-5 credits
NURS 779  Writing a Research Grant Application
This course involves preparing and writing a research grant application. Students will learn how to prepare a research budget and budget justification; write a resources and environment section, a biosketch, and project timeline; and propose an innovative and significant research proposal. Prerequisite: NURS 780 or permission of instructor. 2 Credits

NURS 780  Quantitative Methods in Nursing
The course examines qualitative, quantitative and mixed-method approaches used in nursing research. Prerequisite: enrollment in nursing doctoral program. 3 Credits

NURS 781  Qualitative Research Methods in Nursing
Study of range of approaches to management of qualitative data; exploration of criteria for validity and reliability of outcomes. Prerequisite: enrollment in nursing doctoral program; NURS 780 or equivalent. 3 Credits

NURS 785  Special Topics in Nursing Research
Provides the student with an opportunity for an in-depth exploration of specific aspects of nursing research issues and approaches. Prerequisite: NURS 780 and enrollment in nursing doctoral program. 2-8 Credits

NURS 789  Independent Study
Supervised student designed study project done in consultation with instructor; must be submitted in writing to student advisor and graduate program coordinator for approval. Prerequisite: enrollment in nursing doctoral program, NURS 770, NURS 771, NURS 772, NURS 780. 3-10 Credits

NURS 790  Independent Teaching Practicum Seminar
Taken concurrently with NURS 791, provides practical exploration in group setting of actual experiences and outcomes of independent teaching practicum; identifies options for enhanced personal performance as nurse educator. Prerequisite: enrollment in nursing doctoral program and NURS 724, NURS 733 or equivalents. 1 Credit

NURS 791  Independent Teaching Practicum
Integrate knowledge and competencies of nurse educator through application in independently taught undergraduate nursing course; systematic exploration of roles, responsibilities, and opportunities inherent in practice of nursing education. Prerequisite: enrollment in nursing doctoral program and NURS 724, NURS 733 or equivalents. 5 Credits

NURS 797  Dissertation
Research analysis and writing toward completion of dissertation and subsequent defense. Only 12 credits apply to program requirements. Enrollment must be continuous. S/F grading only. Prerequisite: enrollment in nursing doctoral program and successful completion of Comprehensive Examination. 3-6 Credits
CHAPTER III
PhD PROGRAM PROGRESSION

PROGRAM PROGRESSION

1. Credit Hours and Grade Point Average
   A minimum of 62 graduate credit hours is required. For the “Nursing Education” Option, students who have completed NURS 709, NURS 710, NURS 724, and NURS 733 in either their master’s or post-master’s education at UNLV or have a master’s degree or post-master certificate in nursing education from another accredited institution are required to complete a minimum of 50 graduate credit hours. A **grade point average of 3.0 must be maintained in all courses required for the PhD degree; no grade less than B is acceptable for curricular completion of the PhD in Nursing Program.** Each student, upon admission, will be assigned an advisor. The advisor (and later the Advisory Committee including the chair of the Advisory Committee if in place) will plan the student’s entire degree program of study and submit it to the Graduate College by the end of the third semester of enrollment. The degree program requires the approvals of the student, advisor, the PhD Coordinator, the appropriate academic dean, and the Graduate Dean.

2. Progression and Policies
   The PhD coordinator monitors the student’s progress through the program of study until a dissertation chair is appointed. In addition, the PhD Coordinator will monitor adherence to all established policies of the Graduate College. At any given time, the student can request a change of advisor or chair of Advisory Committee. However, it is the student’s responsibility to secure approval of an individual faculty member who agrees to serve as his or her advisor before changing the original advisor, subject to Graduate College approval. Also, it is the student’s responsibility to make sure that his or her chosen advisor or chair has current full graduate faculty status at UNLV, which can be checked at: [http://www.unlv.edu/graduatecollege/graduate-faculty-status](http://www.unlv.edu/graduatecollege/graduate-faculty-status).

   Consistent with current Graduate College policies, there is no mechanism in place at this time to “challenge” PhD degree courses either by exam or by portfolio of experiences.

3. Comprehensive Examination
   In the final semester of required doctoral course work, each student must take the Comprehensive Examination to assess his/her readiness to begin the doctoral dissertation. The Comprehensive Examination has written and oral components and occurs during the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797). The Comprehensive Examination may be repeated only once. The re-examination must occur between 3-6 months from the date of the initial examination. If the student fails the second attempt of the written, oral, or both components, the student will be separated from the PhD program. Refer to the section on the Comprehensive Examination for information regarding the specific policy and procedures.

4. Dissertation Prospectus
   Upon successfully completing the Comprehensive Examination, the student submits a dissertation prospectus to his/her Advisory Committee for approval. Once the prospectus is approved by the Advisory Committee, the student submits a “Prospectus Approval Form” to the Graduate College. Upon completion of these requirements, the student achieves candidacy and can register for dissertation credits and begin development of his or her dissertation research proposal. After the committee approves the proposal and IRB approval is obtained, the student begins the data collection phase of his or her dissertation research. The student’s dissertation chair and the Advisory Committee are responsible for the student’s progression through the dissertation.

5. Culminating Experience
   Upon completion of the dissertation, the student must pass a final oral examination which involves the successful defense of his/her dissertation study. All Advisory Committee members must be present for this examination and may question the student following presentation of the study. The defense will be scheduled and conducted in accordance with the Graduate College’s policies for thesis and dissertation.

Graduation Requirements

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than 6 credits may be transferred into the program. Transfer credit must be pre-approved by the PhD Coordinator. Students with an education focused Master of Science in Nursing, who
are applying to the PhD in Nursing Education, will be granted 12 credits (equivalent of NURS 709, 710, 724 & 733) reducing their program total to 50 credits.

2. **Credit by Challenge Examination**: Graduate courses (with a 600 or 700 number or above) may not be challenged for credit.

3. **Six year Completion Rule**: All degree requirements must be completed within six (6) calendar years from the date of matriculation. No credit may be used in an advanced degree program for course work completed more than six (6) calendar years immediately preceding the term in which all degree requirements are completed.

4. **Graduation Requirements**: Students have a choice of the catalog under which they wish to graduate. They may choose between: 1) the year of official matriculation, or 2) the year of graduation. Students are encouraged to meet the requirements of the current catalog.

**Process To Apply For Graduation**

1. An application for graduation is obtained from MyUNLV on the "Student Center" page. The form must be filed during the first week of the semester in which the student plans to graduate (check the class schedule for exact date).

2. After the application form is completed, the student must pay a graduation fee online.

3. Degrees are awarded in May, August and December. Commencement is held in May and December. All students are encouraged to participate in the commencement exercises. The SON’s Recognition Ceremony is held in May, August, and December.

**Official Transcripts**: Official transcripts of recorded work (credits) completed at UNLV bear the seal of the University and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued. Transcripts are not issued for any student having a delinquent indebtedness to the university.

Work in progress does not appear on the transcript and is not entered until the semester or registration period officially ends. Transcripts are not prepared during the periods of official examinations, grade recording and registration.

**Program Exit Survey**: Following completion of all course requirements, the student will be asked to complete an exit survey related to curricular outcomes such as: critical thinking, communication, nursing therapeutics and program satisfaction. The survey provides feedback to the program faculty and is utilized in curricular revision. The results of the survey are summarized for various accreditation bodies. Graduates are encouraged to provide correct addresses so that they can participate in alumni surveys.
GRADING SCALE OF THE SCHOOL OF NURSING

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
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<tr>
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<tr>
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<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Below 59</td>
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</tbody>
</table>

NOTE: The passing grade for students in the graduate degree courses (600 or 700 level courses) is 83% (B) or above.

STUDENT RIGHTS:
Faculty members have identified the following rights that all students have within the University and School of Nursing by virtue of their citizenship in a democratic society:

a. To learn without discrimination.
b. To exercise the liberty to discuss, inquire, and express opinions.
c. To be evaluated fairly.
d. To confidentiality.
e. To have access to channels for grievance or clarification.

Right to Learn:
Admission is open to all students who are qualified, according to admission standards, without regard to any variable that might indicate differences from the majority of students. All facilities and services utilized to enhance student learning are open to all students.

To Exercise Liberty to Discuss, Inquire and Express Opinions:
The faculty encourages free discussion, inquiry and expression in the class and/or clinical areas. Discussion should occur in an atmosphere of civility and collegiality. The student's nursing performance must be evaluated on an academic basis and not on personal opinions or conduct unrelated to nursing.

Student membership is actively promoted with voting rights equal to faculty members on all standing faculty committees except when personnel matters are discussed. Students are expected to be active members of the committee and provide faculty with their individual opinions and those of the student body.

The exclusion of students on the Faculty Affairs Council is by intent, but this council uses student input via student evaluations of faculty, which occurs at the end of each semester. In addition, students who have specific concerns about an instructor should discuss these perceptions with the program coordinator or Department Chair, after discussion with the faculty member.

To be Evaluated Fairly:
Criteria for evaluation, in the form of course objectives, in the class and clinical areas are provided to each student in writing at the beginning of each course.

Student-teacher discussion based on written objectives of the course should occur several times during the semester. Constructive criticism should be provided early enough so that students have the opportunity to improve their performance prior to final grades. Students are expected and encouraged to identify behavior that supports their self-evaluation.

Formal evaluation of progress in a clinical course is available at midterm. If students desire feedback an appointment should be made with the instructor prior to the eighth week. Faculty may schedule a discussion at any time. Final clinical performance evaluations must be completed, in written form, shared with the student and filed in the student's records. Final evaluation clinical conferences should occur during finals week.
Grades may only be changed by the instructor of the course and once submitted to the Registrar’s Office may not be changed unless due to clerical error.

Students who perceive that an academic grievance has occurred; the correct route of appeal is identified in the table below. The appeal process must be completed in 6 months.

**Confidentiality:**
Knowledge of the many facets of a student's experience, i.e. social, political, values, etc., gained through frequent interactions, is considered confidential. References are written and records are available for employers or other interested persons only if written permission is provided by the student.

Permanent records are locked. Transcripts do not contain any information that is disciplinary or personal—only academic performance. Written knowledge of student's political or social beliefs are not included in any student records. Students may examine the contents of their records by making an appointment to do so. A member of the staff will remain with the individual while the records are reviewed, a note will be made in the file indicating that the student has reviewed the record.
SON: PROBATION and SEPARATION (DISMISSAL):
If the PhD Program Coordinator determines that a student is not making satisfactory progress toward the degree, he/she may request the Graduate Dean place the student on probation or separate the student from the Graduate College. The MSN, DNP, or PhD Coordinator will provide the student with the specific requirements, including deadlines, which must be completed to be removed from probation. If the Graduate Dean approves the request, the student will be placed on probation. Failure to meet the conditions of the probation will result in separation (dismissal) from the Graduate College.

1. Definition of Unsuccessful: Unsuccessful is defined as: (a) Dropping a class in which the student has an average less than a “B” at the date of withdrawal from the course. (b) Failing the clinical component of a clinical course. (c) Completing the course with a grade below a “B.” (d) Obtaining an “F” grade resulting from failure to withdraw from the class. (e) Having an average below a “B” at the time of complete withdrawal from UNLV.

2. Failure to make satisfactory progress may include, but is not limited to, the following. Failure to maintain these standards may result in termination of the student’s progression in the graduate program. For violation of items a through f below, the student will be placed on probation for one calendar year from the time that the documented probation status starts. For violation of item g, students will remain on academic probation until completion of the program of study. (a) Failure to complete six credits per calendar year toward the degree program. (b) Failure to consult with the advisor when requested. (c) Failure to establish a “culminating experience” committee. (d) Failure to develop an official, approved degree program. (e) Failure to establish the groundwork for an acceptable dissertation, DNP project, capstone, or other culminating experience. (f) Failure to maintain the standards of academic and professional integrity expected in a particular discipline or program (e.g. HIPAA violations, falsification of medical records, falsification of clinical logs, etc.). (g) Unsatisfactory grades (including Incompletes, grades below a “B,” or Withdrawals).

3. Unsuccessful in One Nursing Course: (a) If a student receives less than a “B” in one nursing course, and it is the first occurrence, the student will be allowed to repeat the nursing course but will be placed on academic probation. Students will remain on academic probation until completion of the program of study.

4. Unsuccessful in Two Nursing Courses: (a) If a student receives less than a “B” in two nursing courses with the NURS prefix (which may occur in the same semester or in different semesters), the student will be separated from the SON.

After review of the submitted request, the Graduate Dean can recommend that the student be placed on probation. The School of Nursing will provide the student with specific requirements, including deadlines, which must be completed, to be removed from probation. Failure to meet the conditions of the probation will result in separation from the Graduate College.

A graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

WITHDRAWAL:
Withdrawal from Nursing Courses in the Graduate Program:

1. Withdrawal when Successful and Passing: (a)
   a. If a student has been successful in previous and currently enrolled courses with a Nursing prefix, the student may withdraw from the nursing course(s), provided that the student has a “B” grade at the time of withdrawal. The nursing course(s) are repeated when available. The student is not considered unsuccessful for the withdrawn nursing course(s).

2. Withdrawal when Failing Present Course but Successful in Other Nursing Courses:
   a. If a student withdraws from a nursing course when the student's grade at that point in the course is less than “B,” the withdrawal will be considered an unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.

3. Withdrawal when Passing Present Course & Unsuccessful in Other Nursing Courses:
If a student has been unsuccessful in a previous nursing course, and withdraws from a different nursing course with a passing grade of “B” at the time of withdrawal, the withdrawal will not be considered an unsuccessful course outcome. The student will be allowed to repeat the course when it is available. It is not necessary for the student to petition to retake the nursing course.

Withdrawal when Failing Present Course & Unsuccessful in Other Nursing Courses:
   a. If a student has been unsuccessful in a previous nursing course and withdraws from a different nursing course with a grade less than “B,” the withdrawal will count as the second unsuccessful course. The student will be separated from the SON.

   b. Withdrawal from Two Nursing Courses when Failing:
      i. If a student withdraws from two nursing courses with a grade less than a “B” (whether in the same semester or two different semesters) the student will be separated from the SON. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for separation.

Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.

If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses as identified in the current graduate catalog, the student will not be allowed to progress. All prerequisite or co-requisites nursing courses must be successfully completed prior to progression to any nursing course scheduled in subsequent semesters.

SUSPENSION FROM THE SCHOOL OF NURSING:
Based on Unsafe or Unprofessional Conduct
In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the School of Nursing must act in a safe and professional manner. Unsafe or unprofessional behavior in a clinical or classroom area may be grounds for immediate suspension from a nursing class, regardless of previous academic or clinical performance. If a student receives two suspension notices (either in the same semester or in different semesters) the student will be separated (dismissed) from the School of Nursing.

In accordance with (1) the School of Nursing’s purposes and (2) classroom/clinical objectives, examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient care; failure to seek appropriate assistance with new or unfamiliar procedures; questionable decisions based on expected knowledge level, lack of insight and understanding of own behaviors and behaviors of others; a requirement for continuous detailed supervision or direction to provide safe patient care; dishonest or unprofessional interactions with patients, families, staff, faculty or peers; engaging in practice when not mentally or physically fit; placing or leaving a patient in a hazardous condition or circumstance; and working the night shift or the previous eight hours prior to a scheduled clinical experience. These examples are in harmony with behavioral expectations of graduate nurses regulated by NRS Chapter 632.

Steps in Suspension Procedure:
1. The preceptor and clinical instructor of record will make the initial judgment as to a student's unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the clinical instructor of record has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the class can be made.

2. The behavior or incident will be documented in way of anecdotal notes by the clinical instructor of record (and/or preceptor/clinical agency personnel if appropriate).
3. The clinical instructor of record in consultation with the MSN Program Coordinator and Associate Dean of Academic Affairs will determine if the student may continue in the class or is to be administratively dropped from the class. The Associate Dean of Academic Affairs will consult with the student and other parties as appropriate.

4. The student will be notified in writing within five (5) working days of suspension from the course or steps necessary to continue in the course, if continuation is determined to be applicable.

5. Serious cases of misconduct, as defined by the Rules and Disciplinary Procedures for Members of the University Committee, will be referred to the administrative officer of this committee for appropriate action. From that referral point, the policies and procedures detailed in Chapter 6 of the UCCSN Code will be followed.

INCOMPLETE:
An incomplete grade can be granted in content/lecture type courses, designed to be completed within one semester, and where the student has failed to complete all of the requirements. The instructor is responsible for determining if the reason for non-completion is satisfactory. An “I” grade is given only when a minor part of the course work remains incomplete and the major portion has been completed at a level which is clearly passing. Graduate students receiving an “I” grade in 600 or 700 level courses have one calendar year to complete all requirements and remove the “I” grade; however, the instructor may require that the Incomplete be made up in less time. The School of Nursing students must complete the requirements prior to enrollment in any classes in which the incomplete course is a prerequisite course. If course requirements are not completed within the time frame indicated by the instructor or within one year, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly. Students who are making up an incomplete do not re-register for the course, but make individual arrangements with the instructor who assigned the "I."

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar.

APPEAL PROCEDURES FOR GRADUATE STUDENTS
 Appeals are requests for consideration of an admission decision, course grade, alleged unfair practice, and relief or waiver from a UNLV policy or requirement. Appeals must be filed with the Graduate College office (FHD 309) in a timely manner. The Graduate College office must receive grade appeals within 60 calendar days from the last day of the term/semester in question. The Registrar’s Office must receive notification to change a grade due to clerical error within 60 calendar days from the last day of the term/semester. Each appeal is reviewed individually and a decision will be based on the merits and the documentation provided.

It is the student’s responsibility to provide a clear and concisely written statement of the appeal and to provide all relevant documentation to be reviewed. Written appeals must include:

1. UNLV Graduate College Appeal Form as a cover sheet
2. Written Statement of Appeal addressed to the appropriate UNLV administrator
3. Relevant documentation and support. For example, documents may include medical records, work verification, police reports, death certificates, airline receipts, letters from professors on University letterhead, transcripts, etc.

If the issue is not resolved between the student and the course instructor, a written appeal should first be directed to the SON PhD Coordinator. If the problem remains unresolved to the student’s satisfaction, appeals must be directed in progressive order to the Associate Dean for Academic Affairs, SON Dean, then subsequently to the Graduate Dean. The Graduate Dean may act to resolve the problem or request the Graduate College Committee on Graduate Student and Faculty Issues to review the problem and make their recommendation to the Graduate Dean. The Graduate Dean will inform the student of the final decision.

The Graduate College Graduate Student and Faculty Issues Committee is the designated University Committee to hear graduate student and faculty appeals and is composed of graduate faculty and graduate student representatives. Each appeal is reviewed individually and a decision will be based on the merits and the documentation provided. In addition,
colleges/schools and departments may have varying methods of processing appeals. Your colleges/schools and department should be contacted for specific policies and procedures.

**SOCIAL MEDIA USE:**
As nursing students, you will be expected to represent the University and the SON in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels”.

**BENEFITS OF SOCIAL MEDIA:**
Social media allows student nurses to interact with colleagues when separated by geography or other factors. Student nurses can build on relationships and develop a professional presence online. Social media can benefit the students in the academic setting in a variety of ways, including fostering professional connections, promoting timely communication between peers, and educating and informing students of upcoming events and deadlines.

**EXAMPLES OF BENEFITING FROM SOCIAL MEDIA USE:**
1. Social media provides an outlet for professional networking, building new relationships and fostering existing relationships.
2. Social media can be an excellent tool for exchanging knowledge among peers and classmates.
3. New dialogues and the sharing of nursing or healthcare information, including research and best practices, can be more fluid through social media platforms.
4. Social media use is an efficient way to bring nursing and healthcare issues to individuals who are not familiar with current nursing and healthcare trends.
5. Social media presents an opportunity to fine tune one’s online professional presence, while contributing to a continued positive image of the nursing profession.

**EXPECTATIONS:**
1. Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a UNLV School of Nursing student.
2. HIPAA guidelines must be followed at all times. Do not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient’s rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
3. Never refer to anyone in a disparaging manner (including, but not limited to UNLV School of Nursing students, faculty members and staff and hospital facilities and staff) even if the person cannot be identified with the information stated.
4. Do not refer to patients, staff members, faculty members, or other students in a derogatory, threatening or harassing manner regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyber-bullying, and written or verbal threats. This includes conduct that is disorderly, obscene, lewd, indecent, or a breach of peace. Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the University student handbook.
5. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university.
6. Do not use UNLV or School of Nursing marks, such as logos and graphics, on personal social media sites. Do not use UNLV’s name to promote a product, cause, or political party or candidate. Do not post content or otherwise speak on behalf of UNLV or UNLV School of Nursing unless authorized to do so.
7. Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration. It is expected that during clinicals, use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
8. No personal phone conversations, texting or social media are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class or clinical, the student is asked to leave the classroom or patient/client care area and respond as deemed necessary. If using your cell phone to communicate with your clinical instructor, please avoid patient/client care areas. Absolutely no use of your phone should occur in the patient/client’s room.

9. Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

10. No student shall video record or photograph professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility. Even with permission, videos or photographs of patients/clients shall never be posted on social media sites.

11. Audio recording of lectures is at the discretion of the instructor and should only be used for educational purposes. Recordings should not be tampered with or manipulated in any way. Recordings cannot be uploaded online in any form.

12. Be aware of your association with UNLV in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on UNLV’s behalf, unless you are authorized to do so in writing. HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.

13. Ultimately, you have sole responsibility for what you post. No post should ever be considered “private” on the internet. Be smart about protecting yourself, your and others privacy, and confidential information.

14. Do not “tag” or use a “hashtag” that contains the clinical facility, its employees or UNLV School of Nursing, its students and employees.

15. Student nurses, faculty and staff have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

CONSIDERATIONS:

1. There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

2. If students decide to have a group page, but have it set to private/closed group, keep in mind it isn’t private and still follow the other guidelines outlined in this policy.

3. Never post or share information about tests or test questions in any venue.

4. Future employers hold you to a high standard of behavior. By identifying yourself as an UNLV student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

5. Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.

6. Respect your audience.

7. Adhere to all applicable university privacy and confidentiality policies.

8. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

9. Employers are increasingly conducting Web searches on job candidates before extending offers.

10. Be sure that what you post today will not come back to haunt you.

11. Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

12. Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

13. You are responsible for regularly reviewing the terms of this policy.
CHAPTER V
POLICIES SPECIFIC TO THE SON PhD PROGRAM

C-15: PhD IN NURSING PROGRAM
COMPREHENSIVE EXAMINATION POLICIES AND PROCEDURES

POLICY: The Comprehensive Examination will occur during the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797). The student must pass the Comprehensive Examination prior to enrollment in Dissertation. This policy is supplemental to those of the UNLV Graduate College and describes the policy of the School of Nursing PhD in Nursing Program, which, in addition to all UNLV Graduate College policies, applies to students in this program. Should there be a conflict between this policy and those of the UNLV Graduate College, Graduate College policies will prevail.

RATIONALE: The purpose of the Comprehensive Examination is to assess a doctoral student’s readiness to begin the doctoral dissertation. Specifically, the examination will evaluate a student’s written and oral articulation of a possible dissertation research focus or problem.

PROCEDURE:

I. Activities for the formation of the Comprehensive Examination Committee
   A. The Student should have committee chair and committee members selected by the Fall semester of the second year of enrollment in the program.

II. Composition of the Comprehensive Examination Committee
   A. The Comprehensive Examination Committee is composed of the nursing faculty members of the student’s dissertation committee. In accordance with UNLV Graduate College policy, all Comprehensive Examination Committee members have expertise in some aspect of the student’s area of research concentration. The chairperson of the Comprehensive Examination Committee will also serve as the chairperson of the dissertation committee.

III. Preliminary Dissertation Meeting 1 (PDM1)
   A. During the fall semester of the second year of study, the student and committee members (Graduate College Representative member optional) will meet for PDM1 to discuss the broad dissertation topic the student is interested in pursuing. This meeting may be in person or a conference call as approved by the committee. The Student should prepare a 1 page document which broadly identifies the research problem, purpose, sample, design, significance and feasibility of the study. The student is responsible for scheduling the meeting with committee members and reserving the room if the meeting is face-to-face.

IV. Preliminary Dissertation Meeting 2 (PDM2)
   A. During the semester prior to scheduling the comprehensive exam, the student and committee (including Graduate College Representative member) will meet, and the student will present a more specific dissertation topic plan. This plan should be no more than 5 pages and could be a short narrative, a schematic, a table or an outline which identifies the research problem, purpose, framework, sample, design, and methods. This meeting may be in person or a conference call as approved by the committee. The student is responsible for scheduling the meeting with committee members and reserving the room if the meeting is face-to-face.

V. Scheduling of the Comprehensive Examination and Finalizing Committee Appointment Approval
   A. Before, but no later than the second week of the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797), the student is responsible for scheduling a meeting with the chairperson of the Comprehensive Examination Committee to determine the dates for completing the written and oral components of the Comprehensive Examination. The three dates to discuss are: a) the beginning of the three week independent
work period (must start no later than week 8 of the semester, b) submission of the written comprehensive exam (submitted no later than week 11 of the semester) which must be submitted 3 weeks before the oral exam and c) the date of the oral comprehensive exam (which must be held no later than week 14 of the semester). Upon identifying tentative dates, the student contacts the two other Comprehensive Examination Committee members to confirm their acceptance of these dates. Upon committee agreement of exam dates, the student is responsible for reserving the room for the oral comprehensive exam.

B. Once these dates have been agreed upon by the student and Comprehensive Examination Committee members, the chairperson of the Comprehensive Examination Committee completes the PhD in Nursing Program Appointment of Comprehensive Examination Committee Approval Form (Attachment #1), which identifies the Comprehensive Examination Committee membership. A signed copy of this approval form is distributed to the student, the Comprehensive Examination Committee members, and the PhD Coordinator. The PhD Coordinator will place a copy of this approval form in the student's academic file.

C. During the agreed upon 3 week independent work period, between the start and completion dates of the written component, the student must refrain from discussing the written component of the Comprehensive Examination with all Comprehensive Examination Committee members and all other SON faculty and past or present students as well as seeking any consultation assistance outside of the SON. The student is strongly advised to meet with the chairperson prior to the independent work period start date to review the guidelines to assure compliance with this procedure.

VI. The Written Component of the Comprehensive Examination

A. The written component must be started and completed no later than the 11th week of the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797).

B. The student will write a dissertation pre-proposal paper following the guidelines described in the PhD in Nursing Program Guidelines for the Comprehensive Examination (Attachment #2). Once the start date begins, the student must comply with the independent work period activities as described in IC above.

C. The student must deliver via e-mail a completed written component to each Comprehensive Examination Committee member no later than three weeks before the date of the oral component. The student must ensure that each committee member has received a copy of the written component. The student is strongly advised to contact each member by e-mail or telephone to verify receipt. A delay in receipt could delay the oral component.

D. If a student is unable to complete the written component of the Comprehensive Examination because of illness or other emergency, the student must notify the chairperson in writing before the scheduled date. The chairperson will notify the other committee members and the PhD Coordinator. The student must reschedule the completion date, and possibly, the date of the oral component.

E. The Comprehensive Committee will complete their review and evaluation of the written component by 1 week prior to the date for the oral component and will submit their evaluation to the chair of the committee using the Rubric for Evaluation of Written and Oral Comprehensive Examination (Attachment #3). The written component is graded as pass/fail. A passing grade must be unanimous from the Comprehensive Examination Committee members. No later than 1 week prior to the oral exam, the committee chair will notify the student whether or not she/he has passed the written exam. If the student does not pass the written exam, the oral comprehensive exam will not be held. The committee chair will notify the PhD coordinator if the student fails the written exam. The student will receive a copy of the completed Rubric for Evaluation of Written and Oral Comprehensive Examination from each committee member, (Attachment #3) for the written exam.
VII. The Oral Component of the Comprehensive Examination
   A. The student must travel to the UNLV campus for the oral component of the Comprehensive Examination.
   B. The oral component must be held 3 weeks after submission of the written component to the Comprehensive Examination Committee. The 14th week of the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797) is the last possible week for the oral component.
   C. The student will prepare an informal presentation. The content and format will follow the PhD in Nursing Program Guidelines for the Comprehensive Examination (Attachment #2). Following the presentation, Comprehensive Examination Committee members will ask questions concerning the written and oral content.
   D. After the question-and-answer session, the chairperson will ask the student to leave the room. In the student’s absence, committee members will complete the Rubric for Evaluation of Written and Oral Comprehensive Examination (Attachment # 3) for the oral component and submit to the chairperson. Then the chairperson will ask the student to return to the room and then inform the student of the grade of the oral component of the Comprehensive Examination. The student will receive a copy of the Rubric for Evaluation of Written and Oral Comprehensive Examination (Attachment #3) for the oral component from each committee member. The student must receive a passing grade from all Comprehensive Examination Committee members for oral component of the comprehensive examination. The committee chair will notify the PhD coordinator if the student fails the oral comprehensive exam.
   E. If the student is unable to complete the oral component because of illness or other emergency, the student must notify the chairperson in writing before the scheduled date. The chairperson will notify the other committee members and the PhD coordinator. The student must reschedule the oral component as soon as possible. If the oral component cannot be rescheduled within 3 weeks of the completion date of the written component, then enrollment in Dissertation (NURS 797) will be delayed accordingly.

VIII. Passing/Failing the Comprehensive Examination
   A. A student receiving a passing grade for both the written and oral components of the Comprehensive Examination may enroll in Dissertation (NURS 797).
   B. Passing both components of the Comprehensive Examination does not preclude any changes to the dissertation. Changes may be made as deemed necessary by the student, the dissertation committee, or both.
   C. If the student does not pass the written exam, the oral exam will not be held.
   D. A student who does not pass the initial written, oral, or both components must repeat the failed component(s) before enrollment in Dissertation (NURS 797). The student is responsible for scheduling a re-examination of the failed component(s).
   E. If the student does not pass the written exam, she/he must schedule the written exam for the second time no earlier than 3 months and no later than 6 months after the first attempt and follow the same semester date deadlines outlined in III A-E for independent work period, written exam submission and scheduling of written exam. During the time prior to the independent work period for the second written exam attempt, the student may work with the chair and committee members to identify weak areas to prepare for the second written attempt.
   F. If the student passes the second written exam, she/he will proceed with the oral exam. If the student passes the oral exam, the committee members will complete the Rubric for Evaluation of Written and Oral Comprehensive Examination. A student receiving a passing grade for both the written and oral components of the Comprehensive Examination may enroll in Dissertation (NURS 797).
G. **If the student does not pass the written exam second attempt**, she/he will be **separated** from the program.

H. If the student **does not pass the oral exam** after attempting and **passing the second written exam**, he/she will follow the steps outlined below when taking the oral exam for a second time.

I. If the student **does not pass the oral exam** after the first attempt, the student must schedule the second oral exam **no earlier than 3 months and no later than 6 months** after the first attempt and follow the same **semester date deadlines** outlined in IV A-E for independent work period, and scheduling of oral exam.

J. During the time prior to scheduling the second oral exam attempt the student may work with the chair and committee members to identify weak areas to prepare for the second attempt.

K. If the student **passes the second oral exam**, the committee members complete the **Rubric for Evaluation of Written and Oral Comprehensive Examination**. A student receiving a passing grade for both the written and oral components of the Comprehensive Examination may enroll in Dissertation (NURS 797).

L. **If the student does not pass the second oral exam** she/he will be **separated** from the program.

Approved by Academic Affairs: 7/21/2008, 11/15/2010, 1/12/2015
Approved by Faculty Organization: 8/04/2008, 1/6/2011, 1/26/2015
Approved by Dean: 8/04/2008, 1/6/2011, 1/26/2015
C-15: PhD IN NURSING PROGRAM
ATTACHMENT #1

APPOINTMENT OF COMPREHENSIVE EXAMINATION COMMITTEE
APPROVAL FORM

Student Information:

Name _____________________________________________________________
Address __________________________________________________________________
City __________________________ State ______ Zip __________
Phone Number ___________________________________________________________
E-Mail Address __________________________________________________________

Committee Composition:

(Signatures connote acceptance to serve on the above student's PhD in Nursing Program Comprehensive Examination Committee).

__________________________ ____________________________
Advisor – Chairperson Date

__________________________ ____________________________
Member Date

__________________________ ____________________________
Member Date
GUIDELINES FOR THE COMPREHENSIVE EXAMINATION

The purpose of the Comprehensive Examination is to assess a doctoral student’s readiness to begin the doctoral dissertation. Specifically, the examination will evaluate a student’s written and oral articulation of a possible dissertation research focus or problem.

I. Written Component of the Comprehensive Examination
   A. The written component of the Comprehensive Examination is a formal dissertation pre-proposal paper (maximum length of 20 double-spaced pages with one inch top, bottom, left, and right margins, excluding reference list, tables or appendices). The paper’s content is described below.

II. Oral Component of the Comprehensive Examination
   A. The oral component of the Comprehensive Examination consists of a 20-minute informal oral presentation by the student and a question-and-answer session. The presentation’s content is described below. A student may utilize a whiteboard only for displaying a graphic description of the study framework during the presentation. PowerPoint slides may be used, but the student must follow the 7/7/7 rule. No more than 7 slides, no more than 7 lines to a slide and no more than 7 words in each line. After the presentation, a question-and-answer session will be held. The Comprehensive Examination Committee will ask the student to respond to questions about the written and oral content.

III. Content of the Written and Oral Components of the Comprehensive Examination
   A. The content of the written and oral components of the Comprehensive Examination should address four major areas:
      1. Dissertation Focus or Problem
         a. Identification of the focus or problem and its scope. Delineation of the significance of the focus or problem to the discipline of nursing. A description of the gaps that this focus or problem addresses in the state of the science or the potential discovery of new knowledge. A description of the research purpose or specific aims.
      2. Review of Literature
         a. A synthesis of the state of the science (current evidence) relevant to the focus or problem. A critique of the state of the science relevant to the focus or problem to highlight the innovation of scientific inquiry into this focus or problem. A research purpose or specific aims that logically flow from the synthesis and critique of the state of the science.
      3. Theory /Conceptual Framework (If Applicable)
         a. If applicable, an explanation of the theoretical or conceptual basis of the focus or problem.
      4. Methods
         a. A description of the scientific approach (e.g., design and procedure, sample [size, selection method, inclusion and exclusion criteria], study variables, data collection methods and procedures, and data analysis) to address the focus or problem. A scientific and comprehensive justification or rationale for all aspects of the scientific approach.
C-15: Attachment #3

RUBRIC FOR EVALUATION OF WRITTEN AND ORAL COMPREHENSIVE EXAMINATION

Reviewers: please fill in the circle ☐ for each element that best reflects your evaluation of that section along with any feedback in the Reviewer Comments column. Note: ANY unsatisfactory rating requires specific comments in the corresponding comment section.

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<th>ELEMENT</th>
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<td>What is the issue? Does not describe or partially describes the problem or focus that this study will explore/answer.</td>
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<td>What will it add? Provides a full description of the gaps that this study will address in the state of the science or the potential discovery of new knowledge.</td>
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<td>What will it add? Does not describe or incompletely describes the gaps that this study will address in the state of the science or the potential discovery of new knowledge.</td>
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<td>What is the value and relevance of the science? For the literature review, does not provide or partially provides a rationale critique (ie., bias, sample size) and how this affects the merit of that work.</td>
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<td>How does the research purpose or aims fit/flow from what is known? Explains how this literature facilitates understanding the purpose of this research.</td>
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<td>How does the research purpose or aims fit/flow from what is known? Does not explain or only partially explains how this literature facilitates understanding the purpose of this research.</td>
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<td>THEORETICAL UNDERPINNINGS: Theory/Conceptual Framework</td>
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<td>What is the theoretical or conceptual underpinning(s) that guide this study? Fully describes the theories and/or concepts that guide the study and why it has been chosen.</td>
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<td>What is the theoretical or conceptual underpinning(s) that guide this study? Does not describe or incompletely describes the theories and/or concepts that guide the study and why it has been chosen.</td>
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<td>What are the research questions or hypotheses? Clearly details all research questions and/or hypotheses that the research study will answer.</td>
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<td>What research method is being used? Provide a complete description of the type of research method or methods being used as well as a rationale justification for why this is the best approach.</td>
<td>What research method is being used? Does not provide or incompletely describes the type of research method or methods being used as well as a rationale justification for why this is the best approach.</td>
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| What are the procedures for the study? Provides a complete description of the intended sample (including selection method, representation, justification for size), study variables (independent and dependent), data collection methods (steps involved in collecting all data), data analyses (how will data be analyzed and sound rationale for why those methods will be used (applies to all statistical tests and/or qualitative analyses). Ties decisions regarding research methods back to research focus and questions and theoretical | What are the procedures for the study? Does not describe or incompletely describes the specifics of the intended sample (including selection method, representation, justification for size), study variables (independent and dependent), data collection methods (steps involved in collecting all data), data analyses (how will data be analyzed and sound rationale for why those methods will be used (applies to all statistical tests and/or qualitative analyses). Does not address or incompletely addresses how decisions regarding research
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PhD IN NURSING PROGRAM  
COMPREHENSIVE EXAMINATION EVALUATION SHEET  
ATTACHMENT #3 Part 2

Student: _____________________________

Check type of feedback:  
___ Written Component  
___ Oral Component

Please state if this section was passed or failed. Reason for passing or failing should be validated in Attachment 3 Part I and that document should be attached to the document. All among members of the student’s dissertation committee should sign this form.

1. Dissertation Focus or Problem:

2. Review of Literature:

3. Theory/Conceptual Framework (If Applicable):

4. Methods:

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CHAPTER VI
FEES, EXPENSES AND FINANCIAL ASSISTANCE

Tuition and Fees
Detailed information concerning tuition and fees is found on the Graduate College web site at: http://www.unlv.edu/graduatecollege

Financial Assistance
Students should check with the Office of Student Financial Services for specific scholarships/loans available. The Office of Student Financial Services can provide the necessary forms to be submitted. This office is located in the Student Services Complex, Room 232 (702-895-3424). To facilitate application the student should complete the Free Application for Federal Student Aid (FAFSA) on the Web (https://fafsa.ed.gov/).

Scholarships available to graduate students in all disciplines: Scholarships for which all graduate students on campus may apply are identified in the Graduate Catalog. Students should check with the Graduate College web page for the latest information on Graduate Scholarships and Fellowships.

Scholarships available to students enrolled in the Graduate Program in Nursing: A number of scholarship and fellowship opportunities are available through the SON. Please review the School website for up-to-date information on these opportunities (http://www.unlv.edu/nursing/student-resources/scholarships). Below is a description of some of these opportunities.

Zeta Kappa Chapter at UNLV of Sigma Theta Tau International Research Scholarships: Competitive awards provided to members of the honor society for completion of research projects or as awards for winning the research poster competition. Information may be obtained from the Zeta Kappa Chapter of Sigma Theta Tau International website: http://zetakappa.nursingsociety.org/Home

Nurse Faculty Loan Program:
This is a federal forgiveness loan program for individuals pursuing an advanced degree in nursing education. Tuition, fees and books are covered by this loan. A student may obtain this loan for up to 5 years as long as the student is enrolled. Within 12 months of graduation the student must find employment teaching in a school of nursing. At the end of each of the first three years 20% of the loan is forgiven and at the end of the 4th year of employment teaching in a school of nursing another 25% of the loan is forgiven. A call for applications will be sent via the list serve when the School of Nursing is notified of award.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in the SON. A graduate assistant (GA) may be employed to teach or assist faculty involved in research and other scholarly activities. A limited number of graduate assistantships are available. These positions are subject to the provisions listed below.

Value/Benefits of Being a GA
Opportunity to:
• apply what you learned in research class
• get-to-know nursing faculty and staff (and possibly other UNLV faculty/staff)
• learn skills that are not taught in the classroom
• be mentored
• experience potentially life-changing events
• get paid to think and be creative
• stay below the high-tax bracket and have a portion of your tuition paid
• learn things that could help you write a capstone paper, professional paper, thesis, or become a faculty member
GA Hiring Process and Qualifications

1. Each spring the department chairs will coordinate the advertising and hiring of GAs. However, the number of graduate assistantships will be dependent on funding. In general, graduate students will receive notice of the graduate assistantship opportunities along with a GA Interest Form. Graduate students can indicate their interest by e-mailing a completed GA Interest Form to the SON department Administrative Assistant. The department chairs will review the submitted GA Interest Forms. If chosen the department chairs will meet with students to talk about the University and SON GA guidelines. During this meeting the Department Chair will discuss a possible match to an appropriate assignment.

   Upon approval by the Department Chair a letter of appointment with information regarding planning week will be sent to each GA. Under extenuating circumstances, graduate assistantships may be filled after August 1.

2. A GA must have Graduate Standing (master’s or PhD student) status at the start of the GA appointment.

3. A graduate assistantship is normally offered for 9 months, starting mid-August and ending mid-May (The starting date for newly admitted graduate students may be August 1). A GA is expected to spend 20 hours per week on GA duties. A new application must be made for each year. If a GA does not make satisfactory academic progress or does not satisfactorily perform assigned duties, the graduate assistantship may be terminated.

4. An incomplete grade on the academic record will terminate the graduate assistantship for the following semester. A student with an incomplete may not receive a graduate assistantship.

5. Currently, a 9-month graduate assistantship carries a stipend of $10,000 for a master’s student and $13,000 for a PhD student. In addition, fee waivers are normally approved for course work directly related to the degree program. This tuition waiver covers approximately 87% of the per credit hour fee. The out-of-state tuition is waived while the GA is on contract. Additionally, both master’s and PhD students can apply for supplemental fellowships.

6. During the fall and spring semesters, a GA is expected to carry a minimum of 6 credits. Exceptions will be permitted only with specific written consent of the Deans of SON and Graduate College.

7. A GA may not accept employment on or off campus until they have received written permission from the Deans of SON and Graduate College. Generally, GAs can work up to 12 hours off campus per week.

8. Graduate assistantship offers are only valid if signed by the Graduate Dean.

Graduate Assistantship Duties and Expectations

Under the supervision of a faculty GA mentor, the GA may:

1. Conduct learning experiences with students in the classroom, clinical area, Learning Resource Laboratory, or other instructional setting;
2. Prepare instructional material;
3. Consult with students regarding course content;
4. Evaluate and grade student's performance; and
5. Assist faculty with research such as library research, data collection and data entry.

A GA is expected to …

- do high-quality work.
- be responsible/accountable.
- show initiative.
- think critically.
- communicate respectfully and professionally.
A GA is expected to attend mandatory university GA workshops and the SON GA Orientation. A GA will be informed of these workshops and the orientation in their appointment letter. The GA Orientation will be held during the orientation week in September.

A GA is expected to complete two contracts:

- 1) Graduate College Graduate Assistantship Contract and
- 2) SON GA Contract.

These contracts must be completed before the GA appointment starts. Copies of these contracts will be provided by the Graduate College and SON, respectively.

A GA is expected to maintain a log that describes specific GA activities. Information about the logs will be provided in the GA Orientation.

A GA is expected to attend an end-of-semester progress meeting. The objectives of this meeting are to obtain feedback from the GA about the experience and review semester activities. The meeting will be arranged by the Department Chairs.

A GA in the SON is not considered a member of the program, department, or school faculty organizations. However, a GA may hold membership as students on graduate program standing committees according to the SON by-laws. See the Graduate College Policy Manual for Graduate Assistantship Regulations and Policies on the web at http://www.unlv.edu/graduatecollege
APPENDIX 1:  

PhD Student Information – The Path to Dissertation

This page is only a guide designed to help you understand the dissertation process; it is not complete, comprehensive instructions. For complete information on the dissertation process, please refer to the following:

- School of Nursing Policy C-15
- PhD Handbook
- Videos in WebCampus
- Graduate College (http://www.unlv.edu/graduatecollege)

**TIMELINE**

PDM1 – Student should complete during semester in NURS 785
PDM2 – Student should complete during beginning of semester in NURS 790 & 791 or end of previous semester
Comps – Student should complete during semester in NURS 790 & 791 (final course work)
Dissertation Prospectus – Student should complete during the first semester of Dissertation (NURS 797)
Dissertation Defense – Student should schedule and complete when the committee feels that the student is ready

**PROCESS**

**PDM1 (Preliminary Dissertation Meeting 1)**
The purpose of the PDM1 is for the student to start identifying his/her dissertation topic. The semester the student is enrolled in NURS 785, he/she should schedule and complete the PDM1 by completing the following steps:

- Ask faculty members to be on the committee (outside member not required yet).
- Prepare a one-page document that identifies the research problem, purpose, sample, design, and significance of the study student will be doing for his/her dissertation.
- Schedule the PDM1 meeting with the committee members. The meeting may be done in person or by conference call (the outside member does not need to attend).
- Once the meeting is scheduled, contact designated doctoral Administrative Assistant with the meeting details (date, time, location, and committee members).
- The student and committee members will meet to discuss the broad dissertation topic the student is interested in pursuing (using the one-page document).
- As appropriate, the committee will help the student focus his/her research topic.

**PDM2 (Preliminary Dissertation Meeting 2)**
The purpose of the PDM2 is for the student to refine his/her dissertation plan and prepare for Comps. The semester the student is enrolled in NURS 790 & 791 (or the end of the previous semester), he/she should schedule and complete the PDM2 by completing the following steps:

- Confirm faculty members on the committee and ask new members if needed.
- Prepare a dissertation plan that is no more than five pages (Times New Roman, 12 pt font, double spaced). This plan can be a short narrative, a schematic, a table, or an outline that identifies the research problem, purpose, framework, sample, design and methods of research.
- Schedule the PDM2 meeting with the committee members. The meeting may be done in person or by conference call (the outside member needs to attend).
- Once the meeting is scheduled, contact designated doctoral Administrative Assistant with the meeting details (date, time, location, and committee members). The Administrative Assistant will send the student Attachment #1 from Policy C-15 “Appointment of Comprehensive Examination Committee Approval Form” to complete and return to her before the PDM2 meeting.
- The student must complete Attachment #1 (except signatures) from Policy C-15 “Appointment of Comprehensive Examination Committee Approval Form” before the meeting and turn in to
designated Administrative Assistant. The Administrative Assistant will distribute the complete, signed form to the student, Chair, committee members, and PhD Coordinator.

- One week prior to the PDM2 meeting (or earlier), the student must send the committee members his/her dissertation plan.
- The committee chair or student will take notes on the meeting and provide them to the designated doctoral Administrative Assistant.
- At the end of the PDM2, the student should be clear on the expectations for Comps. If that is not the case, the student needs to follow up with the committee chair.

NOTE: The PDM2 is not a test, but an opportunity to allow committee members to ask questions about the topic and to give suggestions on the purpose, theory, sample, design, and methods. The student should be prepared to speak to the points in the plan if the committee asks for more information. Remember this is an opportunity for the committee to guide the student in a direction to be successful in the Comprehensive Exam and help to identify any major flaws in the plan.

**Comps**
The semester the student is enrolled in NURS 790 & 791 (or the last required courses) he/she should schedule and complete Comps by completing the following steps:

- By no later than the second week of the semester, the student is responsible for scheduling a meeting with the Chairperson of his/her committee to determine the dates for completing his/her written and oral comps. The three dates to discuss are:
  1) The beginning of the three week independent study work period. This is where the student must refrain from speaking to his/her committee. It must start no later than Week 8 of the semester. (Please see Policy C-15 regarding the guidelines to follow during the independent study work period.)
  2) Submission of the written comp exam. This must be submitted no later than Week 11 of the semester and must be three weeks before oral comps.
  3) The date of the oral comp exam. This must be held no later than Week 14 of the semester.
- Upon identifying tentative dates, the student must contact the two other committee members to confirm their acceptance of these dates.
- Once the date has been set, it is the student’s responsibility to contact the designated doctoral Administrative Assistant to reserve a room for the oral comps.
- Once the dates are set, follow the guidelines in Policy C-15 to ensure correct completion of all steps:
  1) Independent Study Work Period
     - See Policy C-15 regarding the guidelines to follow during the independent study work period.
  2) Written Comps
     - See Policy C-15, Attachment #2 “PhD in Nursing Guidelines for the Comprehensive Examination”
     - Deliver written comps to committee no later than three weeks before date of oral comps
     - Receive pass/fail grade from committee (fail means no oral comps). Please review PhD handbook for further instructions.
  3) Oral Comps
     - Student must travel to the UNLV campus for oral comps
     - Prepare informal presentation - See Policy C-15, Attachment #2 “PhD in Nursing Guidelines for the Comprehensive Examination”
     - After the presentation is a question and answer period with the committee, then the student leaves the room while the committee completes the Rubric for Evaluation of Written and Oral Comprehensive Examination (Policy C-15, Attachment #3)
• Receive pass/fail grade from committee
  o A student receiving a passing grade for both the written and oral components of the Comprehensive Examination may enroll in Dissertation (NURS 797).
  o A student who does not pass the initial written, oral, or both components must repeat the failed component(s) before enrollment in Dissertation (NURS 797). The student is responsible for scheduling a re-examination of the failed component(s). Please review PhD handbook for further instructions.

**Dissertation Proposal/Prospectus**

The first semester the student is enrolled in NURS 797, he/she will begin developing and researching his/her dissertation proposal/prospectus. (Synonym for dissertation proposal = dissertation prospectus or executive summary).

• The dissertation proposal/prospectus should be completed by the end of the first semester the student is enrolled in NURS 797, but it may take longer. The dissertation chair will establish if the student is making progress toward a prearranged timeline when components of the dissertation are due to be completed. Lack of progression places the student at risk for failure. However, before the student is failed the chair and the PhD coordinator will meet with the student to inform him or her of her lack of progress as well as actions for remediation. The student will have to schedule a meeting with his/her committee to present his/her dissertation proposal/prospectus. The meeting date should be determined and scheduled by no later than the seventh week of the semester. Once the date is confirmed, it is the student’s responsibility to contact the designated doctoral Administrative Assistant to reserve a room for the dissertation proposal/prospectus meeting.

• The first three to four chapters of the dissertation proposal/prospectus must be submitted to the chair and committee two weeks prior to the proposal/prospectus meeting date. The student also needs to submit a 1 to 2 page abstract. It is recommended you bring an electronic copy to make any edits and submit to the designated doctoral Administrative Assistant after the presentation.

• According to the UNLV Graduate Catalog, the presentation portion of the oral defense will be open to UNLV Graduate Faculty, graduate students, relevant administrators, and approved invited guests. Ten or more days prior to the oral defense, the SON must publicize the date, time, and place.

• Presentation may not exceed 20 minutes.
• Expect the proposal process to last 1 to 1½ hours.

**Dissertation Defense**

• When your committee has decided the student is ready to defend his/her dissertation, the student will complete the following steps. Please also refer to the Graduate College website ([http://graduatecollege.unlv.edu/current/thesis/](http://graduatecollege.unlv.edu/current/thesis/)) for complete Thesis and Dissertation information.

• Student must travel to the UNLV campus for oral dissertation defense

Prior to Coming to UNLV:

• Confirm a defense date with the committee.
• Email designated doctoral Administrative Assistant to reserve a room for the dissertation.
• Brandi will complete the forms needed and email them to the student to be verified. She will also send extra information on the how the dissertation defense process works.
• The Dissertation Approval Form (called DA-Standard) will need to be printed. The student has 2 options:
  1) Bring 2 sheets of 20lb or higher watermark paper to UNLV. Give the paper to the designated doctoral Administrative Assistant in the School of Nursing to print 2 copies of the form.
OR
2) Print 2 copies of the form at home. The student must print in color on 20lb or higher watermark paper.

- The student must let the designated doctoral Administrative Assistant know which of the two options above were chosen.
- The dissertation defense will be open to the public and the defense date, time, and dissertation title will be emailed out to our student and faculty population.
- The student must bring the dissertation on a jump/flash drive so he/she can make needed changes. It is also a good idea for the student to email him/herself the dissertation to be safe.

While at UNLV:

- The student should arrive for his/her defense early in order to get paperwork from Brandi and set up his/her presentation.
- Oral Defense should be no longer than 20 minutes.
- After the defense, the student will need to make any required changes to the dissertation.
- Once the student has completed the necessary changes, he/she must PDF the document and email it to GRAD.TD@UNLV.EDU. The subject line of your email should be Your Name, NSHE ID, Thesis or Dissertation submission, Semester & Year. For example, Jane Doe’s email submission for her thesis in Summer 2015 would have the subject line “Jane Doe, 1235678910, Thesis submission, Summer 2015”

Dissertation Submission Process

For official policy please see the Graduate College website: http://www.unlv.edu/graduatecollege/thesis
**APPENDIX 2:**
School of Nursing Academic Calendar Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Contact Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/4/2015</td>
<td>Last day to pay tuition and fees without a $25.00 per day late</td>
<td>Cashiers Office</td>
</tr>
<tr>
<td></td>
<td>payment fee. Failure to pay in full prior to the start of instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>may constitute withdrawal from all classes.</td>
<td></td>
</tr>
<tr>
<td>9/8/2015</td>
<td>Instruction and late registration begin. Late fee of 25.00 per day</td>
<td>Cashiers Office</td>
</tr>
<tr>
<td></td>
<td>begins.</td>
<td></td>
</tr>
<tr>
<td>9/14/2015</td>
<td>Last day to late register, add courses, change courses, change</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>from audit to credit, or pay fees by 5:00 p.m.</td>
<td>Cashiers</td>
</tr>
<tr>
<td>9/14/2015</td>
<td>Final day to drop or withdraw and receive a 100% refund. No refunds</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>after this day except for total withdrawal from all classes.</td>
<td>Cashiers</td>
</tr>
<tr>
<td>9/14/2015</td>
<td>Final day to pay fees with $250.00 late penalty. Failure to pay may</td>
<td>Cashiers</td>
</tr>
<tr>
<td></td>
<td>constitute withdrawal from all classes.</td>
<td></td>
</tr>
<tr>
<td>10/16/2015</td>
<td>Final day to <strong>completely withdraw</strong> from all classes and receive a</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>50% refund.</td>
<td>Cashiers</td>
</tr>
<tr>
<td>11/6/2015</td>
<td>Final day to drop or withdraw from classes or change from credit to</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td>audit except for short courses. Drops and withdrawals will not be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>allowed after this date even with instructor approval. Drops should</td>
<td></td>
</tr>
<tr>
<td></td>
<td>be processed by 5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>12/11/2015</td>
<td>Instruction Ends</td>
<td>Registrar</td>
</tr>
<tr>
<td>12/14/2015</td>
<td>Final Examination begins</td>
<td>Registrar</td>
</tr>
<tr>
<td>12/18/2015</td>
<td>Final Exam ends</td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>12/18/2015</strong></td>
<td><strong>Fall trimester ends</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td>12/22/2015</td>
<td>Final grades due in MyUNLV system by 4:00 p.m.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

**Holidays**

*Labor Day – Monday, September 7, 2015*
*Nevada Day – Friday, October 30, 2015*
*Veteran’s Day – Wednesday, November 11, 2015*
*Thanksgiving Day – Thursday, November 26, 2015*
*Family Day – Friday, November 27, 2015*
## School of Nursing Academic Calendar Spring 2016

### Spring / 2016 Academic Dates
**Monday, January 4 – Friday, April 24**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Contact Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>School of Nursing</em></td>
<td>Description</td>
<td>Contact Office</td>
</tr>
<tr>
<td>1/1/2016</td>
<td>Last day to pay tuition and fees without a $25.00 per day late payment fee. Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.</td>
<td>Cashiers Office</td>
</tr>
<tr>
<td>1/4/2016</td>
<td><strong>Instruction and late registration begin. Late fee of 25.00 per day begins.</strong></td>
<td>Cashiers Office</td>
</tr>
<tr>
<td>1/8/2016</td>
<td>Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.</td>
<td>Registrar Cashiers</td>
</tr>
<tr>
<td>1/8/2016</td>
<td>Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.</td>
<td>Registrar Cashiers</td>
</tr>
<tr>
<td>1/8/2016</td>
<td>Final day to pay fees with $250.00 late penalty. Failure to pay may constitute withdrawal from all classes.</td>
<td>Cashiers</td>
</tr>
<tr>
<td>2/12/2016</td>
<td>Final day to completely withdraw from all classes and receive a 50% refund.</td>
<td>Registrar Cashiers</td>
</tr>
<tr>
<td>3/4/2016</td>
<td>Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.</td>
<td>Registrar</td>
</tr>
<tr>
<td>3/21–3/25</td>
<td><strong>Spring Break</strong></td>
<td></td>
</tr>
<tr>
<td>4/15/2016</td>
<td>Instruction Ends</td>
<td>Registrar</td>
</tr>
<tr>
<td>4/18/2016</td>
<td>Final Examination begins</td>
<td>Registrar</td>
</tr>
<tr>
<td>4/22/2016</td>
<td><strong>Final Exam ends</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td>4/22/2016</td>
<td><strong>Spring trimester ends</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td>4/26/2016</td>
<td>Final grades due in MyUNLV by 4:00 p.m.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

### Holidays
- **Martin Luther King Day** – Monday, January 18, 2016
- **President’s Day** – Monday, February 15, 2016
### Summer / 2016 Academic Dates

**Monday, May 9 – Friday, August 19**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Contact Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/16</td>
<td>Last day to pay tuition and fees without a $25.00 per day late payment fee. Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.</td>
<td>Cashiers Office</td>
</tr>
<tr>
<td>5/9/16</td>
<td>Instruction and late registration begin. Late fee of 25.00 per day begins.</td>
<td>Cashiers Office</td>
</tr>
<tr>
<td>5/13/16</td>
<td>Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.</td>
<td>Registrar Cashiers</td>
</tr>
<tr>
<td>5/13/16</td>
<td>Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.</td>
<td>Registrar Cashiers</td>
</tr>
<tr>
<td>5/13/16</td>
<td>Final day to pay fees with $250.00 late penalty. Failure to pay may constitute withdrawal from all classes.</td>
<td>Cashiers</td>
</tr>
<tr>
<td>6/17/16</td>
<td>Final day to completely withdraw from all classes and receive a 50% refund.</td>
<td>Registrar Cashiers</td>
</tr>
<tr>
<td>7/8/16</td>
<td>Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.</td>
<td>Registrar</td>
</tr>
<tr>
<td>8/12/16</td>
<td>Instruction Ends</td>
<td>Registrar</td>
</tr>
<tr>
<td>8/15/16</td>
<td>Final Examination begins</td>
<td>Registrar</td>
</tr>
<tr>
<td>8/19/16</td>
<td><strong>Final Exam ends</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td>8/19/16</td>
<td><strong>Summer trimester ends</strong></td>
<td>Registrar</td>
</tr>
<tr>
<td>8/23/16</td>
<td>Final grades due in MyUNLV by 4:00 p.m.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

**Holidays**

*Memorial Day-Monday, May 30, 2016*  
*Independence Day – Monday, July 4, 2016*
APPENDIX 3:
School of Nursing Graduate Faculty Directory

School of Nursing
Graduate Faculty Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Alona Angosta</td>
<td>BHS 434</td>
<td>702-895-1218</td>
<td><a href="mailto:Alona.Angosta@unlv.edu">Alona.Angosta@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Lori Candela</td>
<td>BHS 462</td>
<td>702-895-2443</td>
<td><a href="mailto:Lori.Candela@unlv.edu">Lori.Candela@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Michele Clark</td>
<td>BHS 402</td>
<td>702-895-5978</td>
<td><a href="mailto:Michele.Clark@unlv.edu">Michele.Clark@unlv.edu</a></td>
</tr>
<tr>
<td>Ms. Dianne Cyrkiel</td>
<td>BHS 408</td>
<td>702-895-3792</td>
<td><a href="mailto:Dianne.Cyrkiel@unlv.edu">Dianne.Cyrkiel@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Jessica Doolen</td>
<td>BHS 452</td>
<td>702-895-4719</td>
<td><a href="mailto:Jessica.Doolen@unlv.edu">Jessica.Doolen@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Du Feng</td>
<td>BHS 446</td>
<td>702-895-3414</td>
<td><a href="mailto:Du.Feng@unlv.edu">Du.Feng@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Tricia Gatlin</td>
<td>BHS 456</td>
<td>702-895-5935</td>
<td><a href="mailto:Tricia.Gatlin@unlv.edu">Tricia.Gatlin@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Jillian Inouye</td>
<td>BHS 428</td>
<td>702-895-3155</td>
<td><a href="mailto:Jillian.Inouye@unlv.edu">Jillian.Inouye@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Jennifer Kawi</td>
<td>BHS 450</td>
<td>702-895-5930</td>
<td><a href="mailto:Jennifer.Kawi@unlv.edu">Jennifer.Kawi@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Hyunhwa (Henna) Lee</td>
<td>BHS 448</td>
<td>702-895-????</td>
<td><a href="mailto:Hyunhwa.Lee@unlv.edu">Hyunhwa.Lee@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Nada Lukkahatai</td>
<td>BHS 442</td>
<td>702-895-3527</td>
<td><a href="mailto:Nada.Lukkahatai@unlv.edu">Nada.Lukkahatai@unlv.edu</a></td>
</tr>
<tr>
<td>Ms. Cheryl Maes</td>
<td>BHS 412</td>
<td>702-895-2947</td>
<td><a href="mailto:Cheryl.Maes@unlv.edu">Cheryl.Maes@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Nancy Menzel</td>
<td>BHS 460</td>
<td>702-895-5970</td>
<td><a href="mailto:Nancy.Menzel@unlv.edu">Nancy.Menzel@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Carolyn Sabo</td>
<td>BHS 412</td>
<td>702-895-3342</td>
<td><a href="mailto:Carolyn.Sabo@unlv.edu">Carolyn.Sabo@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Reimund Serafica</td>
<td>BHS 440</td>
<td>702-895-5746</td>
<td><a href="mailto:Reimund.Serafica@unlv.edu">Reimund.Serafica@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Barbara St Pierre Schneider</td>
<td>BHS 355</td>
<td>702-895-1216</td>
<td><a href="mailto:Barbara.StPierreSchneider@unlv.edu">Barbara.StPierreSchneider@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Rhigel (Jay) Tan</td>
<td>BHS 426</td>
<td>702-895-3115</td>
<td><a href="mailto:Rhigel.Tan@unlv.edu">Rhigel.Tan@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Diane Thomason</td>
<td>BHS 454</td>
<td>702-895-3175</td>
<td><a href="mailto:Diane.Thomason@unlv.edu">Diane.Thomason@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Susan VanBeuge</td>
<td>BHS 404</td>
<td>702-895-3719</td>
<td><a href="mailto:Susan.VanBeuge@unlv.edu">Susan.VanBeuge@unlv.edu</a></td>
</tr>
<tr>
<td>Dr. Valerie Yu</td>
<td>BHS 452</td>
<td>702-895-3418</td>
<td><a href="mailto:Valerie.Yu@unlv.edu">Valerie.Yu@unlv.edu</a></td>
</tr>
</tbody>
</table>

Note: For information of faculty research interest areas go to: [http://www.unlv.edu/nursing/about-research](http://www.unlv.edu/nursing/about-research)
APPENDIX 4:
School of Nursing Academic Affairs Office and Contact Information

School of Nursing
Bigelow Health Sciences Building (BHS), Room 419
4505 Maryland Parkway, Box 453018
Las Vegas, Nevada 89154-3018
Voice: 702-895-3360 / Fax: 702-895-4807

Associate Dean for Academic Affairs
Dr. Rebecca Benfield
Rebecca.Benfield@unlv.edu
702-895-5045

Coordinator for the Graduate Program (PhD)
Dr. Michele Clark
Michele.Clark@unlv.edu
702-895-5978

Coordinator for the Graduate Program (DNP)
Dr. Carolyn Sabo
Carolyn.Sabo@unlv.edu
702-895-5952

Coordinator for the Graduate Program (MSN)
Dr. Susan VanBeuge
Susan.VanBeuge@unlv.edu
702-895-3719

Coordinator for Baccalaureate Degree Program (BSN)
Ms. Dianne Cyrkiel
Dianne.Cyrkiel@unlv.edu
702-895-3360

Projects Coordinator
Ms. Jill Racicot
Jill.Racicot@unlv.edu
702-895-5920

SON Student Services Director
Ms. Elizabeth Gardner
Elizabeth.Gardner@unlv.edu
702-895-5923
APPENDIX 5:  
School of Nursing Research Office

School of Nursing Research Office  
Bigelow Health Science (BHS)  
4505 Maryland Parkway, Box 453018  
Las Vegas, Nevada 89154-3018

Associate Dean for Research  
Jillian Inouye, PhD, APRN  
Jillian.Inouye@unlv.edu  
702-895-3155

Office of Research Support  
Lisa Escher, Administrative Assistant IV  
Lisa.escher@unlv.edu  
702-895-3105
APPENDIX 6:

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), the University of Nevada, Las Vegas (UNLV) is prohibited from providing certain information from your student education records to a third party. This restriction applies, but is not limited to; your parents, your spouse or a sponsor.

You may, at your discretion, grant UNLV permission to release information about your student education records to a third party by submitting a completed Authorization to Release Confidential Information form. You must complete a separate form for each third party to whom you wish to grant access to information in your student education records. The specified information will be made available only if requested by the student or authorized third party.

As a matter of policy, UNLV reserves the right not to release certain aspects of student records (e.g., registration, grades, grade point average over the telephone or via electronic mail.)

INSTRUCTIONS AND INFORMATION: In order to facilitate the authorization to release education records to listed third parties, please complete this form and deliver it to the UNLV office indicated in Section B or the Office of the Registrar with a photo identification or submit a notarized original by mail to: 4505 S. Maryland Parkway, Box 451029, Las Vegas, NV 89154-1029.

The authorized party must identify himself or herself to the office at each contact and inform us that the authoring paperwork is on file.

<table>
<thead>
<tr>
<th>SECTION A: Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name (Last, First, Middle Initial)</td>
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<tr>
<th>SECTION B: Release</th>
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<tbody>
<tr>
<td>I. Please check one or more of the blanks below to grant authorization to different areas/types of student record information:</td>
</tr>
<tr>
<td>Academic Records (grades/GPA, demographic data, registration, student ID number, academic progress, other enrollment and advising information)</td>
</tr>
<tr>
<td>Financial Aid (awards, application data, disbursements, eligibility, satisfactory academic progress)</td>
</tr>
<tr>
<td>Cashiering &amp; Student Accounts (billing statements, charges, credits, payment, past due amounts, collection activity)</td>
</tr>
<tr>
<td>Housing (account information, room assignment information, situations within the residence halls)</td>
</tr>
<tr>
<td>Advising (advising office records including information collected or disbursed during advising appointments, degree audit materials)</td>
</tr>
<tr>
<td>Other (IF CHECKED, PLEASE SPECIFY):</td>
</tr>
<tr>
<td>II. Purpose of release:</td>
</tr>
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<tr>
<th>SECTION C: Third Party Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, Middle Initial or Agency/Organization Name)</td>
</tr>
<tr>
<td>Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code)</td>
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<tr>
<th>SECTION D: Student Certification</th>
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<tr>
<td>I, the student, understand that by signing this form, that I grant UNLV permission to discuss and/or release information in my education records to the person listed above. I further understand that this form will be kept on permanent file and that I may revoke it at any time by submitting a written request. This authorization does not permit the listed party to make any changes to my education records.</td>
</tr>
<tr>
<td>Student’s Signature</td>
</tr>
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</table>

OFFICIAL USE ONLY

Revised August 2015