



PhD in Nursing

NURSING EDUCATION

POST DNP TO PHD

STUDENT HANDBOOK

Fall 2013 – Summer 2014

"Shaping the Future of Nursing Today"



Welcome from the Dean

I wish to welcome you to the PhD in Nursing Program at the UNLV School of Nursing. The motto of the School of Nursing is "Shaping the future of nursing today." The School of Nursing 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 *Handbook*.

A handwritten signature in cursive script that reads "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 fulfilling. You are taking the steps to become a leader and scholar in the Nursing Profession. Your achievements in this program will qualify you as a future 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 Graduate Program officer and she can be reached 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!

A handwritten signature in cursive script that reads "Michele Clark".

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

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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:

³⁵
¹⁷ *Graduate Catalog* – Policies regarding admission, progress, and graduation
(<http://catalog.unlv.acalog.com/index.php?catoid=2/>).

³⁵
¹⁷ *UNLV Student Conduct Code* – Policies regarding academic conduct at UNLV
(<http://studentlife.unlv.edu/judicial/StudentConductCode.pdf>).

³⁵
¹⁷ *Guide to Preparing and Submitting a Thesis or Dissertation* – Resource for those completing a thesis or dissertation (http://graduatecollege.unlv.edu/PDF_Docs/t&dmanual.pdf).

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

IMPORTANT INFORMATION ABOUT E-MAIL

Please make sure you **activate your Rebelmail account** by going to: <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 (*unlvgradnurse-infoCafe*) which is available to both masters and doctoral students. **Please make sure you are signed up for the listserv because the SON uses the listserve as the mode of communication with nursing graduate students.**

Instructions for signing up for the SON Graduate Student Listserv:

You must **first** activate your **Rebelmail account**. Graduate students can only use their Rebelmail email to subscribe to the SON Graduate Student Listserv. Once you have your Rebelmail account, go into it and:

- Address an email to: listproc@nevada.edu
- Leave the subject blank

- In the body of the email type: subscribe unlvgradnurse-infocafe <your first name> <your last name>

(EXAMPLE: subscribe unlvgradnurse-infocafe john doe)

- Send the email
- You will receive a message telling you that your subscription request needs to be approved. Only Rebelmail UNLV accounts will be approved (see above).
- Your request will be processed.

You will then receive a message that your request has been successfully processed. The message will also give you directions on how to post to the listserv.

INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

Over 28,000 students enroll at UNLV's 335-acre campus. Most students are Nevada residents; however, a lively mixture of international and out-of-state students adds to the cosmopolitan flavor of the campus. UNLV is fully accredited by the Northwest Commission on Colleges and Universities, and many academic programs have received further accreditation from independent national accrediting bodies. The SON is approved by the Nevada State Board of Nursing (702-486-5800 or 775-688-2620), and accredited by the Commission on Collegiate Nursing Education (202-887-6791), and the National League for Nursing Accreditation Commission (1-800-669-1656).

Academic Calendar

There are three 15-week fall (early September to mid December), spring (early January to late April), and summer (mid May to late August) semesters for all SON programs. **This schedule is different from the rest of the University.**

RESOURCES ON CAMPUS

Library: UNLV has state of the art library and information services to support students and faculty as they pursue knowledge and conduct research. UNLV has a total of four libraries, three of which are special ones (Law Library, Curriculum Library, and Architecture Library). The Lied Library (<http://www.library.unlv.edu/>) is the main library and is most frequently used by nursing students and faculty. The Lied Library was completed in 2001, with 302,000 square feet of space and an award winning design and latest technology. Most of the health sciences journals offer full text feature. Students can use the library's desktop document delivery service or the interlibrary loan program if you can't locate an article within the UNLV holdings. There are over 200 electronic databases (including the major ones for nursing and other health sciences disciplines such as CINAHL and Medline) that can be accessed from any on- and off-campus site with an Internet connection. The online holdings have been adapted to provide optimal support for the online student. Many library services are specifically designed to meet the needs of distance education students such as the online live chat with a librarian and desktop document delivery. Although all of the librarians are ready to help, one librarian (Xan Goodman) serves as a designated liaison for SON and has special training and skills in meeting the needs of online nursing students.

Graduate and Professional Student Association (GPSA): The GPSA offers a variety of services to graduate students including grants for research. The GPSA computer lab and lounge

are located in Room 3251 of the Lied Library. All enrolled graduate students may take advantage of GPSA services.

Bookstore: The University Bookstore is conveniently located behind the newly-built 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/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19074&catalogId=10001>. The phone number for the University Bookstore is (702) 895-3290.

Student Union: The newly built Student Union cooperates with university groups to promote and coordinate a full range of programs and events, which add color and life to the campus environment. It also provides the various services, conveniences and amenities that 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, coffee bars, game rooms, ballrooms, lounges, as well as meeting and program areas. Offices of the Consolidated Student Government (CSUN) are located there. 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: The Graduate College 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. The Graduate College deals with enrollment and registration problems and receives necessary forms that graduate students need to submit as they progress through their degree programs. Essential information for all graduate students can be accessed on the Graduate College web page at: <http://graduatecollege.unlv.edu/current/> (Phone: 702-895-3320)

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).

Career Services: The Career Services Center (CSC) is designed to educate and assist students in all majors with the career planning and job searches. Services include resume writing, self-assessment resources, and videotaping equipment. CSC is located in the Student Services Complex in Room 301 (Phone: 702-895-3495).

Disability Resources Center: The Center provides academic accommodations for students with documented disabilities. To receive services, students will 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, Room 137 (Phone: 702-895-0866).

Counseling: The 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 Reynolds Student Services Complex, Room 201 (Phone: 702-895-3627).

Student Health Service: The Claude I. Howard Student Health Center offers services to registered and enrolled UNLV students. The Center is located on campus, and open every school day from 8:00 am to 8:00 pm. During summer, the Center is open 8 am to 5 pm Monday through 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, call (702) 895-3370.

Immunizations: 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 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) 895-3370.

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

Student Health Insurance: Student health insurance is available to graduate students. 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 further information contact the Student Health Service at (702) 895-3370.

Student Financial Services: More detailed information is provided later in this document.

Veteran Services: The Veterans Administration recognizes UNLV 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 Maude Frazier Hall, Room 115 (Phone: 702-895-3424).

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 or by calling (702) 895-3489. 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 those who want to stay close to the SON on the Maryland (Main) Campus when coming to UNLV, one of the closest hotels (about 10 minutes walk) is **Hyatt Place**. There are a few other hotels next to it. Here is the contact information:

Hyatt Place
4520 Paradise Road
Las Vegas, NV 89169
(702) 369-3366

SCHOOL OF NURSING VISION, MISSION AND GOALS

Vision Statement

Shaping the future of nursing education, research, and practice

Mission Statement

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

Goals

1. To expand undergraduate and graduate programs while assuring high quality student-centered educational programs.
2. To increase nursing research to advance the science of nursing and to support UNLV's movement toward research-extensive status.
3. To insure culturally-competent evidence-based nursing practice.
4. To develop partnerships to improve community health outcomes through teaching, research, and service activities.
5. To increase community presence and enhance the financial resources of the SON.

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:

- ³⁵₁₇ 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.
- ³⁵₁₇ Conduct original research that generates new knowledge.
- ³⁵₁₇ Develop, implement and evaluate innovative approaches to teaching and learning.

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.

PROGRAM OF STUDY

There are two options in the current PhD in Nursing Program: “Nursing Education” Option and “Sustainable Health”. The UNLV SON PhD in Nursing Curriculum Framework outlines the shared required core courses in the PhD in Nursing Program as well as the selected Option required courses.

PHD IN NURSING CURRICULUM FRAMEWORK

CORE COURSE (SHARED)	Credit
NURS 709 Teaching and Learning in Nursing	3
NURS 770 Knowledge Development in Nursing	3
NURS 771 Theory Development in Nursing	3
NURS 772 The Nurse as Leader	3
NURS 775 Statistical Methods for Nursing Research I: Univariate Methods	3
NURS 776 Statistical Methods for Nursing Research II: Multivariate Methods	3
NURS 779 Writing a Research Grant Application	2
NURS 780 Quantitative Methods in Nursing	3
NURS 781 Qualitative Research Methods in Nursing	3
NURS 785 Special Topics in Nursing Research/Research Elective	3
NURS 789 Independent Study/Elective Course in Research	3
NURS 797 Dissertation	12
	44

“Sustainable Health” Option (New Fall 2010)	
NURS 778 Geographic Information Systems for Health	3
NURS 782 Sustainable Health: Clinical Perspectives	4
NURS 783 Economics of Sustaining Urban Health	3
NURS 784 Health and Public Policy for Urban Sustainability	3
NURS 777 Individualized Study/ Dissertation Seminar	5
Option Total	18
Total	62

“Nursing Education” Option (Existing)	
NURS 710 Evaluation Strategies for Nurse Educator	3
NURS 724 Developing Curriculum for Nursing Education	3
NURS 733 Nursing Education Practicum I	3
NURS 774 Educational Theory & Philosophy for Nursing	3
NURS 790 Independent Teaching Practicum Seminar	1
NURS 791 Independent Teaching Practicum	5
Option Total	18
Total	62

POST DNP PHD PROGRAM

REQUIRED CORE COURSE (SHARED)	Credit
NURS 770 Knowledge Development in Nursing	3
NURS 771 Theory Development in Nursing	3
NURS 775 Statistical Methods for Nursing Research I: Univariate Methods	3
NURS 776 Statistical Methods for Nursing Research II: Multivariate Methods	3
NURS 779 Writing a Research Grant Application	2
NURS 780 Quantitative Methods in Nursing	3
NURS 781 Qualitative Research Methods in Nursing	3
NURS 785 Special Topics in Nursing Research/Research Elective	3
NURS 789 Independent Study/Elective Course in Research	10
NURS 797 Dissertation	12
	45

COURSE DESCRIPTIONS

NURS 709 Teaching and Learning in Nursing

This course explores traditional and alternative teaching and learning concepts, skills, and strategies. Emphasis is on competencies of an educator. **3 Credits**

NURS 710 Evaluation Strategies for Nurse Educators

Develop formative/process and summative/outcome evaluations for patients, students, peers and programs using both traditional and alternative evaluation strategies. Experience in evaluating outcomes and processes of education will be accomplished within the context of nursing specialty area. **3 Credits**

NURS 724 Developing Curriculum for Nursing Education

Develop curriculum for educational programs in schools of nursing and clinical agencies. Clinical specialty area and intended practice setting will serve as context for course assignments. **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. **3 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 778 Geographic Information Systems for Health
This course introduces the use of epidemiologic methods and modern geographic information systems to analyze the relationships between socioeconomic, physical, geopolitical, and demographic factors and sustainable health. These techniques form the basis of assessment of urban health problems to inform, plan, deliver, and evaluate appropriate interventions to ensure sustainability. Prerequisite: Admission into doctoral program or permission of instructor. **3 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 Research 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 782 Sustainable Health: Clinical Perspectives
This course focuses on air quality, potable water, waste disposal, disasters, and other potentially health-threatening environmental problems that affect health in developing and developed countries. The impact of environmental practices on sustainable health will be examined. Prerequisite: Admission into doctoral program or permission of instructor; NURS 778. **4 credits**

NURS 783 Economics of Sustainable Health
The course uses an economic sustainability approach to examine health effects of such issues as health insurance and health care financing, acute and chronic disease, and psychosocial issues. The economics of sustainable health in developing and developed countries will be compared. **3 credits**

NURS 784 Sustainable Health and Public Policy

This course examines health promotion in terms of primary, secondary, and tertiary prevention, with an emphasis on the policy issues and critical processes that shape them. Students will apply theories to identify sustainable health and identify policy strategies for upstream interventions.

Prerequisite: Admission into doctoral program or permission of instructor. **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**

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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 774: Educational Theory and Philosophy for Nursing	3 credits
	NURS 780: Quantitative Methods in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 775: Statistical Methods for Nursing Research I	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 772: The Nurse as Leader	3 credits
	NURS 776: Statistical Methods for Nursing Research II	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 709: Teaching and Learning in Nursing	3 credits
	NURS 710: Evaluation Strategies for Nurse Educators	3 credits
	NURS 785: Special Topics in Nursing Research	3 credits
Spring:	NURS 724: Developing Curriculum for Nursing Education	3 credits
	NURS 733: Nursing Practicum I	3 credits
	NURS 789: Independent Study/Elective course in Research	3 credits
Summer:	NURS 790: Independent Teaching Practicum Seminar	1 credit
	NURS 791: Independent Teaching Practicum	5 credits

Year 3

Fall:	NURS 797: Dissertation	6 credits
Spring:	NURS 797: Dissertation	<u>6 credits</u> 62 credits

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."

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 774: Educational Theory and Philosophy for Nursing	3 credits
	NURS 780: Quantitative Methods in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 775: Statistical Methods for Nursing Research I	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 772: The Nurse as Leader	3 credits
	NURS 776: Statistical Methods for Nursing Research II	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 789: Independent Study/Elective course in Research	3 credits
	NURS 785: Special Topics in Nursing Research	3 credits
Spring:	NURS 790: Independent Teaching Practicum Seminar	1 credit
	NURS 791: Independent Teaching Practicum	5 credits
Summer:	NURS 797: Dissertation	6 credits

Year 3

Fall:	NURS 797: Dissertation	<u>6 credits</u>
		50 Credits

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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 780: Quantitative Methods in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 772: The Nurse as Leader	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 709: Teaching and Learning in Nursing	3 credits
	NURS 774: Educational Theory and Philosophy for Nursing	3 credits
Spring:	NURS 724: Developing Curriculum for Nursing Education	3 credits
	NURS 775: Statistical Methods for Nursing Research I	3 credits
Summer:	NURS 733: Nursing Practicum I	3 credits
	NURS 776: Statistical Methods for Nursing Research II	3 credits

Year 3

Fall:	NURS 710: Evaluation Strategies for Nurse Educators	3 credits
	NURS 785: Special Topics in Nursing Research	3 credits
Spring:	NURS 790: Independent Teaching Practicum Seminar	1 credit
	NURS 791: Independent Teaching Practicum	5 credits
Summer:	NURS 789: Independent Study/Elective course in Research	3 credits

Year 4

Fall:	NURS 797: Dissertation	6 credits
Spring:	NURS 797: Dissertation	<u>6 credits</u>
		62 Credits

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. 50-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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 780: Quantitative Research in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 772: The Nurse as Leader	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 774: Educational Theory and Philosophy for Nursing	3 credits
	NURS 785: Special Topics in Nursing Research	3 credits
Spring:	NURS 775: Statistical Methods for Nursing Research I	3 credits
	NURS 789: Independent Study/Elective course in Research	3 credits
Summer:	NURS 776: Statistical Methods for Nursing Research II	3 credits

Year 3

Fall:	NURS 790: Independent Teaching Practicum Seminar	1 credit
	NURS 791: Independent Teaching Practicum	5 credits
Spring:	NURS 797: Dissertation	6 credits
Summer:	NURS 797: Dissertation	<u>6 credits</u>
		50 Credits

SAMPLE COURSES OF STUDY FOR FULL-TIME AND PART-TIME STUDY (“Sustainable Health” Option)

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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 778: Geographic Information Systems for Health	3 credits
	NURS 780: Quantitative Research in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 775: Statistical Methods for Nursing Research I	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 772: The Nurse as Leader	3 credits
	NURS 776: Statistical Methods for Nursing Research II	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 782: Sustainable Health: Clinical Perspectives	4 credits
	NURS 709: Teaching and Learning in Nursing	3 credits
	NURS 785: Special Topics in Nursing Research	3 credits
Spring:	NURS 784: Sustainable Health and Public Policy	3 credits
	NURS 777: Individualized Study/Dissertation Seminar	3 credits
	NURS 789: Independent Study/Elective in Research	3 credits
Summer:	NURS 783: Economics of Sustainable Health	3 credits
	NURS 777: Individualized Study/Dissertation Seminar	2 credits

Year 3

Fall:	NURS 797: Dissertation	6 credits
Spring:	NURS 797: Dissertation	<u>6 credits</u> 62 credits

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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 780: Quantitative Research Methods in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 772: The Nurse as Leader	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 778: Geographic Information Systems for Health	3 credits
	NURS 782: Sustainable Health: Clinical Perspectives	4 credits
Spring:	NURS 775: Statistical Methods for Nursing Research I	3 credits
	NURS 784: Health and Public Policy for Urban Sustainability	3 credits
Summer:	NURS 776: Statistical Methods for Nursing Research II	3 credits
	NURS 783: Economics of Sustainable Health	3 credits

Year 3

Fall:	NURS 709: Teaching and Learning in Nursing	3 credits
	NURS 785: Special Topics in Nursing Research	3 credits
Spring:	NURS 789: Independent Study/Elective course in Research	3 credits
	NURS 777: Individualized Study/Dissertation Seminar	2 credits
Summer:	NURS 777: Individualized Study/Dissertation Seminar	3 credits

Year 4

Fall:	NURS 797: Dissertation	6 credits
Spring:	NURS 797: Dissertation	<u>6 credits</u> 62 credits

SAMPLE COURSES OF STUDY FOR FULL-TIME AND PART-TIME STUDY (“Post DNP to PHD” Option)

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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 780: Quantitative Research in Nursing	3 credits
	NURS 785: Special topics in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 775: Statistical Methods for Nursing Research I	3 credits
	NURS 781: Qualitative Research Methods in Nursing	3 credits
Summer:	NURS 789 Independent Study/ Elective Course in Research	3 credits
	NURS 776: Statistical Methods for Nursing Research II	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 789: Independent study / Elective Course in Research	3 credits
	NURS 777: Individualized Study / Dissertation Seminar	4 credits
Spring:	NURS 797: Dissertation	6 credits
Summer:	NURS 797: Dissertation	6 credits

45credits

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.

Year 1

Fall:	NURS 770: Knowledge Development in Nursing	3 credits
	NURS 780: Quantitative Research Methods in Nursing	3 credits
Spring:	NURS 771: Theory Development in Nursing	3 credits
	NURS 775: Statistical methods in Nursing Research I	3 credits
Summer:	NURS 776: Statistical Methods in Nursing Research II	3 credits
	NURS 779: Writing a Research Grant Application	2 credits

Year 2

Fall:	NURS 785: Special Topics in Nursing Research	3 credits
	NURS 789: Independent Study / Elective Course in Research	3 credits
Spring:	NURS 781: Qualitative Research Methods in Nursing	3 credits
	NURS 789: Independent Study / Elective Course in Research	3 credits
Summer:	NURS 777: Individualized Study / Elective Course in Research	3 credits

Year 3

Fall:	NURS 797: Dissertation	6 credits
Spring:	NURS 797: Dissertation	<u>6 credits</u>
		45 credits

PhD PROGRAM COMPLETION REQUIREMENTS

1. Credit Hours and Grade Point Average

A minimum of 62 graduate credit hours is required. For “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 the student’s progress, including 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://graduatecollege.unlv.edu/facstaff/status.html>.

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.

Probation and Separation: If the school determines that a student is not making satisfactory progress toward the degree, a request may be submitted to the Graduate Dean to separate the student from the school or place the student on probation. Unsatisfactory progress may include: failure to complete six credits per calendar year toward the degree program; unsatisfactory grades (including Incompletes, grades below a “B” in two courses or in the same course twice, or Withdrawals), failure to consult with the advisor when requested; failure to develop an official degree program; and failure to establish the groundwork for an acceptable dissertation. Satisfactory academic progress also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student’s admission to a graduate degree program. 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 if applicable 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.

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. Final Oral Examination

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.

GRADING SCALE OF THE SCHOOL OF NURSING

A	93-100	B-	80-82	D+	68-69
A-	90-92	C+	78-79	D	63-67
B+	88-89	C	75-77	D-	60-62
B	83-87	C-	70-74	F	Below 59

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

FEES, EXPENSES AND FINANCIAL ASSISTANCE

Tuition and Fees

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

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 (<http://financialaid.unlv.edu/Applications/fafsa.asp>).

Scholarships and Traineeships

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://nursing.unlv.edu/student_financial.html). 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. Please check with the Graduate Secretary to determine if these funds are available as they are awarded to the SON year by year from the federal government.

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:

- ³⁵₁₇ apply what you learned in research class
- ³⁵₁₇ get-to-know nursing faculty and staff (and possibly other UNLV faculty/staff)
- ³⁵₁₇ learn skills that are not taught in the classroom
- ³⁵₁₇ be mentored
- ³⁵₁₇ experience potentially life-changing events
- ³⁵₁₇ get paid to think and be creative
- ³⁵₁₇ stay below the high-tax bracket and have a portion of your tuition paid
- ³⁵₁₇ 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 ...

- ³⁵₁₇ do high-quality work.
- ³⁵₁₇ be responsible/accountable.
- ³⁵₁₇ show initiative.
- ³⁵₁₇ think critically.
- ³⁵₁₇ 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://graduatecollege.unlv.edu/>

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.

Timeline from Admission to Graduation

STEPS	WHO	DEADLINES
Advisor assigned	School of Nursing	Upon admission to the Graduate College (Advisor selected by SON from doctoral faculty)
Submit Proposed Degree Program to Graduate College	Doctoral Degree Students	By the beginning of the 3 rd semester of enrollment.
Select Advisory (Dissertation) Committee	Doctoral Degree Students	Prior to PDM1
Preliminary Dissertation Meeting 1 (PDM1)	Doctoral Degree students	During the fall semester of the second year of study and student and committee members meet to discuss a broad dissertation topic
Preliminary Dissertation Meeting 2 (PDM2)	Doctoral Degree students	During the semester prior to scheduling the comprehensive exam the student and committee will meet and the students will present a more specific dissertation topic plan.
Comprehensive Examination	Doctoral Degree Students	During the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797).
Submit Prospectus Approval to Graduate College	Doctoral Degree Students	Prior to advancing to candidacy.
Advance to Candidacy	All Doctoral Degree Students	Differs by department but generally occurs after all coursework is complete, the comprehensive examination is passed, and the prospectus is approved by the Graduate Dean.
Apply for Graduation	All Graduate Degree Students	The exact deadline is announced each semester in the UNLV Schedule of Classes.
Submit Dissertation for Initial Format Check	All Doctoral Degree Students	Suggested deadline: 8 th week of the semester that graduation is anticipated.
Submit Dissertation Draft to Committee	All Doctoral Degree Students	8 th week of the semester that graduation is anticipated.
Completed Dissertation to Committee	All Doctoral Degree Students	Minimum of 1 week prior to dissertation defense.
Dissertation Defense	All Doctoral Degree Students	A minimum of 3 weeks prior to the last day of instruction of the term in which graduation is anticipated.
Submit Final Copies of Dissertation to Graduate College	All Doctoral Degree Students	A minimum of 2 weeks before the end of instruction of the term in which graduation is anticipated.
Submit Final Exam or Oral Defense Results to Graduate College	All Doctoral Degree Students	A minimum of 2 weeks before the end of instruction of the term in which graduation is anticipated.
Graduation	All Graduate Degree Students	Granted after all requirements are fulfilled.

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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

The Student should have committee chair and committee members selected by the Fall semester of the second year of enrollment in the program and before the PDM 1.

II. Composition of the Comprehensive Examination Committee

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**)

During the fall semester of the second year of study, the student and committee members (Graduate College Representative member is 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.

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IV. Preliminary Dissertation Meeting 2 (PDM2)

During the semester prior to scheduling the comprehensive exam, the student and committee (including Graduate College Representative member is required) will meet and the student will present a more specific dissertation topic plan. This plan **should be no more than 2 pages** (Times Roman with a 12 font, double spaced) 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.

III. 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

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prior to the independent work period start date to review the guidelines to **assure compliance with this procedure.**

III. 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.

IV. The Oral Component of the Comprehensive Examination

- A. The student must travel to the UNLV campus for the oral component of the Comprehensive Examination.

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- 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.

V. 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).**

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- 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
Approved by Faculty Organization: 8/04/2008, 1/6/2011

**C-15: PhD IN NURSING PROGRAM
PhD IN NURSING PROGRAM
APPOINTMENT OF COMPREHENSIVE EXAMINATION COMMITTEE
APPROVAL FORM
ATTACHMENT #1**

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
--------	------

PhD IN NURSING PROGRAM ATTACHMENT #2

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.

Written Component of the Comprehensive Examination

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.

Oral Component of the Comprehensive Examination

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.

Content of the Written and Oral Components of the Comprehensive Examination

The content of the written and oral components of the Comprehensive Examination should address four major areas:

1. **Dissertation Focus or Problem:** 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 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):** If applicable, an explanation of the theoretical or conceptual basis of the focus or problem.
4. **Methods:** 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

**RUBRIC FOR EVALUATION OF WRITTEN AND ORAL
COMPREHENSIVE EXAMINATION ATTACHMENT #3 -
Part 1**

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.

C-15: Attachment #3			
ELEMENT	SATISFACTORY (optional reviewer feedback) ➡	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ⬅
FOCUS: Dissertation focus or problem	<p style="text-align: center;">○</p> <p><u>What is the issue?</u> Fully describes the problem or focus that this study will explore/ answer.</p> <p><u>Why is it important to nursing?</u> Clearly delineates the significance of this issue to the discipline of nursing.</p> <p><u>What will it add?</u> 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.</p> <p><u>What is the purpose?</u> Provides a clear and complete description of the research purpose or specific aims.</p>		<p style="text-align: center;">○</p> <p><u>What is the issue?</u> Does not describe or partially describes the problem or focus that this study will explore/ answer.</p> <p><u>Why is it important to nursing?</u> Does not delineate or poorly delineates the significance of this issue to the discipline of nursing.</p> <p><u>What will it add?</u> 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.</p> <p><u>What is the purpose?</u> Does not provide or partially describes the research purpose or specific aims.</p>
BACKGROUND REVIEW: Review of literature	<p style="text-align: center;">○</p> <p><u>What is the state of the science related to this issue?</u> Provides a concise</p>		<p style="text-align: center;">○</p> <p><u>What is the state of the science related to this issue?</u> Does not provide or</p>

C-15: Attachment #3

ELEMENT	SATISFACTORY (optional reviewer feedback) ➡	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ⬅
	<p>review of literature and studies related to the issue being studied.</p> <p><u>What is the value and relevance of the science?</u> For all aspects of the literature review, provides a rationale critique (ie., bias, sample size) and how this affects the merit of that work.</p> <p><u>How does the research purpose or aims fit/ flow from what is known?</u> Explains how this literature facilitates understanding the purpose of this research</p>		<p>partially provides a review of literature and studies related to the issue being studied.</p> <p><u>What is the value and relevance of the science?</u> 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.</p> <p><u>How does the research purpose or aims fit/ flow from what is known?</u> Does not explain or only partially explains how this literature facilitates understanding the purpose of this research</p>
THEORETICAL UNDERPINNINGS: Theory/ Conceptual Framework	○ <u>What is the theoretical or conceptual underpinning(s) that guide</u>		○ <u>What is the theoretical or conceptual underpinning(s) that guide</u>

C-15: Attachment #3

ELEMENT	SATISFACTORY (optional reviewer feedback) ➡	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ⬅
	<p><u>this study?</u> Fully describes the theories and/ or concepts that guide the study and why it has been chosen.</p> <p><u>What are the research questions or hypotheses?</u> Clearly details all research questions and/ or hypotheses that the research study will answer.</p>		<p><u>this study?</u> Does not describe or incompletely describes the theories and/ or concepts that guide the study and why it has been chosen.</p> <p><u>What are the research questions or hypotheses?</u> Does not provide all research questions and/ or hypotheses that the research study will answer or poses questions that cannot be answered by methodology proposed.</p>
RESEARCH METHODOLOGY: Design, procedures, analyses	<p align="center">○</p> <p><u>What research method is being used?</u> Provide a complete description of</p>		<p align="center">○</p> <p><u>What research method is being used?</u> Does not provide or incompletely</p>

C-15: Attachment #3

ELEMENT	SATISFACTORY (optional reviewer feedback) ➡	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ⬅
	<p>the type of research method or methods being used as well as a rationale justification for why this is the best approach.</p> <p><u>What are the procedures for the study?</u> 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 data will be analyzed and sound rationale for why those methods will be used – this applies to all statistical tests and/ or qualitative analyses). Ties decisions regarding research methods back to research focus and questions and theoretical underpinnings of the study.</p>		<p>describes the type of research method or methods being used as well as a rationale justification for why this is the best approach.</p> <p><u>What are the procedures for the study?</u> 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 data will be analyzed and sound rationale for why those methods will be used – this applies to all statistical tests and/ or qualitative analyses). Does not address or incompletely addresses how decisions regarding research methods tie back to research focus and questions and theoretical underpinnings of the study.</p>

**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 1 and that document should be attached to this document. All nursing 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:

Check pass/fail status: Pass Fail	
Committee Member Name (Print)	Committee Member Signature Date
Committee Member Name (Print)	Committee Member Signature Date
Committee Member Name (Print)	Committee Member Signature Date

APPENDIX 1:

UNLV SCHOOL OF NURSING TIME TABLE AND GUIDE FOR THE COMPREHENSIVE EXAM*

Fall Semester of 2nd Year	❖ Have dissertation committee chair and committee selected
	❖ Hold Preliminary Dissertation Meeting (PDM1) with committee to discuss broad dissertation topic following the guidelines in the Comprehensive Examination Policies and Procedures. This meeting may be in person or conference call if committee approves.
	❖ Complete Graduate College Examination Committee form with chair and submit to SON
Semester Prior to Comprehensive Exam	❖ Hold PDM2 with committee to present more specific dissertation plans guidelines in the Comprehensive Examination Policies and Procedures. This meeting may be in person or conference call if committee approves.
Semester of Comprehensive Exam	❖ Should be enrolled in final courses on Program of Study (Graduate College form & SON Program of study form
	❖ In consultation with chair, determine submission date for written comprehensive exam to committee and schedule oral exam .
	❖ 3 week independent work period must start no later than week 8 of the semester.
	❖ Written exam must be submitted no later than week 11 of the semester.
	❖ Student must submit written comprehensive exam to committee 3 weeks before the oral exam is scheduled.
	❖ The oral exam can be held no later than week 14 of the semester.
	❖ No later than one week before the oral exam is scheduled , the committee chair will notify the student whether or not she/he has passed the written exam.
	❖ If the student passes the written exam, she/he will proceed with the oral exam . If student passes the oral exam , the Committee should complete and sign the Rubric for Evaluation of Written and Oral Comprehensive Examination .
	❖ If the student does not pass the written exam , the oral exam will not be held . The student will follow the steps outlined below. The committee chair will notify the PhD coordinator that the student failed the written exam.
	❖ If the student does not pass the oral exam , the student will follow the steps outlined below. The committee chair will notify the PhD coordinator that the student failed the oral exam.
Steps for Taking <u>Written</u> Comprehensive Exam a 2nd Time	❖ Student 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 above for independent work period, written exam submission and scheduling of oral exam.
	❖ During the time prior to the independent work period for the second written exam attempt, Student may work with chair and committee to identify weak areas to prepare for second attempt.
	❖ If the student does not pass the written exam 2nd attempt , she/he will be separated from the program.
	❖ If the student passes the written exam, she/he will proceed with the oral exam . If student passes the oral exam , committee members should complete and sign the Rubric for Evaluation of Written and Oral Comprehensive Examination .
	❖ 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 for taking the oral exam for a second time . The committee chair will notify the PhD coordinator that the student failed the oral exam.
Steps for taking <u>Oral</u> Exam a 2nd Time	❖ 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 above for independent work period, and scheduling of oral

	exam.
	❖ During the time prior to scheduling the second oral exam attempt, Student may work with chair and committee to identify weak areas to prepare for second attempt.
	❖ If student passes the oral exam , committee members should complete and sign the Rubric for Evaluation of Written and Oral Comprehensive Examination
	❖ If the student does not pass the 2nd oral exam she/he will be separated from the program.

***Please see Comprehensive Examination Policies and Procedures for complete guidelines.**

APPENDIX 2:

UNLV SCHOOL OF NURSING TIME TABLE AND GUIDE FOR THE DISSERTATION COMPLETION PROCESS

During semester Comprehensive Exam is Completed & Passed	The student will make necessary changes to the dissertation proposal plan after passing and receiving feedback from the committee as a result of the comprehensive examination.
1st Semester of Registration for Dissertation (NURS 797)	Begin development of dissertation proposal with guidance from chair and dissertation committee members. Proposal should be chapters 1-3 of the dissertation (Chapters 1-4 if using a separate chapter for framework or if it is a qualitative study) Student should consult the Graduate College Guide to Preparing & Submitting an Electronic Thesis or Dissertation for guidance regarding format in the preparation of the proposal and dissertation.
At Completion of Dissertation Proposal	With guidance from the committee chair, the student will contact committee members to schedule the proposal defense . Committee members must have a minimum of 2 weeks from receipt of proposal before the proposal defense is scheduled. The student must travel to campus to defend their dissertation proposal in person before their committee. The student is responsible for reserving the room for the proposal defense.
After Successful Defense of Dissertation Proposal	Student's committee will sign the Prospectus Approval Form which includes a one page abstract of the proposal . The committee will also complete the information requested on the Advancement to Doctoral Candidacy Form . Both forms and the accompanying abstract will be submitted to the Graduate College.
Initiation of Data Collection Phase of Dissertation Process	After successful proposal defense , If student is doing research with human subjects, the student must submit their research protocol proposal to the UNLV IRB committee . The student must receive approval from the IRB before data collection may be initiated .
Remaining Work on Dissertation	The student must enroll in a minimum of 3 dissertation credits for each semester they are working toward completion of the dissertation.
Dissertation Defense	Under guidance from the chair and committee members, the student will complete the remaining work for the dissertation study and written dissertation document. In collaboration with the chair and committee members, the student will schedule the dissertation defense. Committee members must have a minimum of 2 weeks from receipt of completed dissertation before the defense is scheduled. The student must travel to campus to defend their completed dissertation in person before their committee. The student is responsible for reserving the room for the oral dissertation defense. The student should allow several days after their successful defense to meet with Associate Dean of the Graduate College to ensure proper format of the written dissertation and complete other activities required for graduation. The student and committee members must complete and sign the Oral Defense Results form and submit to the Graduate College. The student also needs to complete the Evaluation of Doctoral Program form for the School of Nursing.

Following Successful Defense of the Dissertation	The student, their family and friends, classmates and their dissertation committee should celebrate!

APPENDIX 3:

UNLV SCHOOL OF NURSING COMMON FORMS USED IN PHD IN NURSING PROGRAM

The updated forms and instructions needed for completing the PhD in Nursing Program are located at the UNLV Graduate College website: <http://graduatecollege.unlv.edu/forms/>. The most common forms are listed and their purposes briefly explained.

Appointment of Advisory Committee Approval Form

This form needs to be filled out when dissertation chair and committee members are appointed. Follow instruction on the form and submit it before students take more than 12 credits toward his or her PhD degree.

Proposed Doctoral Degree Program (Part I)

There are two documents: Part I and Part II. Part I is the attached form to be filled out. Part II is the contract or time line sheet (you and your advisor should have this already, which is a listing and sequence of your courses) (see Appendix 3). These two parts need to be submitted at the same time. Follow the instructions on the form. This form should be submitted to Graduate College before 16 credits are taken toward your PhD.

Prospectus Approval Form

This form needs to be filled out when the student dissertation prospectus is approved and before students can register for dissertation credits.

Advancement to Doctoral Candidacy

This form needs to be filled out after the student passed Comprehensive Examination and dissertation prospectus has been approved.

Oral Defense Results

This form needs to be filled when oral defense of dissertation is completed.

APPENDIX 4:**PROPOSED DOCTORAL DEGREE PROGRAM FOR PhD IN NURSING*****“Nursing Education” Option***

This form must be submitted with Part I of the Graduate College Proposed Degree Program Form

Date _____ NSHE # _____ Full time _____ Part Time _____

Last Name _____ First Name _____ Middle Initial: _____

MSN from _____ Degree Title: _____ Date Conferred: _____

Course #	Course Title	Term to be taken	Credit	Grade	Date Completed
NURS 770	Knowledge Development in Nursing	Year 1 – FA	3		
NURS 780	Research Methods in Nursing	Year 1 – FA	3		
NURS 771	Theory Development in Nursing	Year 1 – SP	3		
NURS 781	Qualitative Data Analysis Processes	Year 1 – SP	3		
NURS 772	The Nurse as Leader	Year 1 – SU	3		
NURS 779	Writing a Research Grant Application	Year 1 – SU	2		
NURS 709	<i>Teaching and Learning in Nursing</i>	Year 2 – FA	3		
NURS 774	<i>Educational Theory & Philosophy for Nursing</i>	Year 2 – FA	3		
NURS 724	<i>Developing Curriculum for Nursing Education</i>	Year 2 – SP	3		
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – SP	3		
NURS 733	<i>Nursing Practicum I</i>	Year 2 – SU	3		
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SU	3		
NURS 710	<i>Evaluation Strategies for Nurse Educators</i>	Year 3 – FA	3		
NURS 785	Special Topics in Nursing Research	Year 3 – FA	3		
NURS 790	<i>Independent Teaching Practicum Seminar</i>	Year 3 – SP	1		
NURS 791	<i>Independent Teaching Practicum</i>	Year 3 – SP	5		
NURS 789	Independent Study/Elective Course in Research	Year 3 – SU	3		
NURS 797	Dissertation	Year 4 – FA Year 4 – SP	6 6		
		Total	62		

Denotes Nursing Education Option

TRANSFER CREDITS

TOTAL CREDITS REQUIRED TOTAL CREDITS EARNED

**UNLV SCHOOL OF NURSING
PROPOSED DOCTORAL DEGREE PROGRAM FOR PhD IN NURSING**

“Sustainable Health” Option

This form must be submitted with Part I of the Proposed Degree Program Form

Date _____ Student Identification Number _____ Full Time _____ Part Time _____

Last Name _____ First Name _____ MI _____

Course #	Course Title	Term to be taken	Credit	Grade	Date Completed
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CORE PHD NURSING COURSES

NURS 709	Teaching & Learning in Nursing		3		
NURS 770	Knowledge Development in Nursing		3		
NURS 771	Theory Development in Nursing		3		
NURS 772	The Nurse as Leader		3		
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods		3		
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods		3		
NURS 780	Research Methods in Nursing		3		
NURS 781	Qualitative Data Analysis Processes		3		
NURS 785	Special Topics in Nursing Research		3		
NURS 789	Independent Study/Elective Course in Research		3		
NURS 779	Writing a Research Grant Application		2		
NURS 797	Dissertation		12		
		Total	44		

“SUSTAINABLE HEALTH” COURSES

NURS 778	Geographic Information Systems for Health		3		
NURS 782	Sustainable Health: Clinical Perspectives		4		
NURS 783	Economics of Sustainable Health		3		
NURS 784	Health and Public Policy for Sustainable Health		3		
NURS 777	Individualized Study/Dissertation Seminar		1-5		
		Option Total	18		

TRANSFER CREDITS

TOTAL CREDITS REQUIRED TOTAL CREDITS EARNED

APPENDIX 5:

UNLV SCHOOL OF NURSING
PROPOSED DOCTORAL DEGREE PROGRAM FOR PhD IN NURSING
“Post DNP to PhD” Option

This form must be submitted with Part I of the Graduate College Proposed Degree Program Form

Date _____ NSHE # _____ Full time _____ Part Time _____

Last Name _____ First Name _____ Middle Initial: _____

DNP from: _____ Degree Title: _____ Date Conferred: _____

Course #	Course Title	Term to be taken	Credit	Grade	Date Completed
NURS 770	Knowledge Development in Nursing	Year 1 – FA	3		
NURS 780	Research Methods in Nursing	Year 1 – FA	3		
NURS 785	Special Topics in Nursing Research	Year 1 – FA	3		
NURS 771	Theory Development in Nursing	Year 1 – SP	3		
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 1 – SP	3		
NURS 781	Qualitative Data Analysis Processes	Year 1 – SP	3		
NURS 789	Independent Study/Elective Course in Research	Year 1 – SU	3		
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 1 – SU	3		
NURS 779	Writing a Research Grant Application	Year 1 – SU	2		
NURS 789	Independent Study/Elective Course in Research	Year 2 – FA	3		
NURS 777	Individualized Study / Dissertation Seminar	Year 2 – FA	4		
NURS 797	Dissertation	Year 2 – SP Year 2 – SU	6 6		
		Total	45		

TRANSFER CREDITS

TOTAL CREDITS REQUIRED TOTAL CREDITS EARNED

45	
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University of Nevada, Las Vegas
Office of the Registrar
4505 S. Maryland Parkway • Box 451029
Las Vegas, NV 89154-1029
Phone: (702) 895-3443
Fax: (702) 895-4987

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.

SECTION A: Student Information	
Student Name (Last, First, Middle Initial)	Student ID Number

SECTION B: Release
I. Please check one or more of the blanks below to grant authorization to different areas/types of student record information: _____ Academic Records (grades/GPA, demographic data, registration, student ID number, academic progress, other enrollment and advising information) _____ Financial Aid (awards, application data, disbursements, eligibility, satisfactory academic progress) _____ Cashiering & Student Accounts (billing statements, charges, credits, payment, past due amounts, collection activity) _____ Housing (account information, room assignment information, situations within the residence halls) _____ Advising (advising office records including information collected or disbursed during advising appointments, degree audit materials) _____ Other (IF CHECKED, PLEASE SPECIFY): _____ II. Purpose of release: _____

SECTION C: Third Party Designee		
Name (Last, First, Middle Initial or Agency/Organization Name)	Contact Number	Relation to Student
Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code)		Designate a 4 digit pass-code (will be used to verify your identity)

SECTION D: Student Certification	
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.	
Student's Signature	Date

OFFICIAL USE ONLY