



PhD in Nursing

NURSING EDUCATION

POST DNP TO PHD

STUDENT HANDBOOK

Fall 2021 – Summer 2022

"Nurse Leaders Begin Here"

Welcome from the Dean

On behalf of the faculty and staff, it is my pleasure to welcome you to the PhD program at the University of Nevada, Las Vegas (UNLV) School of Nursing. We are very happy that you have chosen UNLV to continue your nursing education. At the UNLV School of Nursing, we pride ourselves on creating a warm and dynamic student-centered environment. Our motto is Nurse Leaders Start Here. You will find many opportunities here for professional growth and opportunities.

This handbook provides information needed to facilitate your progression in your program of study. While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. If you have additional questions, contact your advisor who will be happy to help. You've made the right choice by choosing the UNLV School of Nursing. We're here to help you advance your nursing career through discovery and scholarship. We really believe in you and are happy to be a part of your professional journey.

Best regards

Angela Frederick Amar, PhD, RN, ANEF, FAAN Dean and Professor



Welcome from the Associate Dean for Academic Affairs

Welcome to UNLV and the School of Nursing. We are happy that you are here! We are excited to partner with you to facilitate your educational journey. Our online PhD program serves your need for flexibility. We have an excellent curriculum that enhances your leadership and practice as nurse educators and provides you with the knowledge and skills necessary to contribute to the science of nursing pedagogy. The faculty is committed to a curriculum that is delivered through a lens of equity and justice and how you, the nurse scientist, contributes to the growing body of nursing education literature. The PhD Handbook is your tool to guide you through the program. As the Associate Dean for Academic Affairs, I am here to serve you, the student. At UNLV School of Nursing we believe “*Nurse Leaders Begin Here*” – More appropriately for those with your experience, “*Nurse Leaders Flourish Here*”

Happy wishes for a successful and joyful experience.

Steven J. Palazzo, PhD, MN, RN, CNE

Associate Dean for Academic Affairs and Associate Professor



Welcome from the Doctoral Program Director

I would like to extend a warm welcome to you as you begin the UNLV School of Nursing PhD Program. Pursuit of a PhD in Nursing is challenging and extremely rewarding. I commend you for taking the steps needed to become an expert researcher, scholar, and leader. Our program offers you opportunities to work with faculty mentors, develop your research scholarship, and engage with peer colleagues from across the country.

Please take the time to review this PhD Handbook and keep it as a reference as you progress through your program of study. Our SON faculty and staff are committed to supporting you in your PhD journey. Feel free to contact me at (702) 895-5402 or e-mail: catherine.dingley@unlv.edu. Ms. Elizabeth Gardner is the SON Student Services Director; you can reach her at (702) 895-5923 and e-mail: elizabeth.gardner@unlv.edu. She is a valuable resource and can assist you throughout the program. I look forward to working with you as you progress through your doctoral journey!

Catherine Dingley PhD, RN, FAAN

Associate Professor and PhD Program Director



INTRODUCTION

Welcome to the School of Nursing (SON) at the University of Nevada, Las Vegas (UNLV). 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. The SON and/or the Graduate College may modify programs, policies, or procedures in the future. The UNLV SON reserves the right to change, without notice, any statement in this handbook, concerning but not limited to, curricula, course, faculty, tuition, fees, policies, practices, and rules. If course or curriculum changes take place after you commence the program, we will make every effort to implement the changes in your best interest.

It is the responsibility of the individual student to familiarize themselves with the School of Nursing policies and to act in accordance with them. This handbook is a supplement to the Graduate College Catalog. Students must abide by the policies outlined in the Graduate College Catalog and overall university policies, particularly the code of student conduct and use of social media. In order to become familiar with the Graduate College Catalog, in addition to other tools and timelines to enrich your UNLV experience, refer to the [Graduate College resources](#) for current students current or at the official [UNLV website](#).

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

- [Graduate Catalog](#) – Policies regarding admission, progress, and graduation
- UNLV Student Conduct Code – Policies regarding academic conduct at UNLV (https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf)
- Guide to Preparing and Submitting a Thesis or Dissertation – Resource for those completing a thesis or dissertation (<http://www.unlv.edu/graduatecollege/thesis>)

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.

The Graduate Program in the SON maintains a listserv that is available to doctoral students. We will add you to this listserv upon acceptance into the PhD program. Only official UNLV e-mail addresses (Rebelmail) will be used for communication per UNLV policy. Every student is given a Rebel e-mail address on official admission and enrollment at UNLV. **You may forward all your Rebelmail messages to your preferred e-mail address if you have another e-mail account. However, it has been noted in the past that not all messages are forwarded so we strongly encourage you to check your Rebelmail daily. Additionally, e-mail is the main vehicle used by the SON to provide students with vital information about scholarships, announcements, class information, etc. Also, faculty and administrators frequently use e-mail to communicate with students on issues pertinent to an individual student and will always use the student's Rebelmail account.**

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CHAPTER I

INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

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

Over 30,000 students attend classes at UNLV's 335-acre campus. Most students are Nevada residents; however, a lively mixture of international and out-of-state students add to the cosmopolitan quality of the campus.

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

ACADEMIC CALENDAR:

There are three 15-week trimesters - fall (early September to mid-December), spring (early January to late April), and summer (mid-May to late August) for all SON programs. Please note that the School of Nursing operates on a different calendar from the rest of the university.

RESOURCES ON CAMPUS:

Library:

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

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

The Library offers access to information resources and databases available in electronic format. Services also include traditional reference and information assistance: individualized and classroom instructional sessions on subject-related resources and technologies: interlibrary loan and document delivery.

Book Store:

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

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

Student Union:

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

Graduate College Office:

This office is located on the 2nd floor of the Gateway Building (GTW). This office receives the electronic application forms and transcripts for admission to the graduate college via the Graduate Rebel Gateway portal. The Graduate College tracks the admission, progression, and graduation of students. They help support enrollment and registration issues and accepts the necessary forms graduate students need to submit as they progress through their degree programs. Please visit the website for information that support all graduate students:

<https://www.unlv.edu/graduatecollege>

Office of the Registrar:

The Office of the Registrar 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. They are located in the Student Services Complex - Building C (702) 895-3443.

Career Services:

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

Disability Resource Center:

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

Counseling:

Student Counseling and Psychological Services (CAPS) offers free professional counseling in the areas of personal, social, and emotional concerns. Couples counseling, career development, drug and alcohol use assessment, and group counseling are also offered. These services, provided by clinical and counseling psychologists, are available to all currently enrolled students. The center is located in the Student Recreation & Wellness Center, Room 1500 (702) 895-3627.

Student Health Center:

The Student Health Center offers services to registered and enrolled UNLV students. The Center staff includes nurse practitioners, physicians, registered nurses, and support personnel to provide essential

health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services, phone (702) 895-0630. A student health fee is charged to all students to defer some of the costs of services.

In accordance with state law, all admitted students must prove immunity to tetanus, diphtheria, measles, mumps, rubella, and others that may be specified by the State Board of Health, prior to being permitted to register for classes. Meningitis vaccines are recommended. In addition, nursing students are required to demonstrate proof of Hepatitis B vaccinations, Varicella vaccination, and annual tuberculosis testing. All newly admitted students are required to complete the Admission Health Report Form prior to registration for classes. For further information contact the Student Health Center at (702) 895-0630.

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

[Student Health Insurance:](#)

Is available to students enrolled in at least five credits but students in 9 or more credits are automatically enrolled. If the student has insurance outside the university plan, the student may waive out of this coverage and fee. This plan provides services beyond those available through the Student Health Center. Optional dependent insurance is also available. Claim form and brochures may be picked up in the Health Services Office or Cashier's Office prior to the beginning of each semester. For more information contact the Student Health Services at (702) 774-7119.

[Veteran Services:](#)

The Veterans Administration recognizes the 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 the Student Services Complex Building A, Room 311 (702)895-2290.

[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 702-359-0300. Applications are processed as they are received.

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

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

[The Graduate Academy: Innovative Leadership, Professional, and Career Development](#)

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy

activities via social media or look for regular updates on the website.

[Academic Success Center](#)

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

[Alumni Association:](#)

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

[School of Nursing Alumni](#)

As a graduate of the UNLV School of Nursing, you are our greatest asset and your continued engagement with the school is vital to our continued success. We encourage you to stay connected with fellow nursing alumni, current and former nursing faculty and current students.

[Commencement Office](#)

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

[Office of Diversity Initiatives](#)

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

[Office of International Student and Scholars](#)

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

[Jean Nidetch Women's Center](#)

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

[The Intersection](#)

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers.

Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

[Office of Student Conduct](#)

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

[The Financial Aid & Scholarships Office](#)

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

[Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Spisito.

The Title IX Coordinator can be reached through the online reporting form at

https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#) :

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Equal Opportunity:

The UNLV is committed to and will provide quality equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation – except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current state employees seeking promotion. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the [Office of Diversity Initiatives](#), FDH 560 (702) 895-5580.

The University of Nevada, Las Vegas, is dedicated to the equality of educational opportunity, and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations, and reasonable adaptation of examination and evaluation procedures.

Annual Mandatory Individual Development Plan and Procedures

Annual Mandatory Individual Development Plan: Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or gradassociatedean@unlv.edu.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Use of Automobiles:

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

times other than the registration period as well. Students attending classes one-to-three times per semester can purchase day parking passes at the Claude Howard Public Safety Building.

SON Transportation Requirement:

Students are required to provide their own transportation to clinical sites.

Alcoholic Beverages:

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

Change of Address:

Any change of address should be reported immediately to [MyUNLV](#) and to the School of Nursing. Any correspondence from the university mailed to the last address provided by the student to MyUNLV will discharge all university responsibility for notification.

Use of University Facilities:

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

Any fund-raising efforts by student organizations off campus must be cleared by the Dean of Student Services.

University facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the university or of university groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

Academic Misconduct:

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

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources.

The SON faculty reserves the right to have student papers analyzed by the internet service "[Turnitin](#)" for plagiarism. For more information about plagiarism please visit the Turnitin website. It is highly recommended that you take the short quiz after you view the short video.

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

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

Copyright:

The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Disability Resource Center:

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

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895- 0866, fax (702) 895-0651.

Religious Holidays Policy:

Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could have been avoided.

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

English Composition Skills:

Students should exhibit professional level composition skills. Faculty are expected to award or delete points on papers (essays, examinations, term papers, summaries on the client assessment forms, etc.) for usage of proper grammar and consistency and conciseness of thought. All formal papers written by graduate students in the DNP program should utilize APA format. All students are encouraged to purchase an APA format textbook as a reference.

Rebelmail:

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

ADA Accommodations:

For all faculty and staff (professional and classified) ADA accommodation determinations, please contact EEO/AA Compliance Office, located in Flora Dungan Humanities (FDH), Room 512, (702) 895-3656.

Consensual Relationships:

UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other.

Final Examinations:

UNLV requires that final exams given at the end of a course occur at the time and on the day specified in the class schedule.

General Classroom Procedures:

Faculty members are expected to hold class meetings that are:

- Consistent with the course schedule. When faculty members must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments (see complete Missed Classes policy [here](#));
- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;
- Evaluate academic performance fairly;
- Counsel students;
- Carry through with their workload commitment in accordance with UNLV, college/school, and department/unit bylaws. Faculty members should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies;
- Continue their professional development; and
- Meet their obligations to the university community.

Missed Class(es)/Student:

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

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

This shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided.

There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Faculty Senate Academic Standards Committee.

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

Saturday Classes Holiday Schedule:

In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes are considered holidays, please see “Saturday Classes Holiday Policy” in the alphabetical listing.

Teaching Evaluations:

In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document “Minimum Standards for Teaching Evaluation by Students”. This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching.

Faculty Information

All Nursing Faculty are listed at <https://www.unlv.edu/nursing/directory/faculty>.

UNIVERSITY GRADING SCALE AND SYMBOLS

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

A	Superior	D	Below Average	I	Incomplete
B	Above Average	F	Failing	S	Satisfactory
C	Average	AD	Audit	X	Hold Grade

Grading Scale of UNLV

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

IMPORTANT NOTE: *A passing grade for students taking graduate degree courses (600 or 700 level) is 83% (B) or above.*

Grade Recorded when a student does not pass the clinical portion of the course:

The clinical portion of the course is graded on a pass/fail basis. Because the clinical portion of the course is an integral portion of the course, if the student does not successfully complete the clinical portion of the course, a grade of “F” will be recorded for the course.

Grades (posting):

When posting grades via Canvas, students will have access to their grades in a confidential way. Grade reports are also distributed to the Associate Dean for Graduate Affairs in the SON and are available to advisors/Mentors and counselors.

INCOMPLETE:

An incomplete grade can be granted in content/lecture type courses, designed to be completed within one semester, and where the student has failed to complete all of the requirements. The instructor is responsible for determining if the reason for non-completion is satisfactory. An “I” grade is given only when a minor part of the course work remains incomplete and the major portion has been completed at a level which is clearly passing. Graduate students receiving an “I” grade in 600 or 700 level

courses have up to one calendar year to complete all requirements and remove the "I" grade; however, the instructor, at their sole discretion, may require that the Incomplete be made up in less time. The SON students must complete the requirements prior to enrollment in any classes in which the incomplete course is a prerequisite course. If course requirements are not completed within the time frame indicated by the instructor or within one year, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly. Students who are making up an incomplete grade do not re-register for the course, but make individual arrangements with the instructor who assigned the "I."

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar. The Graduate College guidelines and policy on the grade of "Incomplete" can be found [here](#).

CHAPTER II

SCHOOL OF NURSING MISSION, PURPOSE, AND PROGRAM OUTCOMES

SCHOOL OF NURSING MISSION and VISION STATEMENTS:

The SON is a partner in the Division of Health Sciences, which is comprised of the schools of Dental Medicine, Nursing, Public Health, and Integrated Health Sciences. Guided by a mission that demands that UNLV serves its community, the Division is using research, education, training, and service to form unique public and private partnerships. These partnerships are helping provide quality health care to the underserved, educating future professionals, and exploring ways to improve the health and well-being of our citizens. Taken together, UNLV is helping build a foundation for a healthier and more vibrant Nevada.

The *Mission* of the SON 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." The mission is supported by the *SON Vision Statement* which is to "Shape the future of nursing education, research, and practice" and the *SON motto*, "Nurse leaders begin here", adopted in 2014.

PhD in NURSING GOAL STATEMENT:

Our goal is to prepare PhD scholars to advance nursing science and practice through rigorous research, evidence-based education, and dynamic leadership.

American Association of Colleges of Nursing (AACN) statement:

The Doctor of Philosophy (PhD) represents the highest level of formal education for a career in research and the scholarship of discovery. It prepares scholars for the expression and communication of the knowledge base in the profession. The PhD graduate develops the science, stewards the profession, educates the next generation of nurses, defines its uniqueness, and maintains its professional integrity.

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. We believe 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 is inherent to the process of education and embraced as a program cornerstone. We further believe that education 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. As graduates become leaders in nursing and healthcare, they impact quality of care delivery and healthcare systems. As nurse researchers/scholars, graduates contribute to the body of nursing knowledge benefiting the discipline, communities, families, and

individuals. As educators, graduates enhance the competencies of the students they teach, and ultimately the quality of care provided by graduate nurses.

OUTCOMES OF THE PhD IN NURSING PROGRAM:

Individuals who complete the PhD in Nursing Program will be prepared for roles as leader, researcher/scholar, and educator in academia, the health care industry, or government and private organizations focused on health care.

Graduates will fulfill the following program outcomes:

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

The UNLV SON PhD program is aligned with the AACN's Task Force on Research-Focused Doctoral Education in Nursing. Students are encouraged to review the position paper found on the [AACN website](#).

SCHOOL OF NURSING DEFINITION OF CIVILITY:

The University of Nevada, Las Vegas School of Nursing defines civility by respecting others and honoring differences to provide a safe and supportive learning and work environment. Civility encompasses behaviors expected by the profession of nursing, which includes students, faculty, and staff members.

NURSING STANDARDS:

The American Nurses Association has defined standards and codes by which all nurses practice. As a professional program it is expected that students will demonstrate behaviors that reflect the defined standards of nursing throughout their academic experience. Students in the specialty areas will also be guided by published standards appropriate to their specialty.

American Nurses Association Standards of Nursing Practice

1. The collection of data about the health status of the client/patient is systematic and continuous. The data are accessible, communicated, and recorded.
2. Nursing diagnoses are derived from health status data.
3. The plan of nursing care includes goals derived from the nursing diagnoses.
4. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals derived from the nursing diagnoses.
5. Nursing actions provide for client/patient participation in health promotion, maintenance and restoration.
6. Nursing actions assist the client/patient to maximize his health capabilities.
7. The client's/patient's progress or lack of progress toward goal achievement is determined by the client/patient and the nurses.
8. The client's/patient's progress or lack of progress toward goal achievement directs reassessment, reordering of priorities, new goal setting and revision of the plan of nursing care.

CODE OF ETHICS:

The graduate program also adheres to the Code of Ethics for Nurses as published by the American Nurses Association (2015).

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

CHAPTER III

REGISTRATION REQUIREMENTS & ORIENTATION

Notice of Acceptance:

Once students are notified by the Graduate College of their acceptance, the SON sends the new student important information regarding the online program. Students must do the following prior to the start of their first semester.

Orientation:

Students are required to attend School of Nursing New Graduate Student Orientation prior to starting their program. Lack of attendance in orientation without prior notice can lead to loss of placement in fall enrollment and separation (dismissal) from the university.

Computer Hardware/Software Needed by Each Student:

Since the majority of courses are taught online, you will need the following hardware/software for your home computer or readily available to you for use in the PhD Program:

1. Computer/Laptop
2. CD/DVD player (internal or external)
3. Scanner (*scanner should be compatible with your operating system*)
4. High-speed Internet connectivity that is consistent and reliable.
5. The following required software can be downloaded online from UNLV's [Student Computing Support Center](#): a) Microsoft IE (*browser*), b) RealPlayer (*plug-in for video/audio*), and c) Adobe Acrobat Reader (*web browser plugin which enables users to open .PDF files*). For questions regarding downloading and for technical support, contact UNLV's Student Computing Support Center at 702-895-0777.
6. Microsoft Office can be purchased by UNLV students at a discounted rate. More information [here](#).
7. File Compression software (e.g. WinZip-PC, ZipIt-Mac)

UNLV Accounts Students Need to Activate:

There are three UNLV accounts you will need to activate prior to orientation.

1. The first account is your UNLV Rebelmail. **IMPORTANT!** *Please use this account for all your UNLV correspondence.* If you do not activate this account, you will not get any UNLV-wide student announcements or be able to participate in the graduate listserv dialog. You can activate this account by going to: <https://rebelmail.unlv.edu> and following the online instructions.
2. The second account to activate is your ACE account. ACE accounts are created for students upon admission to UNLV. Students will receive an email to their personal email account with their ACE credentials and account setup instructions. The ACE account will grant access to various campus resources once a student has enrolled in a course.
3. The third account to activate is your UNLV [Canvas](#) account. For additional information, click on "First time logging in?" under students on the right panel. (*Note: Once you've completed the registration process, the course(s) you registered for will automatically be added to your Canvas account the following night. You will not be able to log into Canvas until 24 hours after registering and no earlier than the first week before classes.*)

CHAPTER IV

FEES, EXPENSES AND FINANCIAL ASSISTANCE

Tuition and Fees:

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

Financial Assistance:

Students should check with the Financial Aid & Scholarships Office for specific scholarships/loans available. The Financial Aid & Scholarships Office 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 \(FAFSA\)](#)

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. For more information about Graduate Assistantships, visit the following websites:

- Information from the Graduate College about becoming a GA can be found [here](#)
- Information about becoming a GA for the School of Nursing can be found [here](#)
- Apply to be a Graduate Assistant through [Grad Rebel Gateway](#)

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. Below is a description of some of these opportunities.

Tish M Smyer Nursing Dissertation Award:

Dr. Patricia “Tish” M. Smyer served as the UNLV School of Nursing’s Associate Dean for Academic Affairs from 2006 – 2015 and played a critical role in the School of Nursing’s academic success. Under her leadership, online graduate programs were ranked 6th by US News and World Report for 2014. Dr. Smyer also served as President of the Nevada State Board of Nursing and under her leadership the Board received the Regulatory Achievement Award from the National Council of State Boards of Nursing in 2014. She was incredibly passionate about Nursing and Nursing Education.

Award Criteria:

- Must be enrolled in UNLV SON PhD program and be in good standing
- Must have a PhD proposal approved by an advisory committee
- Must have received approval or notice of exemption from the university’s Institutional Review Board for the Protection of Human Subjects at the time the award is made

Requirements:

- Application form (See Appendix A - Contact Office of Research and Scholarship for budget assistance.)
- Project Abstract (approximately 400 words) addressing the following sections
 - Purpose
 - Background, Rationale, and Significance
 - Methods (includes Data Analysis)
 - Implications for nursing education, science, or practice
- Letter of support from the Dissertation Chair

All materials should be addressed to the PhD Dissertation Award Committee and forwarded to SON Research office at: SON_ORSS@unlv.edu

Yaffa Dahan Nursing Education Fund:

Yaffa Dahan was born on December 29, 1954 in Morocco and was raised in a small town in Israel. After marrying David Dahan in Israel at age 20, Yaffa moved to Las Vegas to start a family and a new life. Dedicated to education, Yaffa was ambitious in pursuing educational opportunities and a career in nursing. Her educational journeys lead her to earn an MBA in Business Management and a PhD in Administrative Healthcare. She became a registered nurse, which she practiced for more than 28 years. She was a member of the Honors Society in Nursing at UNLV and was honored as an outstanding alumna. She was a wonderful, dedicated spirit who touched all those who crossed her path. In honor of her memory, the Yaffa Dahan Nursing Education Fund was established in 2007 at UNLV to assist outstanding doctoral nursing students in their dissertation or project research.

Award Criteria:

- Must be enrolled in UNLV SON PhD program and be in good standing
- Must have a PhD proposal approved by an advisory committee
- Must have received approval or notice of exemption from the university's Institutional Review Board for the Protection of Human Subjects at the time the award is made

Requirements:

- Application form (See Appendix A - Contact Office of Research and Scholarship for budget assistance.)
- Project Abstract (approximately 400 words) addressing the following sections
 - Purpose
 - Background, Rationale, and Significance
 - Methods (includes Data Analysis)
 - Implications for nursing education, science, or practice
- Letter of support from the Dissertation Chair

All materials should be addressed to the PhD Dissertation Award Committee and forwarded to SON Research office at: SON_ORIS@unlv.edu

PhD Student Project Award:

The purpose of the PhD Student Dissertation Award is to support the PhD Dissertation of a student enrolled in our PhD program. If funding is available, the award amount may be up to \$2,000 per award. The School of Nursing (SON) wishes to support successful completion of the Dissertation of PhD students in the SON.

Award Criteria

- Must be enrolled in UNLV SON PhD program and be in good standing
- Must have a PhD proposal approved by an advisory committee
- Must have received approval or notice of exemption from the university's Institutional Review Board for the Protection of Human Subjects at the time the award is made

Application Process

- Those meeting the above criteria may apply for this award. The application includes:
- Application form (See Appendix A - Contact Office of Research and Scholarship for budget assistance.)
- Dissertation abstract (400 words maximum) addressing the following sections:
 - Purpose
 - Background, Rationale, and Significance
 - Methods (includes Data Analysis) or Procedure/Process
 - Implications for nursing education, science, or practice
- Letter of support from the student's PhD Chair

All materials should be addressed to the PhD Project Award Committee and forwarded to SON Research office at: SON_ORIS@unlv.edu

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.

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 full-time employment teaching in a school of nursing or two part-time positions in a school of nursing that equal full-time employment. At the end of each of the first three years 20% of the loan is forgiven and at the end of the 4th year of employment teaching in a school of nursing another 25% of the loan is forgiven. A call for applications will be sent via the list serve when the School of Nursing is notified of award.

CHAPTER V

INFORMATION SPECIFIC TO THE SCHOOL OF NURSING

Advisement:

Students admitted to the School of Nursing will be assigned an advisor/chair upon admission. Failure to consult with the advisor/chair when requested may result in separation (dismissal) from the SON. Then the student retains that faculty advisor/chair for the duration of the nursing program but may change if requested. Faculty advisors/chairs will contact their assigned students at least once per semester. Student progress in general is discussed. Consultation concerning progression in course activities is completed with the instructor of each course and the appropriate Program Director.

Student Responsibilities:

1. Respond promptly to advisor communications by e-mail, mail, or telephone.
2. Attend in-person, phone/video conferencing meetings scheduled by advisor.
3. Make appointments with advisor to discuss academic difficulties, such as failing exams or unsatisfactory progress in clinical areas.
4. Review the student handbook and policies and procedures periodically.
5. Seek help from student support services as appropriate.

RECOMMENDATIONS FOR SUPPORT

Support	Location
School of Nursing Web Page	UNLV - School of Nursing Homepage www.unlv.edu/nursing
Writing Center Reviews Paper - gives general feedback	https://writingcenter.unlv.edu/virtual-consultations 895-2908
Student Counseling & Psychological Services (Anxiety, Stress, Personal problems, testing for test anxiety, etc.)	Reynolds Student Service Complex, Room 201 Drop in or Appointments Free of Charge - except for testing 895-3627 https://www.unlv.edu/caps/services

Disclosure of Student Education Records and Directory Information

The [Family Educational Rights and Privacy Act](#) (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each NSHE institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records. These rights transfer solely to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as eligible students in the Act.

The Nevada System of Higher Education Policies and Procedures Guidelines Manual concerning "Disclosure of Student Education Records and Directory Information", Chapter 6, Section 14, pp. 23-24, Reviewed December 2016, is available [here](#)

UNLV Policies on FERPA, "Student Rights under FERPA", and "Directory and Non-Directory Information" policies are available [here](#)

Please review [SON section of UNLV Catalog](#)

GRADUATION REQUIREMENTS:

Please see the [Graduate Catalog](#) for graduation requirements.

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than three courses (maximum of seven internal or six external credits) may be transferred into the program. Transfer credit must be approved by the Program Director. Transfer

students with seven or more credits will be unable to attend UNLV as a "graduate special" and prior to admission must be admitted into one of the program tracks.

2. **Credit by Challenge Examination:** Graduate courses (with a 600 or 700 number or above) may not be challenged for credit.
3. **Six- or Eight-year Completion Rule:** All doctoral degree requirements must be completed within six (6) calendar years for post-master's students or eight (8) calendar years for post-bachelor's doctoral students from the date of matriculation. No credit may be used in an advanced degree program for course work completed more than six (6) calendar years immediately preceding the term in which all degree requirements are completed.
4. **Graduation Requirements:** Students have a choice of the catalog under which they wish to graduate. They may choose between: 1) the year of official matriculation, or 2) the year of graduation. Students are encouraged to meet the requirements of the current catalog.

PROCESS TO APPLY FOR GRADUATION:

1. An application for graduation is obtained from MyUNLV on the "Student Center" page. The form must be submitted via MyUNLV during the first week of the semester in which the student plans to graduate (check the class schedule for exact date).
2. After the application form is completed, the student must pay a graduation fee online.
3. Degrees are awarded in May, August, and December. University Commencement is held in May and December. All students are encouraged to participate in the commencement exercises. The SON's Commencement/Recognition Ceremony is held in April, August, and December.

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

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

Attendance:

Individual instructors have the authority to set attendance requirements for classes. Requirements will be published in the course syllabus. It is the student's responsibility to notify the instructor of absences in accordance with the stated policy.

Bloodborne Pathogen Exposure:

The following protocol outlines a regimen for providing safe and appropriate care to students who have sustained a bloodborne exposure through a contaminated needle stick and/or body fluid exposure during a clinical experience.

1. If the student sustains an exposure to blood and/or body fluids they must immediately report, within 10 minutes, this exposure to the clinical instructor and the preceptor. If the student is unable to immediately contact the instructor, contact the SON office (702) 895-3360.

The student should then go to the nearest Emergency Department or laboratory service and ask for baseline lab testing for HIV and a Hepatitis B titer. It should be noted that the institution or agency where the student sustained the exposure has no responsibility to provide any testing or treatment related to the exposure. The person to whom the student has been exposed (the source patient) should be tested for Hepatitis B surface antigen, Hepatitis B core and surface antibodies, Hepatitis C antibody and HIV antibody. The agency with which the student is working (as a student) may or may not pay for the cost of the lab draw on the source patient.

2. When indicated, the Centers for Disease Control and Prevention (CDC) recommends initiating post-

exposure prophylaxis against HIV as close to the time of exposure as possible, ideally within one hour and continuing for 4 weeks.

Bloodborne Pathogen and HIPAA Training:

All PhD students are required to complete training prior to matriculation into the program and yearly thereafter. This requirement is necessary to document proof of understanding of these regulations as preceptors may require this prior to beginning clinical rotations.

Basic Life Support Skills Validation:

Students are required to maintain currency of Basic Life Support (BLS) Skills. Testing is done every two years. The student's card must have been renewed within the last two calendar years and must not expire before the semester ends. If a clinical agency requests validation of BLS, students are required to comply with proof by providing a photocopy or scanned copy

Cancellation of a Class:

The SON reserves the right to cancel any elective course in which the enrollment is insufficient to warrant offering the course. In case of cancellation the student should drop the course electronically; a refund will be processed after the drop is filed.

Change in Class Schedule:

The SON reserves the right to amend the information published in the Class Schedule. Changes which may occur are day, time, clinical instructor or clinical agency.

Children in Class:

Neither students nor faculty shall bring babies or small children into the classroom or clinical practice area. Babies and children in the classroom are disruptive, even when the visitors are quiet. Faculty may be placed in a position in which they must deny individual students the opportunity to attend class if they bring babies or children. Students should plan for childcare when on campus classes are scheduled.

Confidentiality:

An important part of nursing ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain the client's full name. Clients' problems must not be discussed with family or friends. If the SON ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action. HIPAA regulations require each student to sign a Student Confidentiality Statement prior to attending a clinical rotation in a clinical facility. The signed form is then given to the faculty member for placement in the student's file.

Drug Screening:

Certain clinical facilities require that students prior to a clinical experience demonstrate they are drug free by a drug screen. The screen is only required prior to enrollment in the program, if the student maintains continuous enrollment and behaviors do not suggest the use of drugs. If the student leaves the program and subsequently returns or his/her behaviors suggest that drug usage may be occurring, repeat testing will be required indicating negative results for the student to continue in the nursing program or the clinical facility.

If there is probable cause, the student must submit to an immediate drug screen at the nearest contracted laboratory. If the results of the test are positive, the cost of the screen will be the responsibility of the student. If the screen is negative, the cost for this screening will be borne by the clinical agency or the University. Any follow up care is the financial responsibility of the student.

English Composition Skills:

Students should exhibit professional level composition skills. Faculty are expected to award or delete points on papers (essays, examinations, term papers, summaries on the client assessment forms, etc.) for usage of proper grammar and consistency and conciseness of thought. All formal papers written by graduate students in the PhD program should utilize APA format. All students are encouraged to purchase an APA format textbook as a reference.

Essential Tasks:

The SON has formulated a list of essential tasks related to observation, communication, motor abilities, conceptual-integrative and quantitative abilities, and behavioral and social attributes in which applicants and students within the nursing program should be able to engage in a reasonably independent manner, with or without reasonable accommodations. Students should review the demands of the program as a means to compare their own capabilities against the identified demands.

- Students must be able to read, write, speak and understand English at a level consistent with successful course completion and development of positive patient-nurse relationships. Students must complete readings, assignments and other activities outside of class hours. Students must gather decision-making pieces of information during patient assessment of research activities in class or in the clinical setting without the use of an intermediary such as a classmate or other nurses.
- Students may perform assessment activities in class or in the clinical setting by direct performance or by instruction and supervision of intermediaries.
- Students must apply critical thinking processes to their work in the course and the clinical setting, must exercise sound judgment in the course and in the clinical setting, and must follow safety procedures established for each course and clinical site.
- Students must have interpersonal skills as needed for productive course discussion, respectful interaction with classmates and faculty, and development of appropriate nurse-patient relationships.
- Students must maintain personal appearance and hygiene conducive to classroom and clinical settings.
Students must pass a cardiopulmonary resuscitation course at the health professional level (BLS) every two years.

Students must demonstrate appropriate health status prior to enrollment with annual updates on some items: no active tuberculosis as indicated in a QuantiFERON or two-step skin test; mumps, rubella (German measles) and rubeola (measles) immunity, varicella (chickenpox) immunity, tetanus-diphtheria booster within 10 years of anticipated admission, and completion of the hepatitis B vaccine series or titer or written declination.

- Students must follow standards and policies specified in the Student Handbook, the Letter of Understanding (contract between university and clinical sites), and the Clinical Preceptor Handbook.
- Students must present evidence of a negative drug screen at the time of admission to clinical course work. The drug screen will be requested again if the student withdraws and is then readmitted to the program or if behaviors of the student suggest probable cause for follow-up. If probable cause exists, a student will be asked to complete another drug test immediately, which must provide negative results to remain in the clinical experience.

Typical Skills Used to Complete Essential Tasks

- Students typically attend classes at least once and up to three times per semester during each academic semester, particularly when enrolled in FNP clinical courses. Classes consist of a combination of lecture, discussion, laboratory, and clinical activities.
- In the practice setting, students typically sit from one to two hours daily, stand from two to four hours daily, and walk two to four hours daily.
- Students frequently lift less than 10 pounds and occasionally lift weights between 10 and 100 pounds.
- Students occasionally carry up to 25 pounds while walking up to 50 feet.
- Students frequently exert 75 pounds of push/pull forces to objects up to 50 feet and occasionally exert 150

- pounds of push/pull forces for this distance.
- Students frequently twist, bend, and stoop.
- Students occasionally squat, crawl, climb stools, reach above shoulder level, and kneel.
- Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of patients.
- Students frequently stand and walk while providing support to an infirmed patient. Students occasionally climb stairs or negotiate uneven terrain.
- Students continuously use their hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills.
- Students frequently coordinate verbal and manual activities with gross motor activities. Students use auditory, tactile, and visual senses to receive instruction and to assess, intervene, and evaluate patients.

Examinations During the Semester:

It is expected that students take examinations on the date and at the time scheduled. It is the student's responsibility to notify the instructor prior to the exam time if they will not be able to take the exam as scheduled. Make-up exams will be at the discretion of the instructor. If a student misses an examination without prior approval by the instructor, a grade of "F" will be recorded for the examination.

It is the instructor's responsibility to make known the tentative dates of examinations, the weighing of examinations, and method of final grade calculation at the beginning of the semester.

Final Examination:

Final examinations will be held at the end of the semester at the time specified in the class schedule. The faculty must follow the class schedule during final exam week for the purpose of giving the final examination. Faculty should remind students to complete the course evaluation which is sent via the student's rebel mail address. Some faculty may choose to give the final exam on campus.

Examinations Review:

Students who wish to review examinations should make appointments with the instructor to do so within two weeks of the examination date. After that period of time, the instructor will not make adjustments in the exam grade due to miscalculations (consult individual class outlines for specific information).

Evaluations:

Particularly when enrolled in FNP clinical courses, students are offered the opportunity of a formal mid-term evaluation. Students must have a formal final evaluation in clinical, and at that time the students are to be told their final grade. The faculty is responsible for filing the student's final grade via the Canvas Grade Book prior to leaving campus for the semester.

Grading Policies: 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

IMPORTANT NOTE: A passing grade for students taking graduate degree courses (600 or 700 level) is 83% (B) or above.

Grade Recorded when a student does not pass the clinical portion of the course:

The clinical portion of the course is graded on a pass/fail basis. Because the clinical portion of the course is an integral portion of the course, if the student does not successfully complete the clinical portion of the course, a grade of “F” will be recorded for the course.

Grades (posting):

When posting grades via Canvas, students will have access to their grades in a confidential way. Grade reports are also distributed to the Associate Dean for Graduate Affairs in the SON and are available to advisors and counselors.

Health Insurance Validation:

It is a requirement of the SON and a requirement within contracts with clinical agencies that students who practice in those facilities have health insurance. Thus, students are required to maintain current health insurance coverage. The student must present verification of health insurance to the Graduate Studies Administrative Assistant prior to registering for their first graduate courses. If students do not have proof of health insurance they will not be allowed to be in clinical rotations. The student is responsible to determine that their health insurance coverage includes provisions for emergency room visits in the event of a needle stick or other high- risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted.

Injury in Clinical Area:

1. Clinical instructor assesses the extent of the injury to determine if the student can remain in the clinical area.
2. If the clinical instructor determines that the student should seek medical care, the student is referred to their private physician.
3. Student and clinical instructor must complete an incident report if required by the clinical agency and a copy is filed in the student’s file.
4. Billing of charges will be to the student's insurance company; the clinical agency has no responsibility for treatment charges, this is the reason the student carries medical insurance.

Lateness of Assignment:

Written work is expected on the date and time indicated in the syllabus or course schedule/calendar. Whether an assignment will be accepted late and the determination of percentage (%) points to be deducted per day will be made at the sole discretion of the instructor. It is the student's responsibility to notify the instructor that an emergency has occurred.

Two-Step Tuberculin Testing or QuantiFERON:

Students must show proof of current two-step tuberculin testing results or QuantiFERON draw results to the Graduate Studies Administrative Assistant prior to registering for their first graduate courses. Testing must be within one year to be current.

Progression:

To progress in the School of Nursing, the student must:

1. Maintain a cumulative grade point average of 3.00 (B) or above each semester enrolled.
2. Receive a grade of “B” or above in all required nursing courses. If less than a “B” occurs, for example a “B-” is earned, the student must repeat the course. The student may repeat a course only one time.
3. Register for any course offered via the student’s plan of study only two times. A student who has registered for the same course twice and has withdrawn or received a grade of less than a “B” is ineligible for readmission unless

approved via appeal by the Graduate College and allowed to continue in the program.

4. Complete a minimum of six-degree program credits per calendar year (an average of three credits per semester; calendar year defined as fall and spring semesters).
 5. Maintain the standards of academic and professional integrity expected in a particular discipline or program.
- Note: If a student has not progressed as contracted, for example is not successful in a course, and a curricular change occurs in the interim, the student will be required to take the new course(s) if the other course(s) have been deleted from the curriculum.

Appeal:

A student who is denied the privilege of readmission to a course has the right to appeal. The appeal process will follow the outline specified in the UNLV grievance procedure. The first level of appeal will be the SON's PhD Program Director; the second level is the SON's Associate Dean for Academic Affairs. The final level will be the Dean of the Graduate College. If the outcome of the appeal is not to the student's satisfaction, the student may file an appeal with the [Graduate College](#).

INCOMPLETE:

An incomplete grade can be granted in content/lecture type courses, designed to be completed within one semester, and where the student has failed to complete all of the requirements. The instructor is responsible for determining if the reason for non-completion is satisfactory. An "I" grade is given only when a minor part of the course work remains incomplete and the major portion has been completed at a level which is clearly passing.

Graduate students receiving an "I" grade in 600 or 700 level courses have up to one calendar year to complete all requirements and remove the "I" grade; however, the instructor, at their sole discretion, may require that the Incomplete be made up in less time. The SON students must complete the requirements prior to enrollment in any classes in which the incomplete course is a prerequisite course. If course requirements are not completed within the time frame indicated by the instructor or within one year, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly. Students who are making up an incomplete grade do not re-register for the course, but make individual arrangements with the instructor who assigned the "I."

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar. The Graduate College guidelines and policy on the grade of "Incomplete" can be found [here](#).

STUDENT RIGHTS:

Please review the entire Student Conduct Code at:

https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf

DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

The [Family Educational Rights and Privacy Act](#) (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each NSHE institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records.

These rights transfer solely to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as eligible students in the Act.

The Nevada System of Higher Education Policies and Procedures Guidelines Manual concerning "**Disclosure of Student Education Records and Directory Information**", Chapter 6, Section 14, pp. 23-24, Reviewed December 2016, is available [here](#)

UNLV Policies on FERPA, "Student Rights under FERPA", and "Directory and Non-Directory Information" policies are available [here](#)

CHAPTER VI

PROGRAM COURSEWORK AND PROGRESSION

DEGREE REQUIREMENTS

Official Requirements are listed in the [Graduate Catalog](#)

SAMPLE COURSES OF STUDY FOR FULL-TIME AND PART-TIME STUDY

(“Nursing Education” Track)

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.

Course #	Course Title	Term to be taken	Credit
NURS 709	<i>Teaching and Learning in Nursing Education</i>	Year 1 – FA	3
NURS 771	Theory Development in Nursing	Year 1 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 1 – FA	3
NURS 710	<i>Course Level Evaluation Strategies for Nurse Educators</i>	Year 1 – SP	3
NURS 774	<i>Educational Theory & Philosophy for Nursing</i>	Year 1 – SP	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
NURS 724	<i>Developing & Evaluating Curriculum for Nursing Education</i>	Year 1 – SU	4
NURS 748	Interdisciplinary Team Science	Year 1 – SU	3
NURS 772	The Nurse as Leader	Year 1 – SU	3
	PDM1	Year 1 – SU	
NURS 770	Knowledge Development in Nursing	Year 2 – FA	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – FA	3
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
	PDM2	Year 2 – FA	
NURS 733	<i>Nursing Education Practicum I</i>	Year 2 – SP	2
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SP	3
NURS 779	Writing a Research Grant Application	Year 2 – SP	3
	PDM3	Year 2 – SP	
NURS 789	Independent Study(Elective Course in Research)	Year 2 – SU	3
NURS 790	<i>Independent Teaching Practicum Seminar</i>	Year 2 – SU	1
NURS 791	<i>Independent Teaching Practicum</i>	Year 2 – SU	1
	Comprehensive Examination	Year 2 – SU	
NURS 797	Dissertation	Year 3 – FA	6
	<i>*minimum of 12 credits in dissertation are required</i>	Year 3 – SP	6
	<i>Third semester is 'if needed'</i>	Year 3 – SU	3

Total credits required for degree 62

Official Requirements are listed in the [Graduate Catalog](#)

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 the Post-MSN Nursing Education Accelerated Track, a 50 credit plan of study.

Course #	Course Title	Term to be taken	Credit
NURS 770	Knowledge Development in Nursing	Year 1 – FA	3
NURS 771	Theory Development in Nursing	Year 1 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 1 – FA	3
<i>NURS 774</i>	<i>Educational Theory & Philosophy for Nursing</i>	Year 1 – SP	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
	PDM1	Year 1 – SP	
NURS 748	Interdisciplinary Team Science	Year 1 – SU	3
NURS 772	The Nurse as Leader	Year 1 – SU	3
	PDM2	Year 1 – SU	
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – FA	3
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
<i>NURS 790</i>	<i>Independent Teaching Practicum Seminar</i>	Year 2 – FA	1
<i>NURS 791</i>	<i>Independent Teaching Practicum</i>	Year 2 – FA	1
	PDM3	Year 2 – FA	
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SP	3
NURS 779	Writing a Research Grant Application	Year 2 – SP	3
NURS 789	Independent Study(Elective Course in Research)	Year 2 – SP	3
	Comprehensive Examinations	Year 2 – SP	
NURS 797	Dissertation	Year 2 – SU	6
	<i>*minimum of 12 credits in dissertation are required</i>	Year 3 – FA	6
	<i>Third semester is ‘if needed’</i>	Year 3 – SP	3

Total Credits required for degree 50

Official Requirements are listed in the [Graduate Catalog](#)

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.

Course #	Course Title	Term to be taken	Credit
NURS 709	<i>Teaching and Learning in Nursing Education</i>	Year 1 – FA	3
NURS 771	Theory Development in Nursing	Year 1 – FA	3
NURS 710	<i>Course Level Evaluation Strategies for Nurse Educators</i>	Year 1 – SP	3
NURS 774	<i>Educational Theory & Philosophy for Nursing</i>	Year 1 – SP	3
NURS 724	<i>Developing & Evaluating Curriculum for Nursing Education</i>	Year 1 – SU	4
NURS 772	The Nurse as Leader	Year 1 – SU	3
NURS 770	Knowledge Development in Nursing	Year 2 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 2 – FA	3
NURS 733	<i>Nursing Education Practicum I</i>	Year 2 – SP	2
NURS 781	Qualitative Research Methods in Nursing	Year 2 – SP	3
NURS 748	Interdisciplinary Team Science	Year 2 – SU	3
	PDM1	Year 2 – SU	
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 3 – FA	3
NURS 785	Special Topics in Nursing Research	Year 3 – FA	3
	PDM2	Year 3 – FA	
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 3 – SP	3
NURS 779	Writing a Research Grant Application	Year 3 – SP	3
	PDM3	Year 3 – SP	
NURS 789	Independent Study(Elective Course in Research)	Year 3 – SU	3
NURS 790	<i>Independent Teaching Practicum Seminar</i>	Year 3 – SU	1
NURS 791	<i>Independent Teaching Practicum</i>	Year 3 – SU	1
	Comprehensive Examination	Year 3 – SU	
NURS 797	Dissertation	Year 4 – FA	6
	<i>*minimum of 12 credits in dissertation are required</i>	Year 4 – SP	6
	<i>Third semester is 'if needed'</i>	Year 4 – SU	3

Total Credits required for Degree 62

Official Requirements are listed in the [Graduate Catalog](#)

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 Post-MSN Nursing Education Accelerated Track, 50 credit option 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.

Course #	Course Title	Term to be taken	Credit
NURS 771	Theory Development in Nursing	Year 1 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 1 – FA	3
<i>NURS 774</i>	<i>Educational Theory & Philosophy for Nursing</i>	Year 1 – SP	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
NURS 748	Interdisciplinary Team Science	Year 1 – SU	3
NURS 772	The Nurse as Leader	Year 1 – SU	3
NURS 770	Knowledge Development in Nursing	Year 2 – FA	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – FA	3
	PDM1	Year 2 – FA	
NURS 779	Writing a Research Grant Application	Year 2 – SP	3
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SP	3
	PDM2	Year 2 – SP	
<i>NURS 790</i>	<i>Independent Teaching Practicum Seminar</i>	Year 2 – SU	1
<i>NURS 791</i>	<i>Independent Teaching Practicum</i>	Year 2 – SU	1
	PDM3	Year 2 – SU	
NURS 785	Special Topics in Nursing Research	Year 3 – FA	3
NURS 789	Independent Study(Elective Course in Research)	Year 3 – FA	3
	Comprehensive Examinations	Year 3 – FA	
NURS 797	Dissertation	Year 3 – SP	6
	<i>*minimum of 12 credits in dissertation are required</i>	Year 3 – SU	6
	<i>Third semester is ‘if needed’</i>	Year 4 – FA	3

Total Credits required for Degree 50

Official Requirements are listed in the [Graduate Catalog](#)

SAMPLE COURSES OF STUDY FOR FULL-TIME AND PART-TIME STUDY

(“Post DNP to PHD” Option)

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.

Course #	Course Title	Term to be taken	Credit
NURS 771	Theory Development in Nursing	Year 1 – FA	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 1 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 1 – FA	3
	PDM1	Year 1 – FA	
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 1 – SP	3
NURS 779	Writing a Research Grant Application	Year 1 – SP	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
	PDM2	Year 1 – SP	
<i>NURS 748</i>	<i>Interdisciplinary Team Science</i>	Year 1 – SU	3
NURS 789	Independent Study(Elective Course in Research)	Year 1 – SU	3
	PDM3	Year 1 – SU	
NURS 770	Knowledge Development in Nursing	Year 2 – FA	3
NURS 777	Individualized Study / Dissertation Seminar	Year 2 – FA	3
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
	Comprehensive Examination	Year 2 – FA	
NURS 797	Dissertation	Year 2 – SP	6
	<i>*minimum of 12 credits in dissertation are required</i>	Year 2 – SU	6
	<i>Third semester is ‘if needed’</i>	Year 3 – FA	3
		Total	45

Official Requirements are listed in the [Graduate Catalog](#)

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.

Course #	Course Title	Term to be taken	Credit
NURS 771	Theory Development in Nursing	Year 1 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 1 – FA	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
NURS 789	Independent Study(Elective Course in Research)	Year 1 – SP	3
<i>NURS 748</i>	<i>Interdisciplinary Team Science</i>	Year 1 – SU	3
NURS 770	Knowledge Development in Nursing	Year 2 – FA	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – FA	3
	PDM1	Year 2 – FA	
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SP	3
NURS 779	Writing a Research Grant Application	Year 2 – SP	3
	PDM2	Year 2 – SP	
NURS 777	Individualized Study / Dissertation Seminar	Year 2 – SU	3
	PDM3	Year 2 – SU	
NURS 785	Special Topics in Nursing Research	Year 3 – FA	3
	Comprehensive Examination	Year 3 – FA	
NURS 797	Dissertation	Year 3 – SP	6
	<i>*minimum of 12 credits in dissertation are required</i>	Year 3 – SU	6
	<i>Third semester is 'if needed'</i>	Year 4 – FA	3
		Total	45

COURSE DESCRIPTIONS

Official Course Descriptions are listed in the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>).

CHAPTER VII
PATHWAY TO COMPLETION
SAMPLE TIMELINE FROM ADMISSION TO GRADUATION

Credit Hours and Grade Point Average

For the Post-MSN Nursing Education Accelerated Degree Track, students who have completed NURS 709, NURS 710, NURS 724, and NURS 733 (or equivalent) 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. Students who have not completed NURS 709, 710, 724, and 733 or do not have a master's degree or post-master's certificate in nursing education, are required to complete a minimum of 62 graduate credits for the "Nursing Education" option. The Post DNP to PhD program requires a minimum of 45 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 who may also serve as the chair of the student's Graduate Advisory Committee. The advisor (and later the Graduate Advisory Committee) will plan the student's entire degree program of study and submit it to the Graduate College. The degree program requires the approvals of the student, advisor/chair, the PhD Program Director, the Associate Dean for Academic Affairs, and the Dean.

Progression and Policies

The SON policies align with the UNLV Graduate College policies and procedures. Students are encouraged to review the [Graduate College Catalog](#) carefully.

The PhD Program Director monitors the student's progress and adherence to all established policies of the Graduate College through the program of study. At any given time, the student can request a change of chair or members of the Graduate Advisory Committee. However, it is the student's responsibility to secure approval of an individual faculty member who agrees to serve as their advisor before changing the original advisor, subject to Graduate College approval. Also, it is the student's responsibility to make sure that their chosen advisor or chair has current full graduate faculty status at UNLV. A list of full graduate faculty can be found [here](#).

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.

Comprehensive Examination

Students must take a Comprehensive Examination to assess their 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. A student who does not pass the exam on the initial attempt will be placed on probation. 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.

Dissertation Prospectus

Once the student passes the Written and Oral Comprehensive Exam, they will submit an abstract of their proposal (prospectus) to the entire Graduate Advisory Committee (SON members and Graduate College Rep) for approval. Once the prospectus is approved, the student will advance to candidacy by completing the 'Advance to Candidacy' form found in their Grad Rebel Gateway and is eligible to enroll in

dissertation credits (NURS 797).

Culminating Experience

Upon completion of the dissertation, the student must pass a final oral examination which involves the successful defense of their dissertation study. All Graduate Advisory Committee members must be present for this examination and may question the student following presentation of the study. The defense will be scheduled and conducted in accordance with the [Graduate College's policies for thesis and dissertation](#).

Graduation Requirements

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than 6 credits may be transferred into the program. Transfer credit must be pre-approved by the PhD Program Director.
2. **Credit by Challenge Examination:** Graduate courses (with a 600 or 700 number or above) may not be challenged for credit.
3. **Six-year Completion Rule:** All degree requirements must be completed within six (6) calendar years from the date of matriculation. No credit may be used in an advanced degree program for course work completed more than six (6) calendar years immediately preceding the term in which all degree requirements are completed.
4. **Graduation Requirements:** Students have a choice of the catalog under which they wish to graduate. They may choose between: 1) the year of official matriculation, or 2) the year of graduation. Students are encouraged to meet the requirements of the current catalog.

Process to Apply for Graduation

1. An application for graduation is obtained from MyUNLV on the "Student Center" page. The form must be filed during the first week of the semester in which the student plans to graduate (check the class schedule for exact date).
2. After the application form is completed, the student must pay a graduation fee online.
3. Degrees are awarded in May, August, and December. Commencement is held in May and December. All students are encouraged to participate in the commencement exercises. The SON's Recognition Ceremony is held in May, August, and December.

Official Transcripts: Official transcripts of recorded work (credits) completed at UNLV bear the seal of the University and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued. Transcripts are not issued for any student having a delinquent indebtedness to the university. Work in progress does not appear on the transcript and is not entered until the semester or registration period officially ends. Transcripts are not prepared during the periods of official examinations, grade recording and registration.

Program Exit Survey: Following completion of all course requirements, the student will be asked to complete an exit survey related to program outcomes and overall satisfaction. The survey provides feedback to the program faculty and is utilized in curricular revision. The results of the survey are summarized for various accreditation bodies. Graduates are encouraged to provide correct email addresses so the SON can maintain contact for future events and alumni updates.

PATHWAY TO DISSERTATION

Below is a guide to help you understand the dissertation process

- Videos in [WebCampus](#)

COMMITTEE

Graduate Advisory Committee Chair – Students are assigned advisors / chairs upon admission to the PhD program. Please refer to the [Graduate College website](#) for information on the responsibilities of committee chairs.

Graduate Advisory Committee members – Students are required to have two committee members from the SON (besides their chair) and a Graduate College Rep who is a faculty from a department outside of the SON

RECOMMENDED TIMELINE

Students are required to meet regularly with their chairs and committee members in order to progress through their program of study. Structured preliminary dissertation meetings are recommended as follows:

PDM1 (Preliminary Dissertation Meeting 1) – Students should complete no later than the trimester before PDM2 and three trimesters prior to the Comprehensive Exam. Can be completed in person or through video conference.

PDM2 (Preliminary Dissertation Meeting 2) – Students should complete no later than two trimesters prior to the Comprehensive Exam. Can be completed in person or through video conference.

PDM3 (Preliminary Dissertation Meeting 3) – Students should complete no later than one trimester prior to the Comprehensive Exam. Can be completed in person or through video conference.

Note: Additional PDMs as necessary

Comprehensive Exam – Students should complete during the final trimester of required doctoral coursework preceding enrollment in Dissertation (NURS 797). The Oral Comprehensive Exam must be completed in person.

Dissertation Proposal – Students should complete during the first trimester of Dissertation (NURS 797). Must complete a presentation of the proposal in person.

Dissertation Defense – Students will provide an oral presentation (defense) of their dissertation study once the written dissertation is complete and the committee determines that the student is ready to progress to defense. Must be completed in person.

Note: Students have two options for their dissertation – the Traditional Dissertation (typically 5 or 6 chapters) and the Multiple Article Dissertation (three manuscripts). Throughout the PDM process, students should discuss both options with their chair and committee; however, both options include the Dissertation Proposal development and presentation.

PROCESS

PDM1 (Preliminary Dissertation Meeting 1)

The purpose of the PDM1 is for the student and committee members to discuss the broad dissertation topic the student is interested in pursuing for their dissertation. The student should complete the PDM1 by carrying out the following steps:

Ask School of Nursing Faculty Members to be on their Graduate Advisory Committee. Although selection of the Graduate College Rep (committee member from outside SON) is not required at this stage, students are encouraged to seek out possible faculty who may serve in this role.

Prepare a 1 to 2-page document that identifies a phenomenon of interest and related research ideas. The document should broadly identify the research problem, purpose, sample, design, significance and feasibility of the study.

Schedule the PDM1 meeting with the committee members. The meeting may be done in person or by video

conference call (Participation is optional for the Graduate College rep.).

Once the meeting is scheduled, contact the designated doctoral Administrative Assistant with the meeting details (date, time, location, and committee members).

The student and committee members will meet to discuss the broad dissertation topic the student has identified. The committee will help the student focus their research topic.

The committee chair will take notes on the meeting and provide them to the student, committee members, and doctoral Administrative Assistant.

PDM2 (Preliminary Dissertation Meeting 2)

The purpose of the PDM2 is for the student to refine their research focus and dissertation plan. Two trimesters prior to the Comprehensive Exams, they should schedule and complete the PDM2 by carrying out the following steps:

Confirm School of Nursing faculty members and Graduate College Rep (outside faculty member) on the committee. Prepare a dissertation plan that integrates the feedback received from the PDM1. The plan should be no more than five pages (Times New Roman, 12-point font, double spaced) and can be a short narrative, a schematic, a table, or an outline that identifies the research problem, purpose, framework, sample design and methods of research.

Schedule the PDM2 meeting with the committee members. The meeting may be done in person or by video conference call. (The outside member is required to attend).

Once the meeting is scheduled, contact designated doctoral Administrative Assistant with the meeting details (date, time, location, and committee members).

- The Administrative Assistant will distribute the necessary forms to the student's Chair, committee members, and the PhD Program Director.

No later than one week prior to the PDM2 meeting, the student must send the committee members their document.

The committee chair will take notes on the meeting and provide them to the student, committee members, and designated doctoral Administrative Assistant.

PDM3 (Preliminary Dissertation Meeting 3)

The purpose of the PDM3 is for the student to further refine their research focus and dissertation plan and prepare for the Written Comprehensive Exam. During the trimester prior to the Comprehensive Exams, students should schedule and complete the PDM3 by carrying out the following steps:

- Schedule the PDM3 meeting with the committee members. The meeting may be done in person or by video conference call (The outside member is required to attend).
- Once the meeting is scheduled, contact designated doctoral Administrative Assistant with the meeting details (date, time, location, and committee members).
- No later than one week prior to the PDM3 meeting, the student must send the committee members his/her document. The 8-10-page document may be an outline or written narrative that demonstrates the student is prepared to progress to the Comprehensive Exam.
- The committee chair will take notes on the meeting and provide them to the student, committee members, and designated doctoral Administrative Assistant.
 - At the end of the PDM3, the student should be clear on the expectation for the Comprehensive Exam. The chair and committee members will make a determination regarding the student's progression and if necessary, may request an additional PDM. NOTE: The PDMs are not a test, but an opportunity to allow committee members to ask questions about the topic and to give

suggestions on the purpose, theory, sample design, and methods. The student should be prepared to speak to the points in the plan if the committee asks for more information. Remember this is an opportunity for the committee to guide the student in a direction to be successful in the Comprehensive Exam and help to identify any major flaws in the plan.

Additional PDMs

Additional PDMs might be necessary at the discretion of the chair and committee. Process and requirements will be discussed individually with students by the committee.

Comprehensive Exam

During the trimester the student is enrolled in their final coursework (preceding enrollment in NURS 797 Dissertation), they should schedule and complete the Comprehensive Exam by carrying out the following steps:

- 1 By the end of the second week of the trimester, the student is responsible for scheduling a meeting with the Chairperson of their committee to determine the dates for completing their written and oral comps. The three dates to discuss are:
 1. The beginning of the three-week independent work period - During the independent work period, 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 independent work period must start no later than week 7 of the trimester
 2. Submission of the Written Comprehensive Exam - The written component of the Comprehensive Exam must be submitted to the committee no later than week 10 of the trimester (three weeks before the oral component of the Comprehensive Exam).
 3. The date of the Oral Comprehensive exam - The oral component of the Comprehensive Exam must be held no later than week 13 of the trimester.

Upon identifying tentative dates, the student must contact the two other School of Nursing committee members to confirm their acceptance of these dates. The Graduate College Rep (outside committee member) does not have a role in Comps.

- Once the date has been set, it is the student's responsibility to contact the designated doctoral Administrative Assistant to reserve a room for the oral Comps.
- The Written Component of the Comprehensive Examination
 - The written component must be completed no later than the 10th week of the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797).
 - The student will write a dissertation pre-proposal paper following the guidelines described in the **PhD in Nursing Program Guidelines for the Comprehensive Examination** (Appendix B). Once the start date begins, the student must comply with the independent work period activities as described in VB above.
 - 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.
 - 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 Program Director. The student must reschedule the completion date, and possibly, the date of the oral component.

- 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** (Appendix C). 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 they have 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 Program Director 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 #2) for the written exam.
- The Oral Component of the Comprehensive Examination
 - The student must travel to the UNLV campus for the oral component of the Comprehensive Examination. If circumstances prevent travel, actions will be on a case-by-case basis. The oral component must be held 3 weeks after submission of the written component to the Comprehensive Examination Committee. The 13th week of the final semester of required doctoral coursework preceding enrollment in Dissertation (NURS 797) is the last possible week for the oral component.
 - 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.
 - 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 #2) 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 Program Director if the student fails the oral comprehensive exam. If students fail the oral exam, they will be recommended to be placed on probation to the Graduate College.
 - Once the student passes the Written and Oral Comprehensive Exam, they will submit an abstract of their proposal and Graduate College Prospectus Approval form to the entire Dissertation Committee (SON members and outside member) for approval. Once the abstract is approved and Prospectus Approval form completed with committee signatures, the student will advance to candidacy and is eligible to enroll in dissertation credits (NURS 797). (Prospectus Approval and Advance to Candidacy forms are available on the Graduate College website). <https://www.unlv.edu/graduatecollege/forms>
 - 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 Program Director. 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.
- Passing/Failing the 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).
- 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.
- If the student **does not pass the written exam, the oral exam will not be held**. The student will be recommended to be placed on probation to the Graduate College.
- 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)**.
- 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.
- If the **student passes the second written exam, they 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).
- **If the student does not pass the written exam second attempt**, they will be **separated** from the program.
- If the student **does not pass the oral exam** after attempting and **passing the second written exam**, the student will follow the steps outlined below when taking the oral exam for a second time. The student will be recommended to be placed on probation to the Graduate College.
- 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.
- 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.
- 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).
- If the student **does not pass the second oral exam** they will be **separated** from the program.

Dissertation Proposal

The first trimester the student is enrolled in NURS 797, they will begin developing their dissertation proposal. The student must travel to the UNLV campus to complete the Dissertation Proposal presentation.

- o Students should strive to complete their dissertation proposal by the end of the first trimester the student is enrolled in NURS 797. The Graduate Advisory Committee chair will establish if the student is making progress toward meeting the established timeline and submitting components of the dissertation in a timely manner. The student will have to schedule a meeting with his/her committee to present their dissertation proposal. The meeting date should be determined and

scheduled no later than the seventh week of the trimester. Once the date is confirmed, it is the student's responsibility to contact the designated doctoral Administrative Assistant to reserve a room for the dissertation proposal meeting.

The dissertation proposal must be submitted to the chair and committee two weeks prior to the meeting date.

It is recommended the student bring an electronic copy to make any edits and submit to the designated doctoral Administrative Assistant after the presentation.

Presentation must be no longer than 20 minutes.

o Expect the proposal discussion process to last 1 to 1 ½ hours.

After the proposal has been approved, the student can begin the [IRB process](#).

Multiple Article Dissertation

The Multiple Article Dissertation must include a minimum of three under-review, in-press, or published articles reporting on research or scholarship undertaken as a doctoral student at UNLV (prior research, scholarship, creative activity, articles or publications may not be used in a UNLV dissertation). The culminating experience demonstrates the student's mastery of their research, scholarship, creative abilities, and written and oral communication skills in the chosen discipline. The final document is intended to benefit the student and contribute to the academic discipline or profession. This policy is supplemental to the UNLV Graduate College policies and is specific to the School of Nursing PhD in Nursing Program. Students in the School of Nursing PhD in Nursing Program must adhere to both the Graduate College policies and the School of Nursing policies.

The purpose of the dissertation is to demonstrate research competence as a culminating product of the graduate program. The Multiple Article Dissertation option provides PhD students an alternative to the Traditional Dissertation for their final culminating experience. In addition, it provides students with a structured opportunity to disseminate publications earlier in their professional careers.

Working under the supervision of the Graduate Advisory Committee Chair and members, the student must produce three original, manuscripts to graduate. The Multiple Article Dissertation option is complete when the student:

1. Articulates a theoretical framework extending or advancing knowledge or contributing to human/reality understanding of the selected phenomenon of study;
2. Completes an investigation of a research question relating to some aspect of nursing science;
3. Writes and defends a dissertation including three manuscripts publishable in peer-reviewed journals.

I. Multiple Article Dissertation Format

- A. The manuscript option format must follow the UNLV Graduate College requirements and instructions for preparation and submission of Doctoral Dissertation available at the Graduate College Website.
- B. With the guidance of the Graduate Advisory Committee Chair and Members, students will develop a plan and timeline for completion of the manuscripts for the Multiple Article Dissertation option. An example template form is attached.
- C. The manuscripts must be part of the work the student performed while attending UNLV School of Nursing PhD Program, be related to the topic of the dissertation, and contribute to a unified work.
- D. Changes to the dissertation option (Traditional vs. Multiple Article) must be discussed and approved by the student's Graduate Advisory Committee Chair and Members.

II. Abstract

- A. The written dissertation will include an abstract describing the full dissertation and be no more than 350 words (not counting title and author's name)
- B. The abstract structure will be determined by the Graduate Advisory Committee Chair and Members

III. Chapter 1: Introduction

- A. The Introduction sets the stage for the three manuscripts to follow (see below) and will include an updated literature review that builds on the review developed as part of the Comprehensive Examination.
 - B. The Introduction Chapter should include:
 - i. rationale for the research;
 - ii. discussion of gaps in the literature addressed by the research;
 - iii. identification of the aims of the overall dissertation project; and,
 - iv. description of the proposed manuscripts and explanation of how they are linked to the dissertation topic.
- IV. Chapters 2, 3, & 4
- A. The student will prepare three manuscripts to the Graduate Advisory Committee Chair and Members and then submit for publication to one or more peer-reviewed journals. The student and her/his Graduate Advisory Committee Chair and Members will agree on the nature and topics of the three manuscripts, but all must be clearly linked to the aims established for the dissertation.
 - B. Article chapters must be included in the appropriate Graduate College format, consistent with the Introduction and Conclusion chapters. Students may not simply “add in” a journal article reprint to serve as a dissertation chapter.
 - C. At least one manuscript must be data-driven, report the results of the student’s dissertation study, and identify the student as first author. The other two manuscripts may focus on a synthesized review of the literature pertinent to the program of study, an instrument development, any methodological issues, a conceptual analysis or theory application related to the study, or clinical application of the findings to practice with the student as first author.
 - D. The student should strive to submit for publication at least two of the three manuscripts well before the time of the student’s Dissertation Defense. The Graduate Advisory Committee Chair and its members must approve each manuscript prior to any journal submission.
- V. Chapter 5: Conclusion
- A. This format must also include a concluding chapter that puts the multiple manuscripts in a broader context and explains their significance to the field, as well as offer suggestions for future research.
 - B. This concluding chapter should provide an overall discussion of:
 - i. the study undertaken;
 - ii. an integrative summary of findings, strengths, and limitations; and,
 - iii. implications for research, education, or practice.
- VI. Authorship
- A. For coauthored chapters in multiple article dissertations, the student must have made a substantial and documented contribution to the work in order to include it in the dissertation. In practice, this may be acknowledged by the student being the first author on a manuscript. If not the first author on an article, the student should have made substantial contributions to the research design, execution of the study, analyses, and/or write-up and these must be documented, as well as reviewed and approved by the student’s Graduate Advisory Committee Chair and Members. Quantifying the requirements of “substantial” can be challenging, with best practices in leading peer-reviewed journals (such as PLOS ONE, Nature, CReDiT) offering guidelines for determining sufficient contribution for journal publication authorship, and in turn for inclusion in a dissertation. A student’s contribution in coauthored chapters should be noted and clearly explained either in the general Introduction or in Introductions to respective coauthored chapters.
 - B. According to the International Committee of Medical Journal Editors, the Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. All authors should meet these conditions. Since the relative contributions of co-authors may change over the course of a project and across manuscripts, the student can revisit this as appropriate prior to actual manuscript submission. All authors must review and approve the manuscript prior to submission.

- C. For Multiple Article Dissertation chapters that are published or in press, the student must secure the appropriate copyright from the publisher to include the chapter contents in the dissertation. These must be included in an appropriate Appendix per Graduate College formatting guidelines.

Dissertation Defense

Once the dissertation proposal is approved the committee will work closely with the student to provide guidance on completing the dissertation study. Over the course of this process, the student will write the dissertation chapters or manuscripts and follow a review process determined and agreed upon by their chair and committee. Once the chair and committee are satisfied with the written chapters and have determined the student is ready to defend his/her dissertation, the student will complete the following steps. The student must travel to the UNLV campus to complete the Dissertation Defense. Please also refer to the [Graduate College website](#) for complete Thesis and Dissertation information.

Prior to Dissertation Defense:

- Apply for graduation.
- Confirm a defense date with the committee.
- Email designated Administrative Assistant (UNLV.Nursing@unlv.edu) to reserve a room for the dissertation.
- 3 weeks prior to the Defense date the student must provide a copy of his/her dissertation to the committee.
- All dissertations must be submitted to [iThenticate](#) for a similarity check prior to submission of the final document to the Graduate College.
- A copy of the similarity report must be submitted to the chair three days before the defense and to the advisory committee at the time of the final defense, and it will be taken into account when determining the outcome of the defense.
 - o Instructions can be found [here](#).
- The dissertation defense will be open to the public; the defense date, time, and dissertation title will be emailed out to our student and faculty populations. Students may have family and or friends attend their defense.
- The student must bring the dissertation on a jump/flash drive so they can make needed changes. Students are encouraged to send their dissertation to their email as an added safety measure.
- The day before coming to UNLV the student should log into the [Grad Rebel Gateway](#) and submit the 'Culminating Experience Form'. The chair will not approve the form to start the routing process until after the defense is successfully defended but it does expedite the process.

While at UNLV:

- The student should arrive for his/her defense early in order to get paperwork from the doctoral Administrative Assistant and set up his/her presentation.
- Oral Defense presentation must be no longer than 40 minutes, however the entire Dissertation Defense may take 1 – 1 ½ hours
- After the defense, the student will need to make any required changes to the dissertation.
- If the student makes any changes (other than simple grammatical changes), they must re-submit the dissertation to [iThenticate](#) and the chair must sign off on the iThenticate report.

Dissertation Submission Process

For official policy please see the [Graduate College website](#)..

CHAPTER VIII

ORGANIZATIONS

Student Nurses' Association:

All students enrolled in the nursing program are eligible for membership in the Student Nurses Organization.

Membership on The PhD Program Faculty and Curriculum Committee and Departmental Standing Committees:

Graduate students may hold voting membership on all standing committees within the Graduate Nursing Program according to SON's Bylaws. Student representatives are selected by the graduate nursing student body.

Sigma Theta Tau International:

The Zeta Kappa Chapter of Sigma Theta Tau International was chartered at UNLVs in 1981. The purposes of Sigma Theta Tau are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each year invitation to membership is extended to selected students in the undergraduate and graduate programs who demonstrate the qualities identified by the purposes of Sigma Theta Tau. Faculty members and community nursing leaders who possess the minimum of a Baccalaureate in Nursing are also invited to membership. Meetings of educational nature are planned four times per year.

Graduate and Professional Student Association (GPSA)

All registered graduate students of the University are members of the GPSA, Graduate & Professional Student Association of UNLV. The purpose of this organization, established in 1980, is to promote academic and social interests of graduate students. The governing body of GPSA, the Executive Committee, is comprised of elected officers and representatives selected by the graduate students in each department. A graduate student in the SON will be selected to represent the program on the Executive Committee. A GPSA representative holds voting membership on the Graduate Council and on each standing committee of the Graduate College. Learn more by visiting: <http://www.unlv.edu/gpsa>.

Last revised	Revised by	Changes summary
July, 2019	Elizabeth Gardner	Updated contact information and policies
April, 2020	Catherine Dingley	Updated contact information and policies
May 2021	SAC/PhD Director	Updated information Faculty Votes: 7Y-1N-0Abs; Spring 2021

Appendix A: School of Nursing Academic Affairs Office and Contact Information

School of Nursing

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

Director, PhD Program

Dr. Catherine Dingley, Catherine.Dingley@unlv.edu
702-895-4062

Director, DNP Program

Kathleen Thimsen, Kathleen.Thimsen@unlv.edu
702-895-3360

Director, MSN Program

Dr. Alona Angosta, Alona.Angosta@unlv.edu
702-895-1218

SON Student Services Director

Ms. Elizabeth Gardner, Elizabeth.Gardner@unlv.edu
702-895-5923

Clinical Placement & Compliance Coordinator

Ms. Jill Racicot, Jill.Racicot@unlv.edu
702-895-5920

Graduate Administrative Assistant

unlv.nursing@unlv.edu
702-895-3360

School of Nursing Office of Research and Scholarship (ORS)

Interim Associate Dean for Research

702-895-3414

Appendix A: PhD Dissertation Award



- DNP Student Project Award Yaffa Dahan Nursing Education Award
- Tish Smyer Nursing Education Award

Name _____ Date _____

Anticipated Date of Graduation _____

Project Title _____

Proposed Budget

Item State quantity and cost/unit.	Rationale	Total Cost
Total		

Total Budget _____ Total Amount Requested _____

Other Funding Sources

Source	Amount

PhD Student Signature _____

Advisory Committee Chair _____
Name / Signature

REVIEW FORM

Student Name _____

Project Title _____

Strengths	
Weaknesses	
Recommendations For Improvement	

Appendix B: Guidelines Written Oral Comps

GUIDELINES FOR THE COMPREHENSIVE EXAMINATION

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

- I. Written Component of the Comprehensive Examination
 - A. The written component of the Comprehensive Examination is a formal dissertation pre-proposal paper using current APA formatting and style (maximum length of 20 double-spaced pages excluding reference lists, tables or appendices). The paper's content is described below.
- II. Oral Component of the Comprehensive Examination
 - A. The oral component of the Comprehensive Examination consists of a 20-minute informal oral presentation by the student and a question-and-answer session. The presentation's content is described below. A student may utilize a whiteboard **only for displaying a graphic description of the study framework** during the presentation. PowerPoint slides may be used, but the student must follow the **7/7/7 rule. No more than 7 slides, no more than 7 lines to a slide and no more than 7 words in each line.** After the presentation, a question-and-answer session will be held. The Comprehensive Examination Committee will ask the student to respond to questions about the written and oral content.
- III. Content of the Written and Oral Components of the Comprehensive Examination
 - A. The content of the written and oral components of the Comprehensive Examination should address four major areas:
 1. Dissertation Focus or Problem
 - a. Identification of the focus or problem and its scope. Delineation of the significance of the focus or problem to the discipline of nursing. A description of the gaps that this focus or problem addresses in the state of the science or the potential discovery of new knowledge. A description of the research purpose or specific aims.
 2. Review of Literature
 - a. A synthesis of the state of the science (current evidence) relevant to the focus or problem. A critique of the state of the science relevant to the focus or problem to highlight the innovation of scientific inquiry into this focus or problem. A research purpose or specific aims that logically flow from the synthesis and critique of the state of the science.
 3. Theory /Conceptual Framework (If Applicable)
 - a. If applicable, an explanation of the theoretical or conceptual basis of the focus or problem.
 4. Methods
 - a. A description of the scientific approach (e.g., design and procedure, sample [size, selection method, inclusion and exclusion criteria], study variables, data collection methods [including description of instruments], procedures [intervention when applicable], and data analysis) to address the focus or problem. A scientific and comprehensive justification or rationale for all aspects of the scientific approach.

Appendix C: Rubric Written Oral Comps

Student name: _____
Reviewer name: _____
Date of review: _____
Review of: ___ written comp ___ oral comp

ATTACHMENT #2 Part 1

RUBRIC FOR EVALUATION OF WRITTEN AND ORAL COMPREHENSIVE EXAMINATION

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

C-15: Attachment #2			
ELEMENT	SATISFACTORY (optional reviewer feedback) 	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) 
FOCUS: Dissertation focus or problem	<p><input type="radio"/></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><input type="radio"/></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><input type="radio"/></p> <p><u>What is the state of the science related to this issue?</u> Provides a concise review of literature and studies related to the issue being studied.</p>		<p><input type="radio"/></p> <p><u>What is the state of the science related to this issue?</u> Does not provide or partially provides a review of literature and studies related to the issue being studied.</p>

C-15: Attachment #2

ELEMENT	SATISFACTORY (optional reviewer feedback) →	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ←
	<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><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>
<p>THEORETICAL UNDERPINNINGS: Theory/ Conceptual Framework</p>	<p align="center">○</p> <p><u>What is the theoretical or conceptual underpinning(s) that guide 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</p>		<p align="center">○</p> <p><u>What is the theoretical or conceptual underpinning(s) that guide 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</p>

C-15: Attachment #2

ELEMENT	SATISFACTORY (optional reviewer feedback) ➡	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ⬅
	answer.		answer or poses questions that cannot be answered by methodology proposed.
RESEARCH METHODOLOGY: Design, procedures, analyses	<p align="center">○</p> <p><u>What research method is being used?</u> Provide a complete description of the type of research method or methods being used as well as a rationale justification for why this is the best approach.</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, description of measures and instruments), intervention (if applicable) data analyses (how will data be analyzed and sound rationale for why those methods will be used (applies to all statistical tests and/ or qualitative analyses). Ties decisions regarding research methods back to research focus and questions and theoretical underpinnings of the study.</p>		<p align="center">○</p> <p><u>What research method is being used?</u> Does not provide or incompletely describes the type of research method or methods being used as well as a rationale justification for why this is the best approach.</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, description of measures and instruments), intervention (if applicable) data analyses (how will data be analyzed and sound rationale for why those methods will be used (applies to all statistical tests and/ or qualitative analyses). Does not address or incompletely addresses how decisions regarding research methods tie back to research focus and questions and theoretical underpinnings of the study.</p>