



PhD in Nursing

NURSING EDUCATION

POST DNP TO PHD

STUDENT HANDBOOK

Fall 2017 – Summer 2018

"Nurse Leaders Begin Here"

Welcome from the Dean

Welcome to the PhD program offered at the UNLV School of Nursing (SON). We offer two tracks, one focused on education of nursing students and patients, the other focused on interdisciplinary biobehavioral research. We are proud to report that for the last 3 years our graduate program has been rated in the top 10% of online graduate nursing programs in the nation. Our motto is “Nurse Leaders Begin Here.” Accordingly, the SON strives to offer a graduate curriculum that reflects current and future trends of the role of those holding a PhD. Regardless of which track you choose, our PhD Program is designed to provide you the opportunity to acquire the knowledge, skills, and abilities requisite to future leaders, scholars/researchers, and educators.



We are very pleased that you chose UNLV School of Nursing to pursue your PhD. Please take the time to read this *PhD Student Handbook* because it contains information that is critical to your success in our program.

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

Welcome from the PhD Coordinator

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. 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 can help you navigate the SON & Graduate College policies and is an invaluable resource. I look forward to working with you as you progress through your doctoral journey!

Catherine Dingley PhD, RN, FNP
Associate Professor and PhD Program Coordinator



INTRODUCTION

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

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

- *Graduate Catalog* – Policies regarding admission, progress, and graduation (<http://catalog.unlv.edu/index.php>).
- *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>)

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

IMPORTANT INFORMATION ABOUT E-MAIL

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

Only official UNLV e-mail addresses (Rebelmail) will be used for communication per UNLV policy. Every student is given a Rebelmail account upon official admission and enrollment at UNLV. You can forward all your Rebelmail messages to your preferred e-mail address if you have another e-mail account. If you do not forward your Rebelmail messages, please check this email account because it is the main vehicle used by the SON to provide students vital information about scholarships, announcements, and class information. In addition, the Graduate Program in the SON maintains a listserv that is available to both master's and doctoral students. You will be automatically added to this list.

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CHAPTER I
INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

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

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

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

ACADEMIC CALENDAR

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

RESOURCES ON CAMPUS

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

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

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

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

Alternate Method to Purchase Books: Many students may not have easy physical access to the UNLV Bookstore. You can choose to purchase your textbooks 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 3rd floor of the Flora Dungan Humanities Building (FDH). This office receives the application forms and transcripts for admission to the graduate college. The Graduate College is responsible for tracking the admission, progression, and graduation of students. They deal with enrollment and registration problems and receive necessary forms graduate students need to submit as they progress through their degree programs.

Financial Aid & Scholarships: This office can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents (702-895-3424).

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

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

Counseling: Student 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, 3rd floor (702-895-3627).

Student Health Service: 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) 774-7119. A student health fee is charged to all students to defer some of the costs of services.

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

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

Veteran Services: The Veterans Administration recognizes the University of Nevada, Las Vegas as a fully accredited institution of higher learning where qualified veterans, service persons, certain wives, widows and children may pursue their educational goals under the various chapters of the Veterans' regulations (G.I. Bill, etc.).

The Veteran Services office functions primarily for certification of enrollment status to the Veterans Administration. In addition, the office attempts to help veterans with questions about eligibility, specific problems, and education benefits. The office is located in the Student Services Complex Bldg A, Room 311 (702-895-2290).

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

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

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

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

Housing when coming to UNLV:

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

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

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

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

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

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

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

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

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

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

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* located at: <https://www.unlv.edu/studentconduct/misconduct/policy>.

The SON faculty reserves the right to have student papers analyzed by the internet service “Turnitin” for plagiarism. For more information about plagiarism go to: http://turnitin.com/assets/en_us/media/plagiarism_report.php
I highly recommend that you take the short quiz after you view the short video.

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

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

Copyright: The University requires all members of the University Community to familiarize themselves 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. Additional information can be found at: <http://www.unlv.edu/provost/copyright/>.

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

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

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

Tutoring: The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times, and other academic resources. Students may learn more about tutoring services by calling (702) 895-3199, email tutoring@unlv.edu, or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

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

Rebelmail: By policy, faculty and staff should 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.

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. For further information, see <http://www.unlv.edu/hr/policies/nepotism>.

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

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

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

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

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

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

Teaching Evaluations: In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document “Minimum Standards for Teaching Evaluation by Students” which can be found at <http://www.unlv.edu/assets/provost/policies-forms/Minimum-Standards-for-Teaching-Evals-8.17.2011-signed.pdf>. This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching.

Equal Opportunity: The University of Nevada, Las Vegas 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. Phone number is 702-895-5580.

The University of Nevada, Las Vegas reaffirms its commitment to equality of educational and employment opportunity in its relationships with all members of the university community and its commitment to the elimination of any documented historical and continuing underutilization of women and minorities among the student body or employee complement. The University of Nevada, Las Vegas is committed to this program and is aware that with its

implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

Equality in access is achieved through reasonable classroom accommodations, and reasonable adaptation of examination and evaluation procedures. In the same vein, becoming a PhD student requires the completion of a professional education program that is both intellectually and physically challenging. The candidate should be able to perform in a reasonably independent manner. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks.

CHAPTER II

SCHOOL OF NURSING MISSION, PhD PHILOSOPHY, AND PROGRAM OUTCOMES

MISSION STATEMENT

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

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. It is believed that all participants have unique abilities and values which collectively enrich the program.

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

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

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

OUTCOMES OF THE PhD IN NURSING PROGRAM

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

Graduates will demonstrate the following program outcomes:

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

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. <http://www.aacn.nche.edu/education-resources/phdposition.pdf>

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.

PHD IN NURSING, Nursing Education Option
SAMPLE COURSES OF STUDY FOR FULL-TIME AND PART-TIME STUDY
(“Nursing Education” Option)

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

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

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
NURS 774	<i>Educational Theory & Philosophy for Nursing</i>	Year 1 – SP	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	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 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 1 – SU	3
NURS 779	Writing a Research Grant Application	Year 1 – SU	2
NURS 709	<i>Teaching and Learning in Nursing Education</i>	Year 2 – FA	3
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
NURS 710	<i>Course Level Evaluation Strategies for Nurse Educators</i>	Year 2 – SP	3
NURS 733	<i>Nursing Education Practicum I</i>	Year 2 – SP	2
NURS 789	Independent Study/Elective Course in Research	Year 2 – SP	3
NURS 772	The Nurse as Leader	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	5
NURS 797	Dissertation *minimum of 12 credits in dissertation are required, **third semester only if required	Year 3 – FA Year 3 – SP Year 3 – SU	6 6 **3
		TOTAL	62

B. Sample Course of Study: Full-Time Student – Total (50 credits) Program

Students who have completed master’s or post-master’s courses in nursing education (NURS 709, NURS 710, NURS 724, and NURS 733) at UNLV or equivalents prior to enrollment in the PhD in Nursing Program would follow a 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 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 1 – SP	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
NURS 772	The Nurse as Leader	Year 1 – SU	3
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 1 – SU	3
NURS 779	Writing a Research Grant Application	Year 1 – SU	2
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
NURS 789	Independent Study/Elective Course in Research	Year 2 – FA	3
<i>NURS 790</i>	<i>Independent Teaching Practicum Seminar</i>	Year 2 – SP	1
<i>NURS 791</i>	<i>Independent Teaching Practicum</i>	Year 2 – SP	5
NURS 797	Dissertation <i>*minimum of 12 credits in dissertation are required</i> <i>**third semester only if required</i>	Year 2 – SU Year 3 – FA Year 3 – SP	6 6 **3
		TOTAL	50

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

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

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
<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
<i>NURS 724</i>	<i>Developing & Evaluating Curriculum for Nursing Education</i>	Year 1 – SU	4
NURS 772	The Nurse as Leader	Year 1 – SU	3
<i>NURS 709</i>	<i>Teaching and Learning in Nursing Education</i>	Year 2 – FA	3
NURS 780	Quantitative Methods in Nursing	Year 2 – FA	3
<i>NURS 710</i>	<i>Course Level Evaluation Strategies for Nurse Educators</i>	Year 2 – SP	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – SP	3
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SU	3
NURS 779	Writing a Research Grant Application	Year 2 – SU	2
NURS 785	Special Topics in Nursing Research	Year 3 – FA	3
<i>NURS 733</i>	<i>Nursing Education Practicum I</i>	Year 3 – SP	2
NURS 789	Independent Study/Elective Course in Research	Year 3 – SP	3
<i>NURS 790</i>	<i>Independent Teaching Practicum Seminar</i>	Year 3 – SU	1
<i>NURS 791</i>	<i>Independent Teaching Practicum</i>	Year 3 – SU	5
NURS 797	Dissertation <i>*minimum of 12 credits in dissertation are required</i> <i>**third semester only if required</i>	Year 4 – FA Year 4 – SP Year 4 – SU	6 6 **3
		TOTAL	62

D. Sample Course of Study: Part-Time Student – Total (50 credits) Program

Since courses are offered only once a year, those students enrolling part-time in the program’s 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 770	Knowledge Development in Nursing	Year 1 – FA	3
NURS 771	Theory Development 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 772	The Nurse as Leader	Year 1 – SU	3
NURS 780	Quantitative Methods in Nursing	Year 2 – FA	3
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – SP	3
NURS 789	Independent Study/Elective Course in Research	Year 2 – SP	3
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SU	3
NURS 779	Writing a Research Grant Application	Year 2 – SU	2
<i>NURS 790</i>	<i>Independent Teaching Practicum Seminar</i>	Year 3 – FA	1
<i>NURS 791</i>	<i>Independent Teaching Practicum</i>	Year 3 – FA	5
NURS 797	Dissertation <i>*minimum of 12 credits in dissertation are required</i> <i>**third semester only if required</i>	Year 3 – SP Year 3 – SU Year 4 – FA	6 6 **3
		TOTAL	50

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

A. Sample Course of Study: Full-Time Student

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

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
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 1 – SP	3
NURS 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
NURS 789	Independent Study/Elective Course in Research	Year 1 – SP	3
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 1 – SU	3
NURS 779	Writing a Research Grant Application	Year 1 – SU	2
NURS 789	Independent Study/Elective Course in Research	Year 1 – SU	3
NURS 777	Individualized Study / Dissertation Seminar	Year 2 – FA	4
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
NURS 797	Dissertation <i>*minimum of 12 credits in dissertation are required</i> <i>**third semester only if required</i>	Year 2 – SP Year 2 – SU Year 3 - FA	6 6 **3
		Total	45

B. Sample Course of Study: Part-Time Student

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

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 781	Qualitative Research Methods in Nursing	Year 1 – SP	3
NURS 789	Independent Study(Elective Course in Research)	Year 1 – SU	3
NURS 780	Quantitative Methods in Nursing	Year 2 – FA	3
NURS 785	Special Topics in Nursing Research	Year 2 – FA	3
NURS 775	Statistical Methods for Nursing Research I: Univariate Methods	Year 2 – SP	3
NURS 789	Independent Study(Elective Course in Research)	Year 2 – SP	3
NURS 776	Statistical Methods for Nursing Research II: Multivariate Methods	Year 2 – SU	3
NURS 779	Writing a Research Grant Application	Year 2 – SU	2
NURS 777	Individualized Study / Dissertation Seminar	Year 3 – FA	4
NURS 797	Dissertation <i>*minimum of 12 credits in dissertation are required</i> <i>**third semester only if required</i>	Year 3 – SP	6
		Year 3 – SU	6
		Year 4 – FA	**3
		Total	45

COURSE DESCRIPTIONS

NURS 709 Teaching and Learning in Nursing Education

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

NURS 710 Course Level Evaluation Strategies for Nurse Educator

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

NURS 724 Developing & Evaluating Curriculum for Nursing Education

Develop curriculum for educational programs within the context of academic or clinical settings. Design curriculum level evaluation of the program that is developed. Focus on connection to larger unit mission, program and level outcomes, use of evaluative theories to guide process and inclusion of stakeholders throughout. **4 Credits**

NURS 733 Nursing Education Practicum I

Apply strategies and concepts of the nurse educator role in a practice setting of choice and within the context of clinical specialty area. **2 Credits**

NURS 770 Knowledge Development in Nursing

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

NURS 771 Theory Development in Nursing

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

NURS 772 The Nurse as Leader

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

NURS 774 Educational Theory and Philosophy for Nursing

Explores traditional and contemporary philosophies and theories of education within the context of societal development. Examines the role of educational theory and philosophy within nursing education. Prerequisite: enrollment in nursing doctoral program. **3 Credits**

NURS 775 Statistical Methods for Nursing Research I: Univariate Methods

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

NURS 776 Statistical Methods for Nursing Research II: Multivariate Methods

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

NURS 777 Individualized Study/Dissertation Seminar

Individualized study or seminar to facilitate dissertation research. Prerequisite: Admission into doctoral program or permission of instructor. **1-5 credits**

NURS 779 Writing a Research Grant Application

This course involves preparing and writing a research grant application. Students will learn how to prepare a research budget and budget justification; write a resources and environment section, a biosketch, and project timeline; and propose an innovative and significant research proposal. Prerequisite: NURS 780 or permission of instructor. **2 Credits**

NURS 780 Quantitative Methods in Nursing

The course examines qualitative, quantitative and mixed-method approaches used in nursing research. Prerequisite: enrollment in nursing doctoral program. **3 Credits**

NURS 781 Qualitative Research Methods in Nursing

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

NURS 785 Special Topics in Nursing Research

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

NURS 789 Independent Study

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

NURS 790 Independent Teaching Practicum Seminar

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

NURS 791 Independent Teaching Practicum

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

NURS 797 Dissertation

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

CHAPTER III PHD PROGRAM PROGRESSION

PROGRAM PROGRESSION

1. Credit Hours and Grade Point Average

For the “Nursing Education” Option, students who have completed NURS 709, NURS 710, NURS 724, and NURS 733 in either their master’s or post-master’s education at UNLV or have a master’s degree or post-master certificate in nursing education from another accredited institution are required to complete a minimum of 50 graduate credit hours. 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 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. The advisor (and later the Advisory Committee including the chair of the Advisory Committee if in place) will plan the student’s entire degree program of study and submit it to the Graduate College by the end of the third semester of enrollment. The degree program requires the approvals of the student, advisor, the PhD Coordinator, the appropriate academic dean, and the Graduate Dean.

2. Progression and Policies

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

https://www.unlv.edu/sites/default/files/page_files/27/GradCollege-FullGFS-May2016.pdf

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

3. Comprehensive Examination

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

4. Dissertation Prospectus

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

5. Culminating Experience

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

Graduation Requirements

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than 6 credits may be transferred into the program. Transfer credit must be pre-approved by the PhD Coordinator.
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 addresses so that they can participate in alumni surveys.

GRADING SCALE OF THE SCHOOL OF NURSING

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

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

STUDENT RIGHTS:

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

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

Right to Learn:

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

To Exercise Liberty to Discuss, Inquire and Express Opinions:

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

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

The exclusion of students on the Faculty Affairs Council is by intent, but this council uses student input visa vie student evaluations of faculty, which occurs at the end of each semester. In addition, students who have specific concerns about an instructor should discuss these perceptions with the SON Student Services Director or Associate Dean for Faculty Affairs, after discussion with the faculty member.

To be Evaluated Fairly:

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

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

Grades may only be changed by the instructor of the course and once submitted to the Registrar's Office may not be changed unless due to clerical error.

Students who perceive that an academic grievance has occurred; the correct route of appeal is identified in the [SON S-1 Policy](#). The appeal process must be completed in 6 months.

Confidentiality:

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

Permanent records are locked. Transcripts do not contain any information that is disciplinary or personal, only academic performance. Written knowledge of student's political or social beliefs are not included in any student records. Students may examine the contents of their records by making an appointment to do so. A member of the staff will remain with the individual while the records are reviewed, a note will be made in the file indicating that the student has reviewed the record.

CHAPTER IV POLICIES

SON: PROBATION and SEPARATION (DISMISSAL):

If the PhD Program Coordinator determines that a student is not making satisfactory progress toward the degree, he/she may request the Dean of the Graduate College place the student on probation or separate the student from the Graduate College. The PhD Coordinator will provide the student with the specific requirements, including deadlines, which must be completed to be removed from probation. If the Dean of the Graduate College approves the request, the student will be placed on probation. Failure to meet the conditions of the probation will result in separation (dismissal) from the Graduate College.

1. Definition of Unsuccessful: Unsuccessful is defined as: (a) Dropping a class in which the student has an average less than a “B” at the date of withdrawal from the course. (b) Failing the clinical component of a clinical course. (c) Completing the course with a grade below a “B.” (d) Obtaining an “F” grade resulting from failure to withdraw from the class. (e) Having an average below a “B” at the time of complete withdrawal from UNLV.
2. Failure to make satisfactory progress may include, but is not limited to, the following. Failure to maintain these standards may result in termination of the student’s progression in the graduate program. For violation of items *a* through *f* below, the student will be placed on probation for one calendar year from the time that the documented probation status starts. For violation of item *g*, students will remain on academic probation until completion of the program of study. (a) Failure to complete six credits per calendar year toward the degree program. (b) Failure to consult with the advisor when requested. (c) Failure to establish a “culminating experience” committee. (d) Failure to develop an official, approved degree program. (e) Failure to establish the groundwork for an acceptable dissertation. (f) Failure to maintain the standards of academic and professional integrity expected in a particular discipline or program (e.g. HIPAA violations, falsification of medical records, falsification of clinical logs, etc.). (g) Unsatisfactory grades (including Incompletes, grades below a “B,” or Withdrawals).
3. Unsuccessful in One Nursing Course: (a) If a student receives less than a “B” in one nursing course, and it is the first occurrence, the student will be allowed to repeat the nursing course but will be placed on academic probation. Students will remain on academic probation until completion of the program of study.
4. Unsuccessful in Two Nursing Courses: (a) If a student receives less than a “B” in two nursing courses with the NURS prefix (which may occur in the same semester or in different semesters), the student will be separated from the SON.

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

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

WITHDRAWAL:

Withdrawal from Nursing Courses in the Graduate Program:

1. Withdrawal when Successful and Passing:
 - a. If a student has been successful in previous and currently enrolled courses with a Nursing prefix, the student may withdraw from the nursing course(s), provided that the student has a “B” grade at the time of withdrawal. The nursing course(s) are repeated when available. The student is not considered unsuccessful for the withdrawn nursing course(s).
2. Withdrawal when Failing Present Course but Successful in Other Nursing Courses:
 - a. If a student withdraws from a nursing course when the student's grade at that point in the course is less than “B,” the withdrawal will be considered an unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.
3. Withdrawal when Passing Present Course & Unsuccessful in Other Nursing Courses:
 - a. If a student has been unsuccessful in a previous nursing course, and withdraws from a different nursing course with a passing grade of “B” at the time of withdrawal, the withdrawal will not be

- considered an unsuccessful course outcome. The student will be allowed to repeat the course when it is available. It is not necessary for the student to petition to retake the nursing course.
4. Withdrawal when Failing Present Course & Unsuccessful in Other Nursing Courses:
 - a. If a student has been unsuccessful in a previous nursing course and withdraws from a different nursing course with a grade less than “B,” the withdrawal will count as the second unsuccessful course. The student will be separated from the SON.
 - b. Withdrawal from Two Nursing Courses when Failing:
 - i. If a student withdraws from two nursing courses with a grade less than a “B” (whether in the same semester or two different semesters) the student will be separated from the SON. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for separation.
 5. Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.
 6. If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses as identified in the current graduate catalog, the student will not be allowed to progress. All prerequisite or co-requisites nursing courses must be successfully completed prior to progression to any nursing course scheduled in subsequent semesters.

SUSPENSION FROM THE SCHOOL OF NURSING:

Based on Unsafe or Unprofessional Conduct

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

INCOMPLETE:

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

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

APPEAL PROCEDURES FOR GRADUATE STUDENTS

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

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

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

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

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

SOCIAL MEDIA USE:

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

BENEFITS OF SOCIAL MEDIA:

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

EXAMPLES OF BENEFITING FROM SOCIAL MEDIA USE:

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

EXPECTATIONS:

1. Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a UNLV School of Nursing student.
2. HIPAA guidelines must be followed at all times. Do not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
3. Never refer to anyone in a disparaging manner (including, but not limited to UNLV School of Nursing students, faculty members, and staff and hospital facilities and staff) even if the person cannot be identified with the information stated.

4. Do not refer to patients, staff members, faculty members, or other students in a derogatory, threatening or harassing manner regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyber-bullying, and written or verbal threats. This includes conduct that is disorderly, obscene, lewd, indecent, or a breach of peace. Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the University student handbook.
5. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university.
6. Do not use UNLV or School of Nursing marks, such as logos and graphics, on personal social media sites. Do not use UNLV's name to promote a product, cause, or political party or candidate. Do not post content or otherwise speak on behalf of UNLV or UNLV School of Nursing unless authorized to do so.
7. Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration. It is expected that during clinicals, use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
8. No personal phone conversations, texting or social media are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class or clinical, the student is asked to leave the classroom or patient/client care area and respond as deemed necessary. If using your cell phone to communicate with your clinical instructor, please avoid patient/client care areas. Absolutely no use of your phone should occur in the patient/client's room.
9. Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
10. No student shall video record or photograph professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility. Even with permission, videos or photographs of patients/clients shall never be posted on social media sites.
11. Audio recording of lectures is at the discretion of the instructor and should only be used for educational purposes. Recordings should not be tampered with or manipulated in any way. Recordings cannot be uploaded online in any form.
12. Be aware of your association with UNLV in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on UNLV's behalf, unless you are authorized to do so in writing. HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
13. Ultimately, you have sole responsibility for what you post. No post should ever be considered "private" on the internet. Be smart about protecting yourself, your and others privacy, and confidential information.
14. Do not "tag" or use a "hashtag" that contains the clinical facility, its employees or UNLV School of Nursing, its students and employees.
15. Student nurses, faculty, and staff have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

CONSIDERATIONS:

1. There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
2. If students decide to have a group page, but have it set to private/closed group, keep in mind it isn't private and still follow the other guidelines outlined in this policy.
3. Never post or share information about tests or test questions in any venue.

4. Future employers hold you to a high standard of behavior. By identifying yourself as a UNLV student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
5. Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.
6. Respect your audience.
7. Adhere to all applicable university privacy and confidentiality policies.
8. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
9. Employers are increasingly conducting Web searches on job candidates before extending offers.
10. Be sure that what you post today will not come back to haunt you.
11. Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
12. Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
13. You are responsible for regularly reviewing the terms of this policy.

CHAPTER V PATHWAY TO DISSERTATION

Below is a guide to help you understand the dissertation process; it is not a complete, comprehensive set of instructions. For complete information on the dissertation process, please refer to the following:

- **School of Nursing Policy C-15 and C-20**
- **Videos in WebCampus**
- **Graduate College (<http://www.unlv.edu/graduatecollege>)**

TIMELINE

Picking a Chair – Students should choose a committee chair by the third trimester (part-time students may have until their 4th trimester if necessary). Students must first ask the faculty member if he/she will agree to be the committee chair.

PDM1 (Preliminary Dissertation Meeting 1) – Students should complete during the trimester before PDM2 and two trimesters prior to the Comprehensive Exam. Can be completed in person or through video conference.

PDM2 (Preliminary Dissertation Meeting 2) – Students should complete during the trimester prior to the Comprehensive Exam. Can be completed in person or through video conference.

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.

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 the committee. Although selection of the outside committee member is not required at this stage, students are encouraged to seek out possible faculty who may serve as an outside committee member.
- 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 outside committee member.)
- Once the meeting is scheduled, contact designated doctoral Administrative Assistant with the meeting details (date, time, location, and committee members).
- The student and committee members will meet to discuss the broad dissertation topic the student has identified. The committee will help the student focus his/her 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 his/her dissertation plan and prepare for the Written Comprehensive Exam. The trimester prior to the Comprehensive Exams, he/she should schedule and complete the PDM2 by carrying out the following steps:

- Confirm School of Nursing faculty members and 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 Coordinator.
- No later than one week prior to the PDM2 meeting, the student must send the committee members his/her dissertation plan.
- 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 PDM2, 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 PDM2 is not a test, but an opportunity to allow committee members to ask questions about the topic and to give suggestions on the purpose, theory, sample design, and methods. The student should be prepared to speak to the points in the plan if the committee asks for more information. Remember this is an opportunity for the committee to guide the student in a direction to be successful in the Comprehensive Exam and help to identify any major flaws in the plan.

Comprehensive Exam

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

- By the end of the second week of the trimester, the student is responsible for scheduling a meeting with the Chairperson of his/her committee to determine the dates for completing his/her written and oral comps. The three dates to discuss are:
 - 1) The beginning of the three week independent 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. (Please see Policy C-15 regarding the guidelines to follow during the independent study work period.)
 - 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 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.
 - 1) Once the dates are set, **follow the guidelines in Policy C-15** to ensure correct completion of all steps.

- A. Independent Work Period
 - See Policy C-15 regarding the guidelines to follow during the independent study work period.
- B. Written Comprehensive Exam
 - See Policy C-15, Attachment #1 “**PhD in Nursing Guidelines for the Comprehensive Examination.**”
 - Send written Comprehensive Exam via email to committee no later than three weeks before date of Oral Comprehensive Exam.
- C. Oral Comprehensive Exam
 - Student must travel to the UNLV campus to complete.
 - Prepare informal presentation - See Policy C-15, Attachment #1 “**PhD in Nursing Guidelines for the Comprehensive Examination.**”
 - A question and answer period will follow the informal presentation. Once the discussion is completed, the student leaves the room while the committee determines the outcome of the exam and completes the **Rubric for Evaluation of Written and Oral Comprehensive Examination** (Policy C-15, Attachment #2).
 - Receive pass/fail grade from committee:
 - A student receiving a passing grade for both the written and oral components of the Comprehensive Examination may enroll in Dissertation (NURS 797).
 - 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).**

Once the student passes the Written and Oral Comprehensive Exam, they will submit an abstract of their proposal and the 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>

Dissertation Proposal

- The first trimester the student is enrolled in NURS 797, he/she will begin developing his/her dissertation proposal. The student must travel to the UNLV campus to complete the Dissertation Proposal presentation.
- The dissertation proposal should be completed by the end of the first trimester the student is enrolled in NURS 797, but it may take longer. The dissertation chair will establish if the student is making progress toward a prearranged timeline when components of the dissertation are due to be completed. The student will have to schedule a meeting with his/her committee to present his/her 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 first three to four chapters of 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.
- 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. (<https://www.unlv.edu/research/ORI-HSR/review-boards>)

- Students have two options for their dissertation – the Traditional Dissertation (typically 5 or 6 chapters) and the Multiple Article Dissertation (three manuscripts). Students should discuss both options with their chair and committee, however both options include the Dissertation Proposal development and presentation. (See Policy C-20 Multiple Article Dissertation)

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 has 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 (<http://www.unlv.edu/graduatecollege/thesis>) for complete Thesis and Dissertation information.

Prior to Coming to UNLV:

- Apply for graduation.
- Confirm a defense date with the committee.
- Email designated doctoral Administrative Assistant to reserve a room for the dissertation.
- Doctoral Administrative Assistant will complete the forms needed and email them to the student to be verified.
- 3 weeks prior to the Defense date the student must provide a copy of his/her dissertation to the committee.
- All theses and 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.
 - For instructions please use (<http://www.unlv.edu/graduatecollege/ithenticate>)
- 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 he/she can make needed changes. Students are encouraged to send their dissertation to their email as an added safety measure.
- The student should plan on being in Las Vegas for 1-2 days for the final Dissertation Defense 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 must be no longer than 40 minutes.
- 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), he/she must re-submit the dissertation to iThenticate and the chair must sign off on the iThenticate report.
- Once the student has completed the necessary changes, he/she must PDF the document and email it to GRAD.TD@UNLV.EDU. The subject line of the email should be Student Name, NSHE ID, Dissertation submission, Trimester & Year. For example, Jane Doe's email

submission for her dissertation in Summer 2015 would have the subject line “Jane Doe, 1235678910, Dissertation submission, Summer 2015.”

Dissertation Submission Process

For official policy please see the Graduate College website: <http://www.unlv.edu/graduatecollege/thesis>

C-15: PhD IN NURSING PROGRAM
ATTACHMENT #1

GUIDELINES FOR THE COMPREHENSIVE EXAMINATION

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

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

**C-15:
ATTACHMENT #2 Part 1**

**RUBRIC FOR EVALUATION OF WRITTEN AND ORAL
COMPREHENSIVE EXAMINATION**

Student name: _____
Reviewer name: _____
Date of review: _____
Review of: ____written comp ____oral comp

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 align="center"><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 align="center"><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>

C-15: Attachment #2

ELEMENT	SATISFACTORY (optional reviewer feedback) →	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ←
<p>BACKGROUND REVIEW: Review of literature</p>	<p align="center">○</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><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 align="center">○</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> <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 answer.</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 answer or poses questions that cannot be answered by methodology proposed.</p>

C-15: Attachment #2

ELEMENT	SATISFACTORY (optional reviewer feedback) →	REVIEWER COMMENTS/ RECOMMENDATIONS	UNSATISFACTORY (specific feedback required) ←
<p>RESEARCH METHODOLOGY: Design, procedures, analyses</p>	<p align="center">○</p> <p>What <u>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>What are the <u>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), and 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>What <u>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>What are the <u>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), and), 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>

**PhD IN NURSING PROGRAM
 COMPREHENSIVE EXAMINATION EVALUATION SHEET
 ATTACHMENT #2 Part 2**

Student: _____

Check type of feedback:

- Written Component
 Oral Component

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

1. Dissertation Focus or Problem:

2. Review of Literature:

3. Theory/Conceptual Framework (If Applicable):

4. Methods:

Check pass/fail status: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Committee Member Name (Print):	Committee Member Signature Date
Committee Member Name (Print):	Committee Member Signature Date
Committee Member Name (Print):	Committee Member Signature Date

C-20: PhD IN NURSING PROGRAM MULTIPLE ARTICLE DISSERTATION POLICY AND PROCEDURES

POLICY: 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.

RATIONALE: 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 Dissertation Advisory Committee, the student must produce three original, rigorous, scholarly 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 scholarly dissertation including three manuscripts publishable in peer-reviewed journals.

PROCEDURE:

- 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 on the Graduate College website: http://catalog.unlv.edu/content.php?catoid=17&navoid=2923#Final_Research_Creative_Documents).
 - B. With the guidance of the Advisory Committee Chair and Members, students will develop a plan and timeline for completion of the manuscripts for the Multiple Article Dissertation option.
 - C. Changes to the dissertation option (Traditional vs. Multiple Article) must be discussed and approved by the student's Advisory Committee Chair and Committee 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 doctoral dissertation committee
- 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 full manuscripts and submit for publication to one or more peer-reviewed journals. The student and her/his committee 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. Additional manuscripts may focus on an integrative review of the literature pertinent to the program of study, instrument development, methodological issues, conceptual analysis or theory application related to the study, or clinical application of the findings to practice.
- D. The student should strive to submit for publication two of the three manuscripts well before the time of the student’s Dissertation Defense. All committee 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 lead 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 committee. Quantifying the requirements of “substantial” can be challenging, with best practices in leading peer-reviewed journals (such as PLOS ONE, Nature) 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. The Dissertation Advisory Committee must approve the articles for inclusion in the dissertation compendium. The manuscripts must be part of the work the student performed while attending the UNLV School of Nursing PhD Program, be related to the topic of the dissertation, and contribute to a unified work.
- C. 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.
- D. 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.

CHAPTER VI FEES, EXPENSES AND FINANCIAL ASSISTANCE

Tuition and Fees

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

Financial Assistance

Students should check with the 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) on the Web (<https://fafsa.ed.gov/>).

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

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

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

Nurse Faculty Loan Program:

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

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in the SON. A graduate assistant (GA) may be employed to teach or assist faculty involved in research and other scholarly activities. A limited number of graduate assistantships are available. For more information about Graduate Assistantships, visit the following websites:

- Information from the Graduate College about becoming a GA (<https://www.unlv.edu/graduatecollege/ga>)
- Information about becoming a GA for the School of Nursing (<https://www.unlv.edu/nursing/student-resources/ga>)
- Apply to be a Graduate Assistant ([---

Revised July 2017](https://unlv-gradcollege.force.com/Portal>Login)</div><div data-bbox=)

APPENDIX 1

School of Nursing Academic Calendar Fall 2017

<i>Fall / 2017</i>		
<i>Monday, September 11 – Friday, December 22</i>		
*School of Nursing	Description	Contact Office
9/8/17	Last day to pay tuition and fees without a \$25.00 per day late payment fee. Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.	Cashier's Office
9/11/17	Instruction and late registration begin. Late fee of 25.00 per day begins.	Cashier's Office
9/15/17	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	Registrar / Cashier's
9/15/17	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.	Registrar / Cashier's
9/15/17	Final day to pay fees with \$250.00 late penalty. Failure to pay may constitute withdrawal from all classes.	Cashier's Office
10/20/17	Final day to completely withdraw from all classes and receive a 50% refund.	Registrar / Cashier's
11/10/17	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.	Registrar
12/15/17	Instruction Ends	Registrar
12/18/17	Final Examination begins	Registrar
12/22/17	Final Exam ends	Registrar
12/22/17	Fall semester ends	Registrar
12/26/17	Final grades due in MyUNLV system by 4:00 p.m.	Registrar

Holidays

Labor Day – Monday, September 4, 2017

Nevada Day – Friday, October 27, 2017

Veteran's Day – Friday, November 10, 2017

Thanksgiving Day – Thursday, November 23, 2017

Family Day – Friday, November 24, 2017

School of Nursing Academic Calendar Spring 2018

<i>Spring 2018 Academic Dates</i> <i>Monday, January 8 – Friday, April 28</i>		
*School of Nursing	Description	Contact Office
1/5/2018	Last day to pay tuition and fees without a \$25.00 per day late payment fee. <u>Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.</u>	Cashiers Office
1/8/2018	Instruction and late registration begin. Late fee of 25.00 per day begins.	Cashiers Office
1/12/2018	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	Registrar Cashiers
1/12/2018	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.	Registrar Cashiers
1/12/2018	Final day to pay fees with \$250.00 late penalty. Failure to pay may constitute withdrawal from all classes.	Cashiers
2/16/2018	Final day to completely withdraw from all classes and receive a 50% refund.	Registrar Cashiers
3/9/2018	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.	Registrar
3/26 – 3/30	Spring Break	
4/20/2018	Instruction Ends	Registrar
4/23/2018	Final Examination begins	Registrar
4/27/2018	Final Exam ends	Registrar
4/27/2018	Spring semester ends	Registrar
5/1/2018	Final grades due in MyUNLV system by 4:00 p.m.	Registrar

Holidays

Martin Luther King, Jr. Day – Monday, January 15, 2018

President's Day – Monday, February 19, 2018

School of Nursing Academic Calendar Summer 2018

Summer 2018 Academic Dates *Monday, May 14 – Friday, August 24*

*School of Nursing	Description	Contact Office
5/11/2018	Last day to pay tuition and fees without a \$25.00 per day late payment fee. <u>Failure to pay in full prior to the start of instruction may constitute withdrawal from all</u>	Cashiers Office
5/14/2018	Instruction and late registration begin. Late fee of 25.00 per day begins.	Cashiers Office
5/18/2018	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	Registrar Cashiers
5/18/2018	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total	Registrar Cashiers
5/18/2018	Final day to pay fees with \$250.00 late penalty. Failure to pay may constitute withdrawal from all classes.	Cashiers
6/22/2018	Final day to completely withdraw from all classes and receive a 50% refund.	Registrar Cashiers
7/13/2018	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00	Registrar
8/17/2018	Instruction Ends	Registrar
8/20/2018	Final Examination begins	Registrar
8/24/2018	Final Exam ends	Registrar
8/24/2018	Summer semester ends	Registrar
8/29/2018	Final grades due in MyUNLV by 4:00 p.m.	Registrar

Holidays

Memorial Day – Monday, May 28
Independence Day – Wednesday, July 4

APPENDIX 2:

School of Nursing Graduate Faculty Directory

School of Nursing Graduate Faculty Contact Information

Name	Office	Phone	Email
Dr. Alona Angosta	BHS 402	702-895-1218	Alona.Angosta@unlv.edu
Dr. Rebecca Benfield	BHS 416	702-895-5045	Rebecca.Benfield@unlv.edu
Dr. Mary Bondmass	BHS 414	702-895-3987	Mary.Bondmass@unlv.edu
Dr. Lori Candela	BHS 462	702-895-2443	Lori.Candela@unlv.edu
Dr. Roseann Colosimo	BHS 460	702-895-1220	Roseann.Colosimo@unlv.edu
Dr. Catherine Dingley	BHS 430	702-895-4062	Catherine.Dingley@unlv.edu
Dr. Jessica Doolen	BHS 359	702-895-4719	Jessica.Doolen@unlv.edu
Dr. Rachell Ekroos	BHS 454	702-895-3155	Rachell.Ekroos@unlv.edu
Dr. Du Feng	BHS 428	702-895-3414	Du.Feng@unlv.edu
Dr. Tricia Gatlin	BHS 463	702-895-5935	Tricia.Gatlin@unlv.edu
Dr. Carmen George	BHS 333	702-895-5931	Carmen.George@unlv.edu
Dr. Michael Johnson	BHS 458	702-895-5934	Michael.Johnson@unlv.edu
Dr. Jennifer Kawi	BHS 100	702-895-5930	Jennifer.Kawi@unlv.edu
Dr. Hyunhwa (Henna) Lee	BHS 448	702-895-3492	Hyunhwa.Lee@unlv.edu
Dr. Cheryl Maes	BHS 406	702-895-2947	Cheryl.Maes@unlv.edu
Dr. Sally Miller	BHS 446	702-895-5970	Sally.Miller@unlv.edu
Dr. Andrew Reyes	BHS 450	702-895-5094	AndrewThomas.Reyes@unlv.edu
Dr. Carolyn Sabo	BHS 412	702-895-3342	Carolyn.Sabo@unlv.edu
Dr. Reimund Serafica	BHS 440	702-895-5746	Reimund.Serafica@unlv.edu
Dr. Barbara St Pierre Schneider	BHS 447	702-895-1216	Barbara.StPierreSchneider@unlv.edu
Dr. Rhigel (Jay) Tan	BHS 426	702-895-3115	Rhigel.Tan@unlv.edu
Dr. Dieu-My Tran	BHS 442	702-895-3371	Dieu-My.Tran@unlv.edu
Dr. Susan VanBeuge	BHS 404	702-895-3719	Susan.VanBeuge@unlv.edu

Note: For information of faculty research interest areas go to: <http://www.unlv.edu/nursing/about-research>

APPENDIX 3:

School of Nursing Academic Affairs Office and Contact Information

School of Nursing

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

Associate Dean for Academic Affairs

Dr. Rebecca Benfield
Rebecca.Benfield@unlv.edu
702-895-5045

Coordinator for the Graduate Program (PhD)

Dr. Catherine Dingley
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702-895-5978

Coordinator for the Graduate Program (DNP)

Dr. Carolyn Sabo
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Coordinator for the Graduate Program (MSN)

Dr. Alona Angosta
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702-895-1218

Projects Coordinator

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

SON Student Services Director

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

APPENDIX 4:

School of Nursing Research Office

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

Associate Dean for Research

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Office of Research Support

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Office of Research Support

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