



Doctor of Philosophy (PhD) PROGRAM STUDENT/FACULTY HANDBOOK 2018-2019

THROUGH CREATIVE LEVERAGING OF TECHNOLOGY, THE CoN WILL LEAD THE TRANSFORMATION OF HEALTH CARE IN PARTNERSHIP INFORMED BY THE PEOPLE WE SERVE.

Core Values: Collaboration, Accountability, Integrity, Respect, Excellence
Vision: Transforming health care through **INNOVATIVE** education and research.

August 17, 2012/DSE GG/YX
Revised: August 14, 2013 DSE/MW
Revised: August 5, 2014 DSE/MW
Revised: August 18, 2015 DSE
Revised: August 17, 2016 DSE
Revised: August 15, 2017 DSE/NG
Revised: August 20, 2018 DSE

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Section 1.

General Information and Policies



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August, 2018

Dear Doctoral Students,

On behalf of the faculty and staff at the University of Cincinnati College of Nursing, I am pleased to welcome you to the Doctoral program for the upcoming academic year. I hope that you will enjoy your academic experiences in the doctoral program and as a member of our community of scholars. We want your student experience at the College of Nursing to be filled with many diverse and exciting opportunities for both personal and professional growth. Roles in the healthcare professions are evolving faster now than even before and we expect to see our graduates as leaders in a variety of advanced nursing roles.

We hope that you will find the student handbook to be a valuable resource in addressing your questions and concerns as a UC College of Nursing Doctoral student. Please familiarize yourself with our policies and procedures and use this for general information about the College and the University community. The resources here in the College of Nursing and in our academic community are too numerous to count and as we work to ensure the best in student experiences and outcomes. Please free to contact us for any questions you may have. I wish you the best in your doctoral studies.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greer Glazer'.

Greer Glazer, RN, CNP, PhD, FAAN
Dean

From the PhD Program Director

Welcome to the PhD program! You are embarking upon a challenging and rewarding journey. The PhD is the research-focused doctoral degree that prepares nurses to conduct research independently and as a part of interdisciplinary teams. Graduates are prepared to study phenomena relevant to the health of the public and the discipline of nursing. According to the American Association of Colleges of Nursing (2010), the role of the PhD graduate is three-fold: (1) to develop the science, (2) to steward the discipline, and (3) to educate the next generation.

The PhD program is individualized for each student based upon the student's selected area of research. Core courses in scientific methods, philosophy of science, theory, health policy, statistics, and synthesis of knowledge provide the foundation for study. All PhD students take coursework that enables them to gain specific knowledge and expertise in their phenomena of interest, and research methodology. To achieve this expertise, students take elective courses within the college as well as interdisciplinary courses in other colleges at the University. Students will also develop and enhance their research skills by working with senior scientists on their funded research projects. All students are assigned an advisor who helps guide them through their program of study.

Students are recommended for the PhD when they have developed and demonstrated intellectual maturity and have met the objectives and requirements of their program of study. A degree is not granted on the basis of a predetermined number of credits alone. The successful completion of a preliminary examination (after first year of study), a defense of the dissertation proposal, and the dissertation are major milestones in the program and are required for graduation.

Students pursuing doctoral study are supported in their research endeavors by the College of Nursing Institute for Nursing Research, Scholarship, and Innovation. Students also have opportunities to serve as graduate research assistants through the Institute. In addition, students are encouraged to present their scholarly works at conferences, interact with visiting scholars, engage in scholarly dialogue with faculty and other students in research interest groups, and submit manuscripts to peer-reviewed, high-impact professional journals.

Graduates of our PhD program are leaders across the globe in the advancement of nursing science. The knowledge gained and shared, as well as the collegial relationships formed can be the springboard for a rewarding career in nursing science. We invite you to take advantage of the many resources available to you to make this a fulfilling life experience. We look forward to working with you and wish you much success in this exciting endeavor.



Donna Shambley-Ebron, PhD, RN

Reference

American Association of Colleges of Nursing. (2010). *The research-focused doctoral program in nursing: Pathways to excellence*. Washington, DC: Author.

Relevant Terminology

Academic Advisor

The Academic advisor is a Doctoral Program faculty member assigned to the DNP or PhD student upon entry into the program. The advisor guides the student throughout the first year of doctoral studies and beyond until the student selects a dissertation or scholarly project chair. The academic advisor is responsible for meeting with the student as needed to discuss academic progress. The academic advisor and student will complete and submit the doctoral student end of year report.

Active Program of Research

For a PhD program faculty, having an active program of research is defined as the submission of at least one scholarly and refereed manuscript to a peer-reviewed journal and an external grant proposal to a funder in the past 12 months with the purpose of developing knowledge that can be generalizable or transferable.

Advanced Design Course

An advanced design course is a graduate level course that focuses on the design of a research study. Advanced design courses also provide student learning outcomes above those achieved in the 1st level course work of the PhD Program. Some examples of advanced design courses are listed below under Elective Courses.

Advanced Methods Course

An advanced methods course is a graduate level course that focuses on the method of conducting research. Advanced methods courses also provide student learning outcomes above those achieved in the 1st level course work of the PhD Program. Some examples of advanced methods courses are listed below under Elective Courses.

American Nurses Association's Code of Ethics

The American Nurses Association's Code of Ethics reflects the ethical obligations and duties of nurses, the nonnegotiable ethical standard for the profession of nursing, and nursing's commitment to society. All nurses and nursing students are held accountable to this Code of Ethics:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics.pdf>

College of Nursing Student Handbook

The College of Nursing student handbook houses additional policies and procedures. Students are responsible for obtaining and adhering to these policies and procedures in addition to those found in this doctoral program handbook.

Concentration Courses

Concentration courses are specific elective courses that serve to support and strengthen the knowledge that the student needs for the dissertation. Examples would be advanced statistics, methodology or design courses, as well as content specific courses that relate to the research topic.

Data-based Manuscript

A data-based manuscript is a scholarly paper reporting original research findings or results based on systematic data collection and analysis.

Elective Courses

These courses are selected to broaden the student's knowledge in their phenomenon of interest or in an area that will help them further their scholarly pursuits. Examples are courses in teaching and learning, ethics, family health, etc. Electives offered by the College of Nursing are:

NPHD9014 Mixed Methods Research
NPHD9017 Psychometric Theory & Methods
NPHD9018 Ethical Research with Ethno- cultural Populations
NPHD9019 Theories of Violence
NPHD9020 Advanced Methods for the Study of Violence
NPHD9021 Cancer Rehabilitation
NPHD9022 Advanced Qualitative Design
NPHD9025 Phenomenon of Human Caring
NPHD9027 Experimental and Quasi-Experimental Research Designs & Methods
NDNP9005 Doctoral Writing Course

PhD Candidacy Examination

The candidacy examination is administered after the dissertation proposal is completed to the satisfaction of the student, dissertation chair, and committee. The student will present the proposal orally to the committee and an audience of faculty and students. The committee will examine the student and determine the student's readiness to begin the research study. After the successful defense of the dissertation proposal, the student becomes a doctoral candidate.

PhD Dissertation

The dissertation is an original research study conducted by the PhD student reflective of high scholarly achievement. The specific format of the final dissertation will be determined by consensus between the student and Dissertation committee. Essential components of the final dissertation include the research purpose, significance, review of the literature/background, methods, findings, discussion, and conclusion.

PhD Dissertation Proposal

The dissertation proposal is a formal document written by the PhD student that reflects the plan for an original research study. The specific format of the proposal will be determined by consensus between the student and Dissertation Committee. Essential components of the proposal include the research purpose, significance, review of the literature/background, and methods.

PhD Dissertation Defense

The dissertation defense is the formal oral presentation of the completed dissertation in an open forum. Following the presentation, the student is examined by the dissertation committee. The student also responds to questions about the research from audience members.

PhD Dissertation Chair

The dissertation chair is a tenured or tenure-track member of the College of Nursing PhD program faculty and a member of the UC Graduate faculty, with a research-focused doctoral degree and an active program of research. The chair selected by the student to oversee the preparation and conduct of the doctoral dissertation. This faculty member is responsible for supervising the doctoral student's proposal preparation, conduct of the study, and writing of the dissertation.

PhD Dissertation Committee

The dissertation committee is a team of 3-5 doctorally-prepared persons including the dissertation chair. One member of the committee must hold a faculty appointment outside of the College of Nursing. The committee is usually selected based on members' expertise in some aspect of the phenomenon under study. The committee works with the chair to guide the student in their dissertation.

PhD Doctoral Candidate

The student who has successfully defended the dissertation proposal is called a doctoral candidate. Doctoral candidates will *not* be authorized to use the PhD (c) designator behind their name, but will continue to use their current earned degree (e.g. BSN, MSN), until awarded the PhD degree. The student may identify themselves in writing as a PhD candidate.

Preliminary Examination

Also known as "prelims", this examination is administered at the end of the successful completion of foundational course work to determine whether students have achieved the first level objectives of the program. The examination is administered by a faculty team.

Program Plan

The Doctoral Program Plan is a written plan developed by the student and faculty advisor for the purpose of outlining the trajectory towards the degree. The Annual Student Evaluation of Progress document will serve as the Program Plan.

Doctoral Student Resources

Doctoral Program Administrators

Sr. Associate Dean, Academic Affairs

Denise Gormley, PhD, RN
(513) 558-5101
denise.gormley@uc.edu

Executive Director, Graduate Programs

Christine Colella, DNP, APRN-CNP, FAANP
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Program Director, Doctor of Philosophy (PhD)

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Graduate Program Coordinator

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Institute for Nursing Research and Scholarship (INRS)

Associate Dean for Research and Translation

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Director, Center for Educational Research, Scholarship, and Innovation (CERSI)

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Program Coordinator

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558-4415
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Grants Administrator

Anne Murphy
Procter Hall INRS suite
558-5302
Anne.murphy@uc.edu

Grants Administrator

Thomas Kelly
Procter Hall-INRS suite
558-5360
thomas.kelly@uc.edu

Center for Academic Technologies & Educational Resources (CATER)

CATER Help Desk

Procter Hall- 4th Floor
558-5205
conserdk@ucmail.uc.edu

College of Nursing Administrative Services

Director of Business Affairs

Tracy Kilfoil
Procter Hall- 4th Floor
558-6716
Tracy.kilfoil@uc.edu

Financial Administrator

Rebecca Bogart
Procter Hall – 4th Floor
558-5170
rebecca.bogart@uc.edu

Financial Analyst

Erin Grant
558-2385
erin.grant@uc.edu

University Services

Center for English as a Second Language (ESL)

610 Teachers College/Dyer Hall
(513) 556-3590
<http://www.cech.uc.edu/cesl/>

Center for the Enhancement of Teaching & Learning

Langsam Library, room 480

Cincinnati, OH 45220

556-3053

<http://www.uc.edu/cetl.htm>

Counseling Center

316 Dyer Hall

556-0648

<http://www.uc.edu/counseling.html>

Disability Services

210 University Pavilion

556-6823

<http://www.uc.edu/aess.html>

Health Sciences Library

Medical Sciences Building

231 Albert Sabin Way

558-5628

<http://www.libraries.uc.edu/hsl/>

Health Sciences Library's Services for Students:

<http://www.libraries.uc.edu/hsl/reference/newstudent.html>

Health Sciences Library's Calendar of Classes

<http://webcentral.uc.edu/hslclass/>

International Services

3134 One Edwards Center

556-4278

<http://www.uc.edu/international/services.html>

Learning Assistance Center

2441 French Hall

556-3244

<http://www.uc.edu/aess.html>

McMicken Writing Center

149 McMicken Hall

556-3912

<http://www.artsci.uc.edu/writingCenter/>

Procedure for Annual Evaluation of Student Progress

An evaluation of student progress will be completed by the student and academic advisor annually. The purpose of this document is for planning the course of study, evaluating the progress towards degree requirements, improving the student's overall educational experience, and highlighting successes and achievements. Student achievements and scholarly accomplishments will be used for college and university reports. The completed document is due to the appropriate Doctoral program director by March 31st of each academic year.

Procedure:

1. The Doctoral program director will distribute an electronic copy of the form "Annual student evaluation of progress" in March of each academic year to all doctoral students.
2. The student initiates the form and completes the student section as a draft document.
3. The student forwards the draft document to the advisor/dissertation chair and makes an appointment to finalize the form.
4. The advisor completes the faculty portion of the document and meets with the student to discuss the student's progress and plan.
5. The student and advisor/dissertation chair should sign the document and submit it either electronically or in hardcopy to the Doctoral program director by March 31st. Electronic signatures will suffice if the document is submitted electronically.
6. The student and advisor will each keep a copy for their personal records.
7. The Doctoral program director will review the progress of each student, document student achievements for the program annual report and forward appropriate achievements to the Institute for Nursing Research and Scholarship's for the college annual report.

Procedures for Extensions, Reinstatements, and Reapplication

University of Cincinnati Policy for Extensions

Under extenuating circumstances, students may petition the Senior Assistant University Dean for Advanced Studies, through their program office, for extension of the time limit for attaining their degree prior to expiration of the allotted time.

University of Cincinnati College of Nursing Procedure for Extensions

In order for an extension to be allowed the student must first speak with their doctoral advisor to make sure that they are still within the appropriate time frame (i.e., eligible to request an extension). If the doctoral advisor agrees that the circumstances warrant an extension and the student is still within the allotted time frame the request goes forward. The procedure is as follows:

1. Student submits a written request for an extension to their doctoral advisor. This request must describe the extenuating circumstances leading to the request and a plan for completing the program.
2. The student and doctoral advisor meet and review the student's request, proposed plan of study, and timeline to completion of requirements. At this meeting, the program of study and completion timeline will be revised as necessary.
3. The student and doctoral advisor submit the student's written request, the revised plan of study, and the proposed timeline for completion of requirements, with the advisor's signature, to the Director of the Doctoral Program and to the Associate Dean responsible for the Doctoral Program.
4. The Director and the Associate Dean submit a written letter of support or non-support for the extension.
5. The student completes and submits the Graduate Petition for Extension/Reinstatement Form (obtained from the graduate student website-- www.grad.uc.edu) with the required signatures, the written request for extension, the revised program of study and timeline to completion, and all supporting and non-supporting letters to the Assistant University Dean for Graduate Studies.

University of Cincinnati Policy for Reinstatements

Students who have not been registered for at least one graduate credit hour in their program in an academic year are automatically rendered inactive and are required to petition the Senior Assistant University Dean for Advanced Studies, through their program, for reinstatement if they wish to continue in their program. Only students on inactive status for three academic years or less may petition for reinstatement. Students who have been on inactive status for more than three consecutive academic years must petition for readmission both to the University Graduate College and to their program.

Students who have not completed their requirements by their time-to-candidacy or time-to-degree limit and have neglected to request an extension before reaching the limit are put on inactive status regardless of their record of registration in each academic year. These students are required to apply for reinstatement and for an extension of their time to degree/time to candidacy time limit if they wish to continue in their graduate program.

University of Cincinnati College of Nursing Procedure for Reinstatements

To apply for reinstatement the student must:

1. Submit a written request to their doctoral advisor explaining why no courses have been taken in the previous academic year (or more).
2. Meet with their doctoral advisor and review the student's written request, proposed plan of study, and timeline to completion of requirements. At this meeting, the program of study and completion timeline will be revised as necessary.
3. Submit the student's written request, the revised plan of study, and the proposed timeline for completion of requirements, with the advisor's signature, to the Director of the Doctoral Program and the Associate Dean responsible for the Doctoral Program. The Director and Associate Dean will each submit a written letter of support or non-support.
4. Complete and submit the Graduate Petition for Extension/Reinstatement Form (obtained from the graduate student website-- www.grad.uc.edu) with the required signatures, the written request for reinstatement, the revised program of study and timeline to completion, and all supporting and non-supporting letters to Assistant University Dean for Advanced Studies

Petitions for reinstatement must be received in the Office of the Senior Assistant University Dean for Advanced Studies no later than three weeks prior to graduation in order for the student to be certified for graduation in that semester. Petitions received in that three-week window immediately preceding graduation will not be approved in time for graduation that same semester and will be held for review in the subsequent semester and approvals will be granted in time for the next graduation.

Students who interrupt their graduate studies by withdrawing from the University either officially or by failing to register within an entire academic year, will be held responsible for the graduate program requirements in force and published at the time they re-enter the program. A student who has been officially reinstated must follow the stipulations provided above to maintain his or her graduate student status. The status of a part-time student's interrupted program is determined by his or her program.

University of Cincinnati Policy for Reapplication

Students who have been inactive for more than three consecutive years are not eligible for reinstatement and must reapply for admission to the University. Re-application does not change the student's original entry date. Time to degree will be calculated from his or her first entry date.

University of Cincinnati College of Nursing Procedure for Reapplication

In order to reapply the student must submit a completed reapplication form (available at www.grad.uc.edu, "Forms") with the reapplication fee to the UC Graduate College and the appropriate reapplication forms to the College of Nursing Graduate Office. The reapplication process is an opportunity for careful consideration by the Director of the Doctoral Program and Associate Dean responsible for the Doctoral Program; points of consideration include the applicants' current progress and length of time between his or her admission into the program and plan for completion of remaining requirements. This consideration may result in denial of admission or readmission with conditions. The Doctoral Program Director and Associate Dean will determine and assign appropriate new requirements or conditions and will petition the Senior Assistant University Dean for Advanced studies for approval of the applicant's request for readmission.

If readmission is approved, the student is assessed a readmission fee based on the University Graduate School policy. The reapplication fee will be applied to the readmission fee. Readmitted students must

meet conditions that rectify any prior unacceptable grades (such as F, I/F, or NG) before continuing to earn credits and meeting further requirements.

Plagiarism Policy

Policy for ascertaining and documenting plagiarism by students in the Doctoral Programs at the University of Cincinnati, College of Nursing:

In any instance of suspected plagiarism the following procedures will be followed by the faculty prior to confronting the student:

1. The faculty member or members will gather all student material and all original source material.
2. The faculty member will review the potential plagiarism with the designated officer of the CON.
3. If plagiarism is found to exist, a finding on the extent and seriousness of the plagiarism will be made. For instance, plagiarism could range from student's failure to use quotation marks on a direct quote even though the source is correctly cited to failure to cite original work and passing off another's work as the student's own work.
4. The student will be notified by faculty of findings.
5. The director of the doctoral program will be notified of findings.
6. College and University policies will be followed to determine the appropriate sanction for the student.
7. The academic penalties will be commensurate with the level of plagiarism and consistent with other cases in the CON Doctoral programs.

Grievance Policy

The University of Cincinnati provides a grievance procedure “. . . for the resolution of disputes involving graduate students in a fair and collegial manner and within the department if possible. Students are encouraged to seek assistance from the University Ombuds Office for possible resolution before initiating the formal grievance process” (The Graduate School, 2013).

To learn more about the grievance policy and process, please go to The Graduate School webpage: <http://grad.uc.edu/student-life/policy/grievances.html>

Guidelines and Procedures for PhD Program Plan

University of Cincinnati Graduate College Policy

All courses included in the doctoral program plan must be approved by the doctoral advisor. Only courses with grades of *C or better will be applied toward degree requirements. [Note: The University Graduate College does not recognize grades of C-, D+, D, or D-.]* A course may be retaken only once.

University of Cincinnati College of Nursing Policy for Doctoral Study

All courses included in the doctoral program plan must be approved by the doctoral advisor. Only courses with grades of B- or better will be applied toward degree requirements. If a C +, C, or F is earned in a course in the doctoral program plan, the student must meet with his or her advisor to discuss plans for retaking the course. A course may be retaken only once. Students who do not achieve a grade of B- or better when a course is repeated will be referred by the Doctoral Program Director to the Student Affairs Council for action, which may include termination from the program.

Procedures

Prior to or within the first semester of doctoral study, each student in the doctoral program should meet with his or her advisor and develop a program plan. The advisor is responsible for having the approved program plan forwarded to the Doctoral Program Director for placement in the student's folder. The program plan *will include a listing of required courses, and may include specific elective and cognate courses*. Required courses may not be taken as independent studies or research practica.

The program plan will also include a tentative timeline for completing: (1) course work and (2) candidacy requirements. The program plan should be developed in collaboration with, approved by, and signed by, the doctoral advisor. The program plan is a vital part of the academic record; it will be used as a component of the graduation check-out.

Modifying the Program Plan

As doctoral student learning evolves, it may be necessary to modify the program plan. Changes to the program plan must be described in writing, have the advisor's approval, and be filed as part of the formal program plan. A copy of the revised program plan should be sent to the Doctoral Program Director. Note: The program plan is, in fact, a planning document, not a record of activities completed. Once a student has received a satisfactory grade for a course, the course should not be removed from the plan. The Annual Student Evaluation of Progress document serves as the Program Plan.

Grading Scale in CON Doctoral Program

Grade	Quality Points
A	4.0000
A-	3.6667
B+	3.3333
B	3.0000

Grade	Quality Points
B-	2.6667
C+	2.3333
C	2.0000
F	0.0000

Section 2.
Doctor of Philosophy (PhD) Policies

College of Nursing PhD Program

Mission

Develop leaders who advance nursing science for the transformation of global health.

Vision

To be recognized as a world leader in advancing nursing science

Program Objectives

1. Synthesize the nature, organization and theoretical aspects of nursing's body of knowledge.
2. Synthesize knowledge from nursing, the relevant sciences and other disciplines as a basis for identifying, testing, and validating nursing knowledge.
3. Advance the science of nursing through rigorous research.
4. Provide leadership in the profession and within health care delivery systems through the advancement of nursing science.

PhD Nursing Curriculum for Full Time Students

1st Level Objectives

1. Discuss the relationship between varied philosophical and theoretical perspectives and the selection of research designs and methods.
2. Synthesize knowledge based on a critical appraisal of the literature related to a phenomenon of interest to nursing science.
3. Demonstrate an understanding of rigor across research designs to investigate a phenomenon of interest in nursing science.
4. Demonstrate an understanding of the historical, political, economic, and ethical contexts in which theory and research enhance individual and population-based health.

Fall Semester	Spring Semester	Summer Semester
Role of the Nurse Scientist I (3 credits) NPHD9001C Philosophy of Science (3 credits) NPHD9011 Introduction to Qualitative Methods (3 credits) NPHD9012 Applied Statistical Analysis (3 credits) NPHD9000	Role of the Nurse Scientist II (3 credits) NPHD9002 Theory Construction (3 credits) NPHD9016 Introduction to Quantitative Methods (3 credits) NPHD9012 Applied Multivariable Analysis (3 credits) NPHF9040	Preliminary Examination (Pass/Fail; 0 credits) NPHD9033
12 credits	12 credits	0 credits

2nd Level Objectives

1. Apply research ethics to a phenomenon of interest.
2. Clearly articulate a phenomenon of interest
3. State theoretical foundations for study of phenomenon of interest.
4. Define methods used that are relevant to investigate phenomenon of interest
5. Articulate components and linkages among parts of a research proposal in a defensible manner.

Fall Semester	Spring Semester	Scheduled with Committee
Advanced Methods/Advanced Design (3 credits) Art of Grant writing (3 credits)NPHD9036 Concentration course (3 credits) Applied Multivariate Analysis (3 credits)NPHD9042	Health Policy and Ethical Issues (3 credits)NPHD9009 Research Practicum (3credits)NPHD9037 Concentration course (3 credits) Concentration course (3 credits)	Candidacy Examination (Pass/Fail; 0 credits)
12 credits	12 credits	0 credits

3rd Level Objectives

1. Synthesize the nature, organization and theoretical aspects of nursing's body of knowledge.
2. Synthesize knowledge from nursing, the relevant sciences and other disciplines as a basis for identifying, testing, and validating nursing knowledge.
3. Identify, design, conduct, analyze, interpret and communicate findings from research.
4. Provide leadership in the profession and within health care delivery systems through the advancement of nursing science.

Fall Semester	Spring Semester	Scheduled with Committee
Development of Dissertation (8 credits) NPHD9090	Development of Dissertation (8 credits)NPHD9090	Dissertation Defense (Pass/Fail; 0 credits)
8 credits	8 credits	0 credits

University of Cincinnati

College of Nursing

PhD Core Courses/ Descriptions/ Learning Outcomes

Course	Credit Hours	Course Description	Student Learning Outcomes
<p><u>Role of the Nurse Scientist I</u> NPHD 9001C</p>	<p>3 credits</p>	<p>This is the first course in a two-course sequence designed to socialize the student into the roles and responsibilities of a PhD prepared nurse scientist. Students will develop specific foundational competencies necessary to engage in a career as an independent nurse scientist. Course assignments, readings, learning activities, and scholarly discussions with faculty and other PhD students will serve to enhance skills needed to engage in scholarship respectful of the attitudes, beliefs, and values of diverse social groups and other stakeholders.</p>	<ol style="list-style-type: none"> 1. Integrate social, political, ethical, and practice standards into the roles and responsibilities of a PhD prepared nurse scientist. 2. Demonstrate awareness of the knowledge, skills, attitudes, and values necessary to become an independent nurse scientist. 3. Articulate a phenomenon of interest that reflects awareness of and responsiveness to diverse societal trends, significant health issues, and evolving contemporary policies influencing the role of the nurse scientist.

<p><u>Role of the Nurse Scientist II</u> NPHD 9002</p>	<p>3 credits</p>	<p>This course, the second in a two-course sequence, is designed to further socialize students into the roles and responsibilities of a PhD prepared nurse scientist who serves diverse patient populations. Students will develop their research competencies which emphasize their ability to critically review and synthesize the state of the science. Students will be expected to persuasively prepare high quality scholarly works pertaining to a phenomenon of interest.</p>	<ol style="list-style-type: none"> 1. Refine essential skills in critiquing and evaluating the state of the science for a phenomenon of concern. 2. Synthesize knowledge as a basis for exploring phenomena of interest to nursing that reflects originality and innovation. 3. Demonstrate competence in creating high quality publishable scholarly works accounting for and reflecting on diverse patient populations and conditions.
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<p><u>Philosophy of Science</u> NPHD9011</p>	<p>3 credits</p>	<p>This course will provide an in-depth study of the history of science and knowledge development from antiquity through current postmodern and post-structuralist science. Aims, methods, and progression of science will be discussed. Students will develop the knowledge that leads to an understanding of the broad social, cultural and political context in which science develops.</p>	<ol style="list-style-type: none"> 1. Analyze the major philosophical traditions that influence the development of knowledge. 2. Explain the interrelationships among philosophy, theory, and research. 3. Analyze scientific approaches to inquiry within the context of major philosophical traditions. 4. Examine a defined phenomenon of interest including an approach to inquiry and its philosophical underpinnings.
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<p><u>Theory Construction, Analysis, and Evaluation</u> NPHD9016</p>	<p>3 credits</p>	<p>This course explores paradigms and methods for theory construction, analysis, and evaluation. Learners will apply strategies for concept and theory development, clarification, and analysis. The relationship between research and theory generation and testing will be explored as it applies to the study of health of diverse population groups.</p>	<ol style="list-style-type: none"> 1. Discuss how philosophical views of science influence theory development. 2. Evaluate strategies for concept and theory development and analysis for use in scientific study. 3. Explain the relationship between research, theory generation, and theory testing. 4. Apply knowledge of theory to the scientific study of selected phenomena of diverse population groups. 5.
<p><u>Introduction to Quantitative Methods</u> NPHD 9010</p>	<p>3 credits</p>	<p>This is a seminar in which students focus on quantitative research designs. Students discuss varied approaches to examining nursing phenomena and identify appropriate designs for the research questions</p>	<ol style="list-style-type: none"> 1. Formulate appropriate quantitative research questions/hypotheses to examine phenomena of concern to nursing. 2. Determine the appropriate research design for answering specified research questions.

		<p>that are generated. Methods to operationalize variables are explored. Sampling and data collection strategies are analyzed and compared. Emphasis is placed on the development of scientific rigor in the research process as well as the ethical and professional standards for the conduct and reporting of research.</p>	<ol style="list-style-type: none"> 3. Evaluate the rigor of quantitative research designs and data collection methods. 4. Evaluate the sampling strategies used to obtain subjects from populations for specified research questions. 5. Examine the philosophical and ethical issues related to the conduct of quantitative nursing research. 6. Formulate persuasive arguments in support of research designs and data collection methods. 7. Use theoretical frameworks to underpin research that addresses nursing or health care phenomena.
<p><u>Introduction to Qualitative Methods</u> NPHD 9012</p>	<p>3 credits</p>	<p>This course focuses on qualitative research relevant to the study of human phenomena of concern to nurses and provides an introduction to the assumptions, concepts, characteristics, and language of qualitative research. Philosophical Underpinnings for qualitative paradigms and research methods are presented that support the study of human phenomena. Published research serves as the basis for evaluating</p>	<ol style="list-style-type: none"> 1. Evaluate the unique contributions of qualitative inquiry made to a discipline's knowledge base. 2. Examine the major types of qualitative research. 3. Demonstrate basic skills necessary to engage in qualitative research as a novice researcher. 4. Evaluate the trustworthiness of qualitative inquiry according to standards congruent with an interpretivist paradigm. 5. Analyze exemplars of qualitative research.

		qualitative research methods.	
<u>Health Policy and Ethical Issues in Nursing Science</u> NPHD 9009	3 credits	This seminar focuses on analysis of ethical issues and social, public and health	1. Analyze selected evolving nursing and health care issues in their historical, political,

		<p>policy in relation to the advancement of nursing science. Historical and current governmental activities, as well as social and ethical issues influencing health policy and nursing science are examined. Values and preferences that impact social choices within a pluralistic society are considered. The potential and realized contributions of nursing research to the development of health policy are analyzed and evaluated.</p>	<p>economic, legal and ethical contexts.</p> <ol style="list-style-type: none"> 2. Analyze health policy formulation and its relevance to nursing science. 3. Evaluate social and public aspects of health policy for potential change. 4. Develop perspectives on issues that advance the science and practice of professional nursing. 5. Formulate positions on issues that enable nursing to take a leadership role in influencing policy. 6. Evaluate the potential and realized influence of nursing research on health policy.
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<p><u>Art of Grantwriting</u> NPHD 9036</p>	<p>3 Credit hours</p>	<p>The purpose of this course is to empower students with skills and strategies that will enable them to prepare competitive and innovative grant applications to fund their program of research. Students will explore various sources of grant funding (federal, state, local and foundations) and review content of grant announcements and/or Request for Proposals (RFPs) relevant to their research interests. Based on a selected grant announcement and/or RFP, students will develop a grant proposal and complete the grant application process following the required criteria, with particular attention to the significance, innovation, and approach to the project. Students will also gain expertise in peer review of grants using a mock study session format. Students should pay attention to diversity, cultural competence and unique contributions of their proposals to research.</p>	<ol style="list-style-type: none"> 1. Analyze sources of grant funding (federal, state, local, foundations) and grant announcements and/or requests for proposal (RFP) for relevance to student's research interests. 2. Develop a grant proposal following the guidelines of the funding announcement. 3. Compare and contrast strategies for enhancing the significance, innovation, and approach aspects of writing competitive grant proposals. 4. Apply principles of diversity, cultural competence, and unique contribution to research in writing competitive grant proposals and critique of peer proposals. 5. Evaluate grant proposals of peers using established critique and scoring guidelines with suggestions on how to make proposals more competitive
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<p><u>Applied Statistical Analysis</u> NPHD9000</p>	<p>3 credit hours</p>	<p>This course is the prequel to the CoN course sequence in advanced statistical methods used in doctoral level nursing research. Univariate and bivariate parametric analysis methods will be covered. Hypothesis development, statistical method selection, data preparation, applied analysis and programming fundamentals, results interpretation and presentation are stressed in a flipped-classroom / workshop format. An introduction to power and sample size calculation by method is integrated throughout. Inclusion of under-represented groups in human subject research is emphasized.</p>	<ol style="list-style-type: none"> 1. Select the appropriate parametric or nonparametric, univariate or bivariate method based on research objectives, statistical assumption criteria, and types of variables to be analyzed. 2. Generate required sample size and power for prototypical analyses by method, concurrently addressing inclusion of under-represented groups in research. 3. Display an introductory level ability to manage data and conduct preliminary analyses to assess and address data quality and potential violations of statistical assumptions by analysis method. 4. Demonstrate an introductory level ability to generate results, using statistical analysis software (e.g., SPSS), and interpret relevant results generated for each method.
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<p><u>Applied</u> <u>Multivariable</u> <u>Analysis</u> NPHD9040</p>	<p>3 credit hours</p>	<p>This course is the first of two which introduce advanced statistical methods used in doctoral level nursing research. Method selection, application, and results interpretation and presentation are stressed in a flipped-classroom / workshop format. Methods introduced include partial correlation, multi-way ANOVA, ANCOVA, multiple regression, logistic regression, and multilevel models. An introduction to power and sample size calculation by method is integrated throughout.</p>	<ol style="list-style-type: none"> 1. Select the appropriate multivariable analysis method based on research objectives and types of variables to be analyzed. 2. Generate required sample size and power for prototypical analyses by multivariable method, concurrently addressing inclusion of under-represented groups in research. 3. Display an introductory level ability to manage data and conduct preliminary analyses to assess and address data quality and potential violations of statistical assumptions by multivariable method. 4. Demonstrate an introductory level ability to generate results, using selected statistical analysis software (e.g., SPSS, "SAS" or "R"), and interpret relevant results generated for each method.
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<p><u>Applied</u> <u>Multivariate</u> <u>Analysis</u> NPHD9042</p>	<p>3 credit hours</p>	<p>This course is the second of two which introduce advanced statistical methods in doctoral level nursing research. Multivariate method selection, application, and results interpretation and presentation are stressed in a flipped-classroom / workshop format. Methods introduced include. MANOVA, MANCOVA, factor analysis, principle components analysis, and structural equation modeling. An introduction to power and sample size calculation by method is integrated throughout.</p>	<p>Select the appropriate multivariate analysis method based on research objectives and types of variables to be analyzed.</p> <ol style="list-style-type: none"> 2. Generate required sample size and power for prototypical analyses by multivariate method, concurrently addressing inclusion of under-represented groups in research. 3. Display an introductory level ability to manage data and conduct preliminary analyses to assess and address data quality and potential violations of statistical assumptions by multivariate method. 4. Demonstrate an introductory level ability to generate results, using selected statistical analysis software (e.g., SPSS, “SAS” or “R”), and interpret relevant results generated for each method.
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<p><u>Research Practicum</u> NPHD9037</p>	<p>3 credit hours</p>	<p>Students will develop research skills through directed study and supervised research experience. This practicum is related to one or more courses taken in the PhD program and to the student's area of interest. Multidisciplinary research experience may include, but is not limited to, pilot-testing and evaluating research methods, sampling and recruitment of participants from diverse populations, data collection strategies, data analysis, secondary analysis, and required scholarly writing. Experiences are expected to contribute to the student's dissertation research.</p>	<ol style="list-style-type: none"> 1. Meet contractually negotiated objectives to meet learning needs related to development of specific research skills essential to the dissertation. 2. Analyze multidisciplinary research team strategies in conducting research. 3. Evaluate implications and strategies for the inclusion of diverse populations in research.
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Policy for Part-Time Study

The following factors should be taken into consideration when planning Part-time study in the PhD program:

1. Students must meet the University Graduate program residency requirement. This requires that prior to admission to doctoral candidacy; all doctoral students shall complete a residency requirement by enrolling in ten graduate credit hours (12 if funded by a Graduate Assistantship) per term in each of two semesters (including summer) during a span of four consecutive semesters.
2. Students may take courses in their area of concentration (9 hours) at any time during the program regardless of preliminary exam status.
3. Students should take Role of Nurse Scientist course in the first year of study in order to be successfully socialized into doctoral study.
4. The first year core courses are designed to be completed in no more than two sequential calendar years. If the first year courses take longer than two years to complete, the ability to successfully complete the preliminary examination may be diminished. Students must petition the PhD program for an exception to this rule.

*Taking into account these factors, the following schema is appropriate for most students:

	Fall Semester	Spring Semester
Year 1	Philosophy of Science Role of the Nurse Scientist I Applied Statistical Analysis	Theory Construction Role of the Nurse Scientist II
Year 2	Introduction to Qualitative Methods Concentration Course	Introduction to Quantitative Methods Applied Multivariable Analysis
Preliminary Examination (Summer Semester)		
Year 3	Advanced design/methods course Applied Multivariate Analysis	Research Practicum Health Policy [additional Elective or Concentration course if desired]
Year 4	Concentration course Art of Grant writing	Concentration Course Development of Dissertation
PhD Candidacy Examination (scheduled with Committee)		

Year 5 Development of Dissertation
***Part-time students must meet
the residency requirement of two
full-time consecutive semesters.**

BSN to PhD Sample Schema

	Autumn Semester	Spring Semester	Summer Semester
*Year 1	NURS8002 Theoretical Basis for Clinical Reasoning (3) NURS8006 Research (3) or equivalent research course (3) NURS 8004 Biostatistics (3) or an equivalent graduate statistics course (3) Graduate level course in focused interest area (3) TOTAL CREDITS 12	NURS8008 Healthcare Policy (3) Graduate level courses in focused interest area (9) TOTAL CREDITS 12	
Year 2	Philosophy of Science Introduction to Qualitative Methods Role of the Nurse Scientist I Applied Statistical Analysis TOTAL CREDITS 12	Theory Construction Quantitative Methods Role of the Nurse Scientist II Applied Multivariable Analysis TOTAL 12 CREDITS	Preliminary Examination
Year 3	Advanced Methods/ Advanced Design Art of Grant writing Applied Multivariate Analysis Concentration Courses (3) TOTAL CREDITS 12	Health Policy and Ethical Issues Research Practicum Concentration Courses (6) TOTAL CREDITS 12	
Year 4	Development of Dissertation **Concentration Course (3-6) TOTAL CREDITS 11-14	Development of Dissertation **Concentration Course (3-6) TOTAL CREDITS 11-14	TOTAL- 90+ CREDIT HOURS

**Post BSN students must take graduate level courses to complete the 30 graduate semester credit hours required by the Graduate College. Twelve hours of required coursework must be taken as outlined in the schema as well as at least 12 hours in a focused area of graduate study as recommended by the student's faculty advisor in year one.*

*** The remaining 6 hours may be taken while taking PhD courses. Focused graduate courses may include no more than 6 hours of independent study, directed study or research practica.*

PhD Progression Policy

The PhD program follows the requirements of the University of Cincinnati Graduate School (UCGS) and the College of Nursing for progression and maintenance of good academic status as well as certain requirements that are specific to the PhD program. The UCGS will supersede CON policies when policies are in conflict.

Maintaining Student Status

Maintenance of full or part time status as a graduate student and requesting reinstatement follows the UCGS policies and procedures (<http://www.grad.uc.edu/doctoral-credit-hour-requirements.aspx>). Students who do not meet the UCGS requirement of 1 credit hour per academic year may request reinstatement following the UCGS policy (see <http://www.grad.uc.edu/reinstatements-readmission-LOADismissal.aspx>).

Maintaining Satisfactory Progress Towards Degree

All PhD students must maintain satisfactory progress towards degree per Graduate School, College of Nursing, and PhD program policies.

Residency Requirement

Prior to admission to doctoral candidacy, all doctoral students shall complete a residency requirement by enrolling in ten graduate credit hours (12 if funded by a Graduate Assistantship) per term in each of two semesters (including summer) during a span of four consecutive semesters.

Time to Degree

According to the UGS, all students must complete the requirements for the doctoral degree within 9 years after matriculation in the program. According to program guidelines, students have up to 5 years pre-candidacy, and up to 4 years post-candidacy.

Students must apply to the Graduate School for an extension of time to degree if extenuating circumstances prohibit them from completing requirements in the required timeframe. Students who cannot meet either the pre-candidacy or post-candidacy timeframe must petition the PhD program director for an extension.

Required Credit Hours

Post MSN students must complete 60 hours of graduate credits, including required dissertation hours. Post BSN students must complete 30 additional graduate credits in a focused area of graduate study.

Documentation of Progress

According to the Graduate School policy, all PhD students are required to complete a written assessment of performance at the end of the first year of study and an annual progression report. The faculty advisor will monitor the student for successful progress through coursework, preliminary examinations, candidacy, and dissertation work.

Failure to Progress

A student not making reasonable progress in his or her program as determined by the faculty advisor will receive written notification of such from the PhD program director. The student will be required to meet with the academic advisor to develop a description and timeline of objectives and activities that must be met to maintain satisfactory progress towards degree. This may include taking additional course work or repeating courses as a condition of maintaining their status in the program.

If objectives and activities are not met according to the established timeline, the program director will send a written warning to the student of the risk for dismissal from the program. A copy of this warning will be sent to the faculty advisor and will be placed in the student's file.

A student who fails to meet the agreed upon objectives and activities in two semesters will be referred to the Student Affairs council to be considered for dismissal from the program.

Probation

A doctoral student will be placed on probation by meeting any one or more of the criteria listed below:

1. Failure to maintain a minimum cumulative GPA of 3.0
2. Failure to earn a B- or better in a required PhD course
3. Failure to earn a C or better in an elective or concentration course
4. Failure to adhere to the University's Student Code of Conduct

Dismissal

Dismissal means that a student is permanently excluded from enrolling in any of the programs in the College of Nursing. A student who is dismissed from the College of Nursing may be eligible for admission to another college of the university. The process for dismissal will follow the UC College of Nursing policies and procedures related to dismissal. The following are the criteria for dismissal from the PhD program:

1. Failure to meet the terms of provisional admission
2. Failure to achieve a grade of B- or above when repeating a required PhD course.
3. Meeting the criteria for probation a second time.
4. Meeting the criteria for probation following a readmission.
5. Failure to make satisfactory progress toward the degree as determined by the faculty advisor and the program director. (See section on Documentation of Progress).
6. Failure to pass the preliminary examination on the 2nd attempt.
7. Failure to pass the candidacy requirements on the 2nd attempt.

Graduation

Requirements for graduation include (1) successful completion of all required course work and credit hours and (2) successful completion of the dissertation. The UCGS Policies and Procedures for graduation can be found on the University of Cincinnati Graduate School webpage.

Procedure for Graduation

One semester prior to anticipated graduation, the student should:

1. Consult the Graduate School webpage regarding dissertation requirements.
2. Confer with the Student Affairs Office graduate coordinator.
3. Consult the Graduate School webpage for graduation application deadlines and commencement information.
4. Complete the official online Application to Graduate by the deadline and pay the appropriate fee.

Confirmation that Graduation Requirements Have Been Met

1. The program director reviews the student record for satisfactory completion of all requirements, completes the certification process, and submits to the Graduate School.
2. The Graduate School certifies requirements and submits to the Office of the Registrar.
3. The Office of the Registrar posts confirmation of graduation in the student record and generates the diploma.

Preliminary Examination Guidelines

Purpose of the Preliminary Examination

The preliminary examination is an evaluation method administered at the completion of the PhD foundational courses.* The purpose of the examination is to determine whether students have achieved the first level objectives as an initial indicator of successful progression in the doctoral program. The first level objectives are as follows:

1. Discuss the relationship between varied philosophical and theoretical perspectives and the selection of research designs and methods.
2. Synthesize knowledge based on a critical appraisal of the literature related to a phenomenon of interest to nursing science.
3. Demonstrate an understanding of rigor across research designs to investigate a phenomenon of interest to nursing science.
4. Demonstrate an understanding of the historical, political, economic, and ethical contexts in which theory and research enhance individual and population-based health.

Timing and Setting of the Preliminary Examination

The preliminary examination is administered on campus in the computer laboratory annually within three weeks after the end of Spring semester. The examination is scheduled over a two-day period that includes a three-hour morning session and a three-hour afternoon session on day one and a three-hour morning session on day two.

Preliminary Examination Composition

The preliminary examination is comprised of essay-style questions requiring cogent responses written in a scholarly manner. No oral examination is included.

Preliminary Examination Results

Students who successfully complete the preliminary examination on the first administration progress to the second level of coursework

Students who do not successfully complete the examination on the first administration must work with their advisor and the PhD program director to revise their program plan. These students may, with permission of both the PhD program director and their advisor enroll in cognate courses, second level courses, or other electives after considering the student's responses and feedback given on the first administration of the preliminary exam. These students may retake the *full* examination one time. The student shall make an appointment with the preliminary examination chair or designee to review the exam with the student. The chair or designee will provide a general template for study to the student. The student will be responsible for his or her study and preparation for the retake of the examination. The examination will be administered at the end of the Fall semester.

Students who do not successfully complete the examination on the second attempt are recommended for dismissal (congruent with the College of Nursing Admission and Progression Policies and Procedures).

Preliminary Examination Committee

Composition

The Preliminary Examination Committee is comprised of five (5) doctorally-prepared (research-focused) faculty who regularly attend the PhD Program Committee meetings and are elected by the PhD Program Committee. Two (2) of the five (5) committee members must have taught foundation courses* within the past two academic years.

Term of Service

The term of service is two years commencing in August the year of the election. Terms are staggered such that three members are elected in the odd-numbered years and two in the even-numbered years. Vacancies are filled by election of an eligible faculty who completes the unexpired term.

Responsibilities

The responsibilities of the Preliminary Examination Committee are:

1. Schedule, prepare, administer, and evaluate the preliminary examination.
2. Inform PhD students of the purpose, examination guidelines, and general content.
3. Provide students with practice questions in preparation for the examination.
4. Communicate the examination results to students, advisors, and PhD Program Director.
5. Schedule, prepare, administer, and evaluate examination retakes.
6. Maintain a preliminary examination test bank.
7. Recommend preliminary examination guidelines revisions, as needed, to the PhD Program Committee.
8. Prepare an annual committee report and submit to the PhD Program Director and PhD Program Committee.
- 9.

Student Preparation

Initial Announcement

Upon admission to the PhD Program, all students will be informed that a Preliminary Examination is administered after the completion of the foundational courses.

Orientation to the Preliminary Examination Guidelines

An orientation will be offered in January of each year for students who are eligible to take the preliminary examination that same year. The orientation will include an overview of the examination, the distribution of practice questions, and a question and answer session. Group discussion sessions may be provided between January and the exam date as determined by the Preliminary Examination Committee.

Procedures During the Preliminary Examination

Students will not be permitted to bring resources such as notes, textbooks or articles to the exam. Students *will* be allowed to bring a one-page double-spaced reference list on each exam day. Use of electronic resources will not be permitted during the exam. Students will be required to use APA formatting

including Times New Roman 12 point font and 1 inch margins. Each response will be a maximum of three (3) pages excluding the title and reference page. Although a formal reference page will not be required, references must be cited and listed on a reference page. A dictionary and one APA Publication Manual will be available in the examination room for students taking the exam to use. Special accommodations differing from those offered to all students will require documentation from UC Disability Services. Earplugs may be used; however, other noise-cancelling devices require documentation from UC Disability Services.

Evaluation of Preliminary Examinations

The quality of the responses to the questions are evaluated based on (a) demonstrated competence of achievement of the first level objectives, (b) cognition at or above the level of Analysis on Bloom's taxonomy, (c) accuracy, (d) completeness, (e) logical progression of thought, (f) clarity of expression, (g) correct use of grammar, (h) minimal spelling errors, and (i) use of APA formatting. Each response must be evaluated as Satisfactory for successful completion of the preliminary examination.

Timeline for Preliminary Examination

Examination	Within three weeks of the end of the academic year
Notification of results	10 business days following day two of the examination
Retake preparation	June through November
Retake administration	The end of Fall semester
Notification of retake results	10 business days following day two of the examination

FOUNDATIONAL COURSES

Philosophy of Science
Intro to Qualitative Methods
Intro to Quantitative Methods
Role of the Nurse Scientist I
Role of the Nurse Scientist II
Theory Construction
Applied Statistical analysis
Applied Multivariable Analysis
Applied Multivariate Analysis

Policy for Petitioning to Defer the Preliminary Examination

The preliminary examination will be administered upon the completion of all first year core courses. For part-time students, this will not occur until after year two (see preliminary examination policy and part-time schema).

The preliminary exam may only be deferred for extenuating circumstances on the part of the student, e.g. student's illness, or illness or death of an immediate family member.

A student needing to defer the examination will send a written request to the PhD program director stating the reason for the request with supporting documentation if appropriate or requested by the program director. The program director will send a written response to the student by e-mail.

If approved, the student must make arrangements to sit for the examination with the chairperson of the preliminary examination committee. The examination must be taken and passed before the student will be permitted to progress to 2nd year courses.

Procedure for Candidacy Examination

Purpose

The purpose of the doctoral candidacy examination is to demonstrate the student's ability to synthesize scientific knowledge and use appropriate methods for undertaking independent research.

Doctoral Candidacy Examination

The doctoral candidacy examination will be administered by the student's doctoral dissertation committee. The examination will be in the form of an oral defense of the student's dissertation proposal, in an open forum. The audience for the defense will consist of the dissertation chair and committee, and faculty and PhD students of the College of Nursing.

Requirements for Taking the Doctoral Candidacy Examination

1. Good academic standing
2. Successful completion of required coursework, including at least 9 semester hours (or equivalent quarter hours) of coursework in an area of concentration, and 3 semester hours (or equivalent quarter hours) of elective coursework
3. Successful completion of the preliminary examination
4. Formation of a doctoral dissertation committee (approved by UC Graduate Studies)
5. Approval by chair of the doctoral dissertation committee
6. Fulfillment of the residency requirement
7. Time to candidacy requirement as specified in the Graduate Student Handbook has been met.

Pre-Defense Procedure

1. Following approval by the chairperson, the student will distribute the completed proposal to all members of the committee no later than 2 weeks before the defense.
2. The dissertation chairperson will secure a room for the defense.
3. Two weeks prior to the scheduled defense, the student must notify the PhD program director of the time and location of the defense. An abstract must be submitted to the program director.
4. The program director will generate an invitation to faculty and PhD students.

Proposal Defense Procedure

1. The chairperson convenes the meeting and introduces the student and the committee members.
2. The student will give an oral presentation lasting no longer than 20 minutes.
3. Following the presentation, the audience will be invited to ask questions of the student. The question and answer period will be limited to 15 minutes.
4. The audience will be excused following the question and answer period.
5. The student will then defend the proposal by responding to questions from the committee.
6. After the committee is satisfied that all questions have been answered, the student will be excused from the room while the committee deliberates.
7. The decision to pass or not pass a student on the candidacy examination will be made by a majority vote of the dissertation committee members. In case of a tie decision to pass/not pass, the dissertation chair will break the vote.
8. After deliberation, the committee will call the student in and report the outcome of the deliberation.

9. Upon successful defense, the chair and committee will sign the Advancement to Candidacy form and submit it to the Program Director.

The student may repeat the candidacy examination once. If a student is not successful, s/he may, but is not required to reassemble a new dissertation committee for the second candidacy examination.

The decision of the dissertation committee to pass the student on the candidacy examination does not constitute an acceptance of the dissertation proposal. Revisions may be required based on the assessment by the committee.

Dissertation Policies and Procedures

The doctoral student should identify a faculty member who will guide the dissertation work no later than completion of the first level PhD coursework.

A student is eligible to enroll in dissertation credits after meeting all course requirements, passing the preliminary examination, forming and obtaining approval of the dissertation committee, and passing the candidacy exam which is the defense of the dissertation proposal.

Dissertation Committee Composition

The dissertation committee has a minimum of three and no more than five members and must be composed of a minimum of three full-time doctorally-prepared faculty members at UC.

1. The chair must be a member of the College of Nursing faculty and a member of the UC Graduate faculty, with a research-focused doctorate and an active program of research. (see terminology on page 7). The chair must have served on at least two dissertation committees as a member *or* if a faculty member has special expertise that is desired by the student and has not yet served on two committees, an experienced co-chair must be identified who will also serve as a committee member.
2. A second committee member must be a college of nursing faculty with a research doctorate.
3. At least one committee member must hold their faculty appointment outside of the college of nursing and have a research doctorate.
4. A faculty member or appropriate professional practitioner who has special expertise in a dissertation topic, but is not otherwise eligible to sit on the committee, may be added to the dissertation committee (as a 4th or 5th committee member) if he or she is nominated by the candidate and approved by both the chairperson of the dissertation committee, the PhD program director of the college, and the Associate Dean of the Graduate School. Such a person would serve as a full voting member of the dissertation committee without compensation from either the university or the candidate.
5. Faculty with emeritus status may remain on the committee if they were members when the proposal was accepted and were full-time tenured graduate faculty. *A faculty member originally on a student's committee who leaves UC to take an academic position elsewhere may also continue to serve on the student's committee if both the faculty member and the student agree to continue the relationship. However, neither an emeritus nor a faculty member from another institution may serve as the chair of the committee.* (UC Graduate Handbook, p. 52).

After the selection of the dissertation chair, the chairperson will become the student's academic advisor. The first-year advisor will forward all advising materials to the dissertation chairperson.

Together, the chair and the student will select appropriate committee members. The student will have the responsibility of contacting potential committee members and obtaining their signatures on the appropriate forms (see Appendix).

The student is responsible for obtaining the signatures of the chairperson and committee members on the Dissertation Committee Approval Form (see Appendix). The completed form is then submitted to the PhD program director for review, approval, and routing to the CON Senior Associate Dean of Student Affairs and to the Associate Dean of the Graduate School for approval. When the processing is completed, the Associate Dean of the Graduate school will notify the student and student's dissertation committee chair of the results.

While the program will do all it can to assist students, it will not create a dissertation project for the student nor require a faculty to serve as chairperson. It is the student's responsibility to obtain a dissertation chairperson and with that chairperson and the committee, to create an approved research study.

In rare cases, a faculty or student may decide that it is not in the student's best interest for the dissertation chair or a committee member(s) to continue to serve. This should only occur after all parties have made every effort to resolve differences. The faculty member and Program Director may offer assistance in helping the student select another chairperson; however, the student will be responsible for securing another chairperson and completing the appropriate change of committee forms (see Appendix).

Responsibilities of the Dissertation Committee Chair

The responsibilities of the dissertation chairperson are as follows:

- Verification that requirements for advancement to candidacy have been met
- Overall management of the dissertation process
- Keeps a record of student progress according to agreed upon time frame
- Calls meetings of the dissertation committee as needed
- Conducts dissertation meetings and defenses, bring points of dissension to a vote, and enables the student to get a clear direction on how to resolve issues of concern
- Reviews dissertation drafts and gives feedback to student
- Schedules and announces the oral defense of the completed dissertation in collaboration with the program director.
- Reviews corrections of the document made after the defense before the student submits it electronically to the Graduate School.

Responsibilities of the Dissertation Committee Member

The dissertation committee members will:

- Respond to requests for assistance from the student or chairperson
- Critically review dissertation drafts and offer suggestions as relevant for revision
- Assist the chairperson in determining the acceptance of the document as having met the dissertation requirement
- Participate in the oral defense of both the proposal and final dissertation following the direction of the chair
- Attend other committee meetings as determined necessary by the chair and student

The Dissertation

The dissertation must be focused on a phenomenon of concern to nursing. The results of the dissertation should contribute to the body of nursing knowledge and the development of nursing science. The dissertation process is composed of four major facets: (1) writing the proposal, (2) conducting the research, (3) writing the dissertation, and (4) defending the dissertation.

The Proposal

The dissertation proposal serves as a guide that describes the research problem, including the rationale for the study, a synthesis of the literature, methods of investigation, and analysis. The proposal also serves as a contract between the student and committee members. The proposal is submitted to the dissertation committee and is approved in the form of a defense. Once it is approved, the student may proceed with submitting the proposal to the University of

Cincinnati Institutional Review Board (IRB) for review. Materials for the IRB process and procedure for review of human subjects are available at <http://researchcompliance.uc.edu/HRPP/IRB/IRBOverview.aspx>. Following committee and IRB approval of the proposal, the student may conduct the study.

Dissertation Format

The dissertation document shall be organized in the format appropriate to the topic and design of the research conducted by the candidate. The chairperson and the student together will make the decision on the format to be used. All scholarly writing is to follow the guidelines/format found in the latest edition of the American Psychological Association (APA) manual. General formatting (e.g., title page, table of contents, etc.) of the dissertation needs to adhere to the Graduate School guidelines available at <http://grad.uc.edu/student-life/etd.html>. For students using the manuscript option, the writing guidelines used for the journal to which the manuscripts are submitted may be used.

Traditional Format

The traditional dissertation format contains, but is not limited to: an introduction, review of literature, methods, results, and discussion.

Manuscript Option Format

The dissertation manuscript option is comprised of two chapters and a minimum of three publishable manuscripts. Two of the three full-length manuscripts may be submitted for publication prior to the Oral Defense providing the manuscripts are logically-connected and have the permission of at least two of the dissertation committee members. Faculty members, as appropriate, may serve as coauthors on the manuscripts providing they meet authorship criteria described by the International Committee of Medical Journal Editors (ICMJE). The student must be primary author on these manuscripts and must be able to defend how the manuscripts are based on the student's own work. An overview of the manuscript option format is:

- Chapter providing an overview of the study including the research aims, methods, and a clear articulation of the study's link with each of the publishable manuscripts.
- Manuscript 1 – can be, but not limited to, a scholarly review of the literature, a methods manuscript, theoretically-focused manuscript, or a data-based manuscript reporting pilot or secondary analysis findings.
- Manuscript 2 – can be, but not limited to, a scholarly review of the literature, a methods manuscript, theoretically-focused manuscript, or a data-based manuscript reporting pilot or secondary analysis findings.
- Manuscript 3 – will be data-based and report the dissertation findings.
- Chapter summarizing the discussion, implications, recommendations, and conclusion of the dissertation.

Writing the Dissertation

Writing of the dissertation is an iterative process that involves submission and re-submission of draft documents to the committee chairperson for feedback and advice on preparation of the next draft. When the chair and student agree that a draft is ready for sharing with other members of the committee, each member is provided a copy of the latest draft. A minimum of two weeks should be allowed for committee members to read drafts before scheduling a committee meeting. All drafts should be typewritten and properly referenced.

The committee meets as often as necessary to discuss the final drafts and to counsel the student on any additional steps that may need to be taken prior to their approval.

Pre-Defense Meeting

Prior to the final defense, each candidate must schedule a required pre-defense meeting with the entire committee. The purpose of this meeting is to discuss with the student any changes to the dissertation that must occur prior to the defense, and to ensure that the candidate is prepared to move forward. At the satisfactory completion of this meeting, the candidate or chair must submit the Pre-Dissertation Defense Approval form with all signatures to the PhD Program Director (see Appendix).

The oral defense is scheduled following the dissertation committee approval of the written document(s) and after the pre-defense meeting has been held.

The Oral Defense

The oral defense is a public presentation of the study, presented to a group composed of the dissertation committee and interested individuals from the university, health care agencies, and the general public. The student is expected to respond to questions from the dissertation committee and the attendees as a part of satisfactory oral defense of the dissertation.

The oral defense of the dissertation is scheduled after approval by the student's committee.

The student is required to schedule and post the oral defense with the Graduate School at <http://www.grad.uc.edu/gradAnn/default.aspx> at least two weeks prior to the anticipated defense date. In addition, two weeks prior to the scheduled defense, the candidate will submit an abstract of the dissertation, a short biosketch, and a recent photograph to the PhD program director, for an email announcement of the defense within the College of Nursing.

During the defense, the candidate presents his or her research to the audience and answers questions posed by the committee. After the committee members have completed their questioning, other members of the audience may ask questions or make comments. At the conclusion of the defense, the committee or the candidate will withdraw while the committee makes a decision on the acceptability of the dissertation and its defense. All of the voting members of the dissertation committee must approve the dissertation.

Following the defense, the student will make any modifications to the document as recommended by the dissertation committee. The chair will obtain signatures of the committee on the committee approval form.

Following successful oral defense and approval of the final dissertation document, the candidate must submit the electronic dissertation and the committee approval form by following the most current detailed instructions found at <http://www.grad.uc.edu/graduation.aspx>.

Use of a moderator

An outside moderator is not required but may be assigned by the Dean, upon the request of the candidate, the dissertation chair, or the Senior Associate Dean. Moderators should be members of the all-University Graduate Faculty from outside of the College of Nursing. The duties of the moderator are limited to observing the oral defense of the dissertation and reporting in writing to the Dean on the academic propriety of the proceedings.

Revised 2015 dse

Revised 2016 glg

Policy for Advising Post-BSN PhD Students

The following policies should be considered when advising post-BSN PhD students:

1. Students may be admitted to the PhD Program in the College of Nursing post-MSN or post-BSN.
2. The University Graduate college requires 90 semester credit hours (or quarter credit hour equivalent) of graduate work beyond the Bachelor's degree for the PhD
3. For students entering the College of Nursing PhD program post-MSN, 30 semester credit hours are usually awarded toward the 90 semester credit hours of graduate study mandated by the University Graduate College.

Given these prior policies, advising post-BSN doctoral students is as follows:

1. For students entering with graduate credits, the PhD program director and the student's PhD program advisor will evaluate the number of previous graduate credit hours that can be awarded. This is accomplished by evaluating the student's area of interest and phenomenon of concern.
2. For students entering with no graduate credits, the student **must** complete 90 graduate semester credit hours, which will include the 60 graduate credit hours required by the PhD program.
3. For students entering with a BSN and no graduate credits, the following graduate 12 credit hours are required during the first year of PhD study:
 - a. 3 graduate semester credit hours in research methods (a general course)
 - b. 3 graduate semester credit hours in intermediate statistics
 - c. 3 graduate semester credit hours in theory/evidence based practice (e.g., Scientific or Theoretical Basis for Clinical Reasoning).
 - d. 3 graduate semester credit hours in Health Policy/Health Systems
4. Students entering the doctoral program post-BSN must take at least 12 semester hours in a focused area of graduate study (that is, these courses should be related in a significant way). These areas may include, but are not limited to:
 - Administration, organization, management
 - Advanced practice
 - Environmental health
 - Epidemiology
 - Genetics
 - Health promotion/risk reduction
 - Improving health outcomes
 - International health
 - Focused area in psychology, sociology, anthropology (e.g. health disparities, cultural studies, women's studies, social psychology)
 - Nurse educator
 - Organization and management
 - Population-focused care
 - Research Methodology and design
 - Statistics or biostatistics
 - Any other area that is related to or has implications for developing nursing science
5. Post BSN students should take graduate level courses to complete the 30 graduate semester credit hours required by the Graduate College. These courses can be in any of the above areas, and may

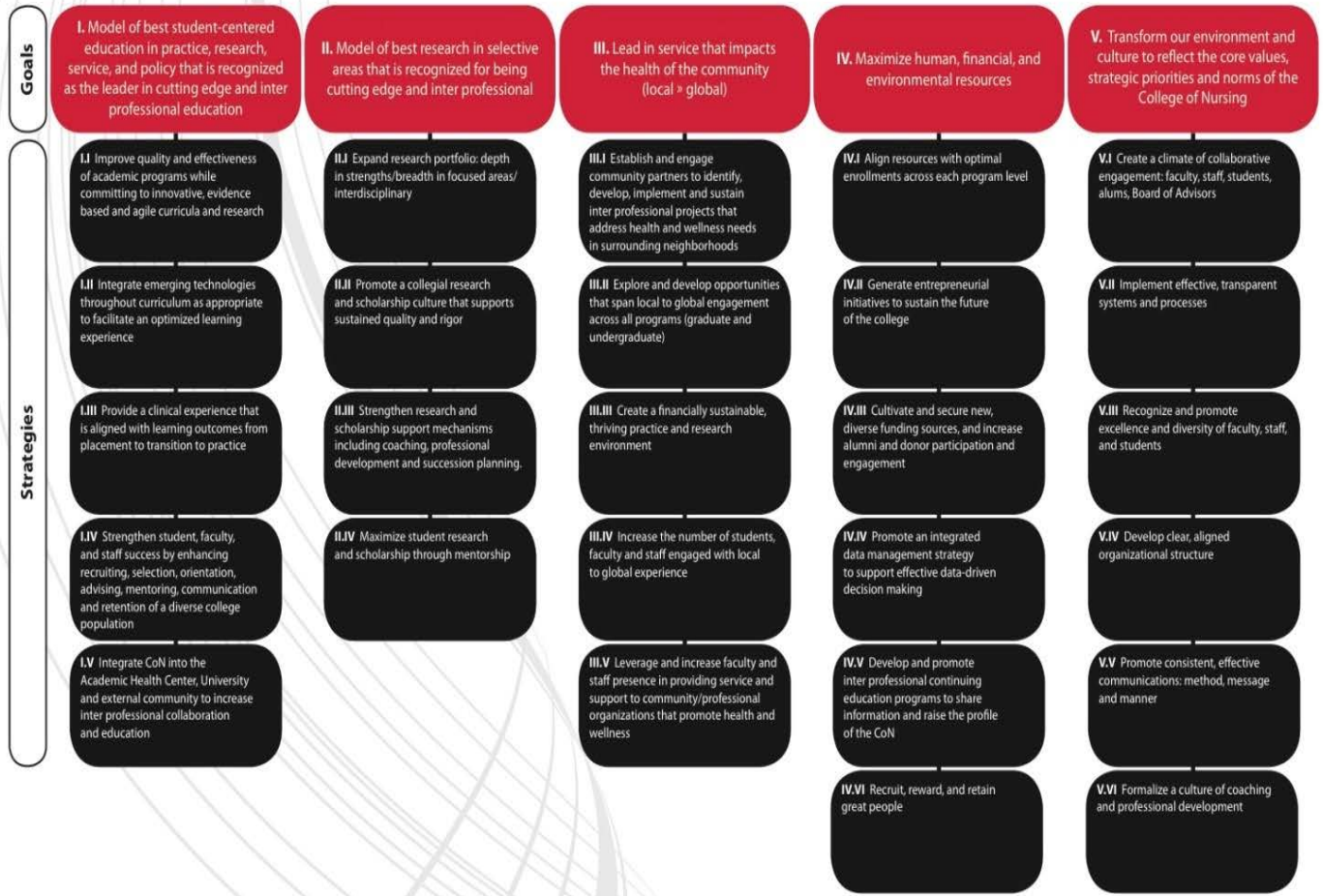
include independent studies, directed studies, or research practica as approved by their PhD program advisor.

6. Post-BSN students should complete one year of full-time study (minimum of 20 credit hours) in graduate work prior to entering PhD level courses, with not more than 6 credits of independent studies, directed studies, or research practica.

Section 3.

Appendices

THROUGH CREATIVE LEVERAGING OF TECHNOLOGY, THE CoN WILL LEAD THE TRANSFORMATION OF HEALTH CARE IN PARTNERSHIP INFORMED BY THE PEOPLE WE SERVE.



STRATEGIC PRIORITIES

1. USE MEASURABLE CRITERIA TO EVALUATE THE EFFECTIVENESS ACROSS GOALS
2. DEVELOP TARGETED PARTNERSHIPS
3. EXPLOIT TECHNOLOGY—IMPROVE THE APPLICATION OF TECHNOLOGY RESOURCES—STRENGTHEN TECHNOLOGY AND EXPAND EFFECTIVE USE.
4. PROMOTE DIVERSITY AND INCLUSION

Procedure for PhD Students Submitting a Proposal for Funding

1. Student identifies potential funding opportunity through the monthly dissertation funding newsletter distributed by the Institute for Nursing Research and Scholarship (INRS) or from their own self-initiated funding search.
2. Student reviews the funding opportunity announcement.
3. Student contacts their academic advisor and/or research advisor to indicate their interest in submitting an application in response to the funding opportunity announcement.
4. The student schedules a meeting with the INRS (including the grant writer, grant administrator, and Associate Dean for Research and Translation) and their academic and/or research advisor to discuss the funding opportunity announcement guidelines (including mentoring requirements) and review the INRS procedures for grant submissions (see prior document in this handbook).
5. The academic and/or research advisor assists the student in identifying an appropriate mentor. Internal resources such as the Center for Clinical and Translational Science and Training (CCTST) may be leveraged to identify mentors. Link to CCTST: <http://cctst.uc.edu>
6. Student meets with 1 or 2 potential mentors to determine fit.

-If mentor is outside the College of Nursing, student will work with academic and/or research advisor to coordinate with mentor.
7. Student must complete a Mentor Agreement Form that includes the signature of the academic and/or research advisor and the mentor. (see page 79).
8. The Mentor Agreement Form must be submitted to the Associate Dean for Research and Translation and the Director of the PhD Program for documentation.
9. Student will schedule a meeting with INRS, academic and/or research advisor and mentor to move forward with grant submission process.

Mentor Agreement Form

Student Name: _____

Academic Advisor: _____

Research Advisor: _____

Mentor: _____

Mentor College/
Department Affiliation: _____

Funding Source: _____

Funding Program Name: _____

Project Title: _____

Brief summary of project and relevant expertise of mentor (no more than 100 words)

Student Signature	Date	Academic Advisor Signature	Date
Mentor Signature of Nursing, University of Cincinnati	Date	Research Advisor Signature	Date/ College
Doctoral Advisor		Date	

College of Nursing, University of Cincinnati
 PhD Program
Annual Student Evaluation of Progress and Program Plan (Post BSN Students)

Doctoral Student Name: _____ Date of entry _____

Academic Year: _____ Date: _____

Doctoral Advisor: _____

Dissertation Chair: _____

Focused area for master's level graduate study: _____

Part 1: Course work and curriculum requirements

Required Master's level Core Courses (12 hours)	Credits	Term Planned	Term Taken	Comments
29NURS807/NURS8002 Theoretical Basis for Health Promotion, Risk Reduction & Health Planning	3			
29NURS809/NURS8006 Research	3			
29NURS8004 or equivalent Statistics	3			
NURS8008 Healthcare Policy	3			
Graduate level courses in focused area of interest (18 hours)				
NPHD9001 Professional Seminar I OR NPHD9031 Role of Nurse Scientist I	3			
NPHD9002 Professional Seminar II OR NPHD9032 Role of Nurse Scientist II	3			

NPHD9005 Nursing Inquiry I OR NPHD9011 Philosophy of Science	3			
NPHD9006 Nursing Inquiry II OR NPHD9016 Theory Construction	3			
NPHD9000 Applied Statistical Analysis	3			
29NPHD9012 Introduction to Qualitative Methods	3			
29NPHD9014 Multivariate Statistics OR NPHD9040 Applied Multivariable Statistics	3			
29NPHD9015 Multivariate Statistics II OR NPHD9042 Applied Multivariate Statistics	3			
29NPHD9033 Preliminary Examination	0			
29NPHD9009 Health Policy and Ethical Issues in Nursing Science	3			
Advanced Research Methods Course (Insert Course Number)* OR	3			
Advanced Research Design Course (Insert course number)*	3			
29NPHD9030 Proposal Seminar	2			
NPHD9037 Research Practicum	3			
NPHD9036 Art of Grantwriting	3			
29NPHD9034 Candidacy Examination	0			
NPHD9090 Dissertation Development	Variable 16 total hours required			

Identified area of concentration: _____

Total of 12 semester hours of area of concentration (9) and electives (3) are needed.

Courses in area of concentration, Independent Studies, and Research Practica (list one course per line)*	Credits	Term Planned	Term Taken

*** Attach to this document the course title, objectives, faculty, and brief description of how the course relates to overall program plan and research focus for each course listed**

Program Requirement	Date Taken	Outcome	Date Retaken	Outcome
Preliminary Examination				
Candidacy Requirement (Public Oral Defense)				
Dissertation Defense				

Part 2: Narrative summary of progress and student accomplishments (the doctoral student completes)

- 6. In approximately 300 words, describe your progress toward identifying the focus for your dissertation and how your area of concentration and electives support this focus. If appropriate, describe progress you have made in forming a dissertation committee.**

- 7. What additional activities would be helpful to you to support your plan of study?**

- 8. What successes, disappointments, or difficulties have you had during the current academic year. How might you and your advisor work together to promote your success and resolve your concerns?**

- 9. What are your objectives for the next academic year?**

10. If you were a student last year, please evaluate your objectives from last year.

11. Please report on your scholarly activities during this past academic year:

Publications

Scholarly presentations

Honors and/or awards

Conferences attended

Scholarships and/or assistantships

Part 3: Narrative evaluation (completed by the doctoral advisor or dissertation chair)

- 3. Summarize the doctoral student's progress relative to the objectives and overall program plan. State any major obstacles to progress. If there have been delays in progress is an extension needed? and should an extension be given?**

- 4. Provide a brief report on whether or not the doctoral student is in good academic standing according to College of Nursing procedures. Include:**
 - a. skills that require the student's attention**
 - b. suggested actions to remedy deficits**
 - c. milestones reached**
 - d. deadlines that have been agreed upon by student and advisor.**
 - e. specific advice given to the student to assist the student in meeting objectives**

5. Appraisal of overall progress. Please circle the appropriate response and provide written specifics

**1 = Unsatisfactory Expectations 2 = Needs Improvement 3 = Meets Expectations 4 = Exceeds
5 = Outstanding**

Comments:

I recommend that:

(1) The doctoral student should continue in the program with registration of courses during the next academic year

(2) A decision about progression needs to be forwarded to the Student Affairs Council for the following reasons:

a) Failure to complete required course work b) Failure to progress on dissertation c) Other: (explain)

(3) The doctoral student should be terminated and records forwarded to the Student Affairs Council for the following reason(s):

Doctoral Student/Candidate

Date

Doctoral Advisor or Dissertation Chair

Date

College of Nursing, University of Cincinnati
 PhD Program
Annual Student Evaluation of Progress (Post MSN Students)

Doctoral Student Name: _____ Date of entry: _____

Academic Year: _____ Date: _____

Doctoral Advisor: _____

Dissertation Chair: _____

Part 1: Course work and curriculum requirements

Courses	Credits	Term Planned	Term Taken	Comments
NPHD9001 Professional Seminar I OR NPHD9031 Role of Nurse Scientist I	3			
NPHD9002 Professional Seminar II OR NPHD9032 Role of Nurse Scientist II	3			
NPHD9005 Nursing Inquiry I OR NPHD9011 Philosophy of Science	3			
NPHD9006 Nursing Inquiry II OR 9016 Theory Construction	3			
29NPHD9010 Introduction to Quantitative Methods	3			
29NPHD9012 Introduction to Qualitative Methods	3			
NPHD9000 Applied Statistical Analysis	3			
29NPHD9014 Multivariate Statistics I OR NPHD9040 Applied Multivariable Statistics	3			
29NPHD9015 Multivariate Statistics II OR NPHD9042 Applied Multivariate Statistics	3			
29NPHD9033 Preliminary Examination	0			
29NPHD9009 Health Policy and Ethical Issues in Nursing Science	3			
Advanced Research Methods Course (Insert Course Number)* OR	3			

Advanced Research Design Course (Insert course number)*	3			
29NPHD9030 Proposal Seminar	2			
29NPHD9034 Candidacy Examination	0			
29NPHD9035 Dissertation Seminar	1			
29NPHD9090 Dissertation Development	8-16			

Identified area of concentration: _____

Total of 12 semester hours of area of concentration (9) and electives (3) are needed.

Courses in area of concentration, Independent Studies, and Research Practica (list one course per line)*	Credits	Term Planned	Term Taken

* Attach to this document the course title, objectives, faculty, and brief description of how the course relates to overall program plan and research focus for each course listed

Program Requirement	Date Taken	Outcome	Date Retaken	Outcome
Preliminary Examination				
Candidacy Requirement (Public Oral Defense)				
Dissertation Defense				

Part 2: Narrative summary of progress and student accomplishments (the doctoral student completes)

12. In approximately 300 words, describe your progress toward identifying the focus for your dissertation and how your area of concentration and electives support this focus. If appropriate, describe progress you have made in forming a dissertation committee.

13. What additional activities would be helpful to you to support your plan of study?

14. What successes, disappointments, or difficulties have you had during the current academic year. How might you and your advisor work together to promote your success and resolve your concerns?

15. What are your objectives for the next academic year?

16. If you were a student last year, please evaluate your objectives from last year.

17. Please report on your scholarly activities during this past academic year:

Publications

Scholarly presentations

Honors and/or awards

Conferences attended

Scholarships and/or assistantships

Part 3: Narrative evaluation (completed by the doctoral advisor or dissertation chair)

6. Summarize the doctoral student's progress relative to the objectives and overall program plan. State any major obstacles to progress. If there have been delays in progress is an extension needed? and should an extension be given?

7. Provide a brief report on whether or not the doctoral student is in good academic standing according to College of Nursing procedures. Include:
 - a. skills that require the student's attention
 - b. suggested actions to remedy deficits
 - c. milestones reached
 - d. deadlines that have been agreed upon by student and advisor.
 - e. specific advice given to the student to assist the student in meeting objectives

8. Appraisal of overall progress. Please circle the appropriate response and provide written specifics

1 = Unsatisfactory

2 = Needs Improvement

3 = Meets Expectations

4 = Exceeds Expectations

5 = Outstanding

Comments:

I recommend that:

- (1) The doctoral student should continue in the program with registration of courses during the next academic year

- (2) A decision about progression needs to be forwarded to the Student Affairs Council for the following reasons:
 - a) Failure to complete required course work
 - b) Failure to progress on dissertation
 - c) Other: (explain)

- (3) The doctoral student should be terminated and records forwarded to the Student Affairs Council for the following reason(s):

Doctoral Student/Candidate

Date

Doctoral Advisor or Dissertation Chair

Date

University of Cincinnati
College of Nursing
PhD Program

Dissertation Committee Approval Form

Student's Name _____ M# _____

Signature _____ Date _____

The dissertation committee shall consist of a minimum of three and no more than five members, all doctorally prepared, the majority of whom must be full-time faculty members at UC with professorial rank (tenure-track full, assistant, and associate professors). The chairperson must be a member of the College of Nursing faculty. One member must be external to the College of Nursing.

Dissertation Committee:

Printed Name /College/ Signature / Date

Chair: _____ Date _____

Signature: _____

Member: _____ Department _____ Date _____

Signature: _____

Member: _____ Department _____ Date _____

Signature: _____

Member: _____ Department _____ Date _____

Signature: _____

Member: _____ Department _____ Date _____

Signature: _____

PhD Program Director: _____ Date: _____

Associate Dean: _____ Date: _____

Note: CHANGES IN COMMITTEE. In the event that changes in committee composition need to occur, the person initiating the committee change should notify all concerned in writing so that replacement(s) can be made without undue interruption of the process. The Change in Dissertation committee form with the appropriate signatures must be submitted to the PhD Program Director.

OFFICIAL NOTIFICATION OF DOCTORAL
COMMITTEE CHANGE

To: Office of Research and Advanced Studies ML
627

From: _____
Program Director Department

Student Name _____

Please make the following addendum to the above named students' committee:

REMOVE _____
Name Signature

Name Signature

ADD _____
Name Signature

Name Signature

Doctoral Chair _____
Approval Name Signature

Change of Committee Chair Form

**To: Office of Research and Advanced Studies ML
627**

From: _____ **Program**
Director Department

Student Name _____

Please make the following addendum to the above named students' committee:

NEW CHAIR _____
Name Signature

FORMER CHAIR _____
Name Signature

University of Cincinnati
College of Nursing
Office of Academic Affairs

Advancement to Doctoral Candidacy Progress Form

STUDENT'S NAME: _____ M# _____

CANDIDACY EXAMINATION PREREQUISITES:

Documentation of Readiness: (to be completed by Academic Advisor /Chair, Candidacy Exam Panel)

____ Course Work Completed ____ Required Courses "B-" or better
____ Cumulative GPA 3.00 ____ Residency Requirement Completed

Academic Advisor _____ Date _____
Signature

APPROVAL OF ADVANCEMENT TO CANDIDACY:

Results of Candidacy Examination:

Date Taken: _____ Results: _____

Candidacy Examination Panel:

Signatures: Print full name and sign:

Chair: _____ Date _____

Member _____ Dept. _____ Date _____

Member _____ Dept. _____ Date _____

Member _____ Dept. _____ Date _____

Member _____ Dept. _____ Date _____

PhD Program Director _____ Date _____

Associate Dean _____ Date _____

cc: ____ Student File (original)
____ Student
____ Panel Chair
____ OSA Program Coordinator
____ Director PhD Program

Revised 12/13 dse

University of Cincinnati

College of Nursing

PhD Program

Pre-Dissertation Defense Approval Form

Student Name _____ M# _____

This form certifies that all members of the student's dissertation committee have thoroughly reviewed the submitted proposal, engaged in rigorous dialogue with the student, and hereby grant permission for the above-named student to proceed to dissertation defense.

Date of meeting _____

Signatures:

Member: _____ print _____ sign date: _____

Member: _____ print _____ sign date: _____

Member: _____ print _____ sign date: _____

Member: _____ print _____ sign date: _____

Member: _____ print _____ sign date: _____

Dissertation chair: _____ print _____ sign date: _____

Document with all signatures must be submitted to the PhD program director before dissertation defense is scheduled.

Approved by PhD program committee 2/13

University of Cincinnati College of Nursing PhD Program
Dissertation Document and Oral Defense Approval Form

STUDENT'S NAME: _____ M# _____

DISSERTATION DOCUMENT APPROVED: Date: _____

DISSERTATION FINAL ORAL DEFENSE:

_____ Passed
_____ Not Passed

DISSERTATION COMMITTEE SIGNATURES:

Chair _____ Date _____

Member _____ Dept. _____ Date _____

Member _____ Dept. _____ Date _____

Member _____ Dept. _____ Date _____

Member _____ Dept. _____ Date _____

cc: _____ Student Affairs
 _____ Student File (original)
 _____ Student
 _____ PhD Program Director

Revised 8/14 dse

University of Cincinnati College of Nursing

Deets Dissertation Award

Purpose

The purpose of the Deets Dissertation Fund is to provide support to doctoral students who are ready to conduct their dissertation and in need of financial assistance to conduct the study. The oversight of an award from the Deets Dissertation Fund is through the College of Nursing's Research/Scholarly Activities Council (Council).

Submission Date: September 30 annually by 5 p.m. EST Award Date: November annually

Timeline

- April Funding announcement released ○ September 30, 5 pm Proposals due ○ Mid October Council makes proposal recommendations
- Late October Summary of Council review submitted electronically to Principal Investigator (PI)
- Late October Final Council award recommendations made to the Dean ○ Early November Dean notifies PI of final award decision
- May 1 Brief progress report due to Council Chair (e.g., budget update, Status of data collection)
- May 1 the following year Evidence that manuscript based on study has been submitted for Publication and arrangements have been made for scholarly presentation at the UC College of Nursing

Submission and Award Requirements

1. The Principal Investigator (PI) must be a PhD candidate at the College of Nursing by the time that this grant is awarded.
2. The money must be used for a dissertation research project.
3. The dissertation proposal must have been submitted for funding and either not funded or received insufficient funding.
4. The study site/agency must have given permission for the study to be conducted.
5. The award amount will vary depending upon the scope of the dissertation research proposal. The budget for a proposal cannot exceed a total of \$500.
6. The award may be expended across a two-year period. All funds must be used within the two year award period. The award letter will stipulate the end date of the award. Any funds not used by that time will be forfeited **with no exceptions**.
7. Unused funds cannot be reallocated for any use to other funded or unfunded grants or projects.

8. Funds will be released following documentation of UC Institutional Review Board (IRB) approval, or exemption, or IRB decision that the IRB review is not needed.
9. A manuscript based on the study must be submitted for publication to a refereed journal within 30 months of award notification.
10. The dissertation research must be presented in a scholarly format at the UC College of Nursing within 30 months of award notification.
11. Funds can be used for instruments, laboratory analyses, travel specific to the research (i.e., data collection), and postage and copying expenses. Strong budget justification needs to be submitted for software requests. The Institute for Nursing Research and Scholarship and the Business Office are available for consultation on allowable expenses.
12. Consultation cost for a non-UC faculty or staff may not exceed \$500 (e.g., biostatistician).
13. Funds may not be used to support student, faculty, or secretarial salaries. Nor may funds be used for personnel, data entry (e.g., student worker, transcriptionist), or equipment.
14. A typed, brief annual report from the PI summarizing the progress of the dissertation research is due to the Research/Scholarly Activities Council Chair on the anniversary of the award.

Format

1. **Format guidelines:** Investigators may use single spacing, no less than 11 point size.
 - a. **Face Page:** Title with 56 characters or less including spaces, PI's name and contact information; names, ranks, and departments of the dissertation committee members; PIs do not need to use the PHS 398 face sheet format.
 - b. **Abstract:** 300 words or less
 - c. **Biosketches:** Modular-format NIH biosketch for the PI only. Assistance with NIH biosketch formatting is available through the Institute for Nursing Research and Scholarship (INRS).
 - d. **Letter of Financial Need:** A letter (1-page maximum) signed by the PI indicating why the award is required to complete the dissertation research.
 - e. **Budget & Justification:** Provide a detailed budget with dollars requested and justification for how the funds will be spent. If the PI has received other funds to support the study, s/he should designate which expenses will be charged to which award.
 - f. **Dissertation Chair Letter of Support:** Provide a letter (1-page maximum) signed by the dissertation chair indicating that the PI will be a PhD candidate at the time of the award receipt.
 - g. **Study Site/Agency Letter of Support:** Provide a letter signed by an authorized person from the study site/agency indicating permission for the study to be conducted at the study site/agency. If no study site/agency will be used, provide a short statement indicating this.

Process

1. One electronic copy of the proposal (face page, abstract, PI biosketch, letter of financial need, budget and budget justification, dissertation letter of support, and study site/agency letter of support) are submitted to the Program Manager, Institute for Nursing Research and Scholarship, (INRS@uc.edu) by the submission date and time for distribution and review by the Research/Scholarly Activities Council. No extensions will be granted beyond the posted deadline.
2. The Research/Scholarly Activities Council, with additional invited reviewers as needed, will review and score proposals using the Research/Scholarly Activities Council Selection Criteria (see next page) with consideration that the proposal is for PhD dissertation work.
3. The Chair of the Research/Scholarly Activities Council will notify the applicant and dissertation chair by email of the Research/Scholarly Activities Council's recommendation to the Dean.
4. The Chair of the Research/Scholarly Activities Council will send forth the Council's final recommendation to the Dean.
5. The Chair of the Research/Scholarly Activities Council will provide the applicant with a written summary of the Research/Scholarly Activities Council's review comments and the Research/Scholarly Activities Council's recommendation to the Dean.
6. The Dean makes all final funding decisions and directly notifies each awardee of the decision.

Selection and Review Criteria

The Council will use the following scoring methods established by the Research/Scholarly Activities Council with consideration that the proposal is for PhD dissertation work.

1. **Significance (15%):** Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge be advanced? What will be the effect of this study on the concepts or methods that drive this field?
2. **Approach (35%):** Considering that the work is a PhD dissertation study, are the conceptual framework, design, methods, analyses and budget adequately developed, well-integrated, and appropriate to the aims of the project?
3. **Innovation (15%):** Considering that the work is a PhD dissertation study, does the project employ novel concepts, approaches, or methods? Are the aims original and innovative? Does the project challenge existing paradigms or develop new methodologies or technologies?
4. **Investigator (35%):** Is the investigator well-suited and ready to carry out the research upon award receipt? Has the PI ensured access to the study site/agency to conduct the study? Does the personal letter of financial need warrant the requested funding? Does the letter of support from the dissertation chair indicate that the PI is eligible for the award?
5. **Overall Evaluation:** Reviewers will briefly summarize the most important points of the critique, addressing the strengths and weaknesses of the application in terms of the five review criteria, recommend their level of enthusiasm (very high, high, average, low, very low) for the proposal reflecting the overall impact of the project on the field, weighting the review criteria, as is appropriate for each application, and make a comment regarding the acceptability of changes necessary in the budget requested.

Proposals will be rated on a scale from 1 to 9 as depicted below. Proposals rated 5 or higher are generally not funded.

1. Exceptionally strong with essentially no weaknesses (Exceptional)
2. Extremely strong with negligible weaknesses (Outstanding)
3. Very strong with only some minor weaknesses (Excellent)
4. Strong but with numerous minor weaknesses (Very Good)
5. Strong but with at least one moderate weakness (Good)
6. Some strengths but also some moderate weaknesses (Satisfactory)
7. Some strengths but with at least one major weakness (Fair)
8. A few strengths and a few major weaknesses (Marginal)
9. Very few strengths and numerous major weaknesses (Poor)