



**DOCTOR OF PHILOSOPHY IN NURSING
PROGRAM**

STUDENT MANUAL

**THE UNIVERSITY OF KANSAS
SCHOOL OF NURSING**

(Revised 8/16)

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UNIVERSITY OF KANSAS SCHOOL OF NURSING

Doctor of Philosophy in Nursing Student Manual

GENERAL PROGRAM INFORMATION

The doctoral program at the University of Kansas School of Nursing has been in existence since 1983. Only 23 doctoral programs in nursing were established prior to the KU program. Beginning in the Summer Semester of 2006, the program became available as a mostly online program.

The doctoral program consists of 65 total credit hours (50 hours of course work and at least 15 hours of dissertation). The primarily online format for the PhD program uses a combination of strategies for instruction and advisement: on-campus one-week summer intensives, online course work throughout the academic year, regular Web-based conferencing (synchronous and asynchronous), and e-mentoring for research and career advisement and development. Appropriate courses in statistics and in the student's minor area of study may be completed at KU or other universities and applied to meet the requirements of the PhD program. All non-KU courses must be approved in advance by the student's Program Advisory Committee.

Program Time Limit

For a student who enters a doctoral program, no more than eight years may elapse from the first enrollment until the requirements for the degree have been completed. A student may petition the Office of Graduate Studies, through the School of Nursing, for a leave of absence (LOA) during either the pre-comprehensive or post-comprehensive period. LOAs are usually granted for one year or less based upon unexpected or uncontrollable events in the student's life. The time granted for a student LOA is not calculated into the eight-year program time limit.

Program Milestones

Several events during the program mark either movement toward the degree or changes in the student's status. Expanded descriptions of these events can be found later in this document.

These events are:

1. Begins coursework in the PhD program: The student becomes an **aspirant** for the PhD degree; first course is a one-week, on-campus summer intensive.
2. Qualifying Exam I: Occurs after the second summer intensive (Synthesis Workshop I), which is taken after completion of the first half of coursework. Successful completion of the Qualifying Exam I signals readiness for the second half of coursework.
3. Qualifying Exam II: Occurs after the third summer intensive (Synthesis Workshop II) and completion of formal course work. Successful completion of Qualifying Exam II signals readiness to begin dissertation work.
4. Residency requirement: A Graduate Studies requirement. School of Nursing PhD students complete this requirement by attending each of the three required on-campus summer intensives.
5. Completion of Minor Area Synthesis Paper: Once the minor area course work is completed, students write a synthesis paper to assure competency in the minor area. This

requirement is completed through enrollment in and successful completion of NRS 970 and prior to the Comprehensive Oral Exam (dissertation proposal defense).

6. Research Skills and Responsible Scholarship requirement: A Graduate Studies requirement for all University of Kansas doctoral students. Usually consists of activities or courses that show competency knowledge or skills necessary for research. This requirement must be completed prior to the Comprehensive Oral Exam.
7. Comprehensive Oral Exam: A Graduate Studies requirement for which required forms must be submitted.* The School of Nursing Comprehensive Oral Exam consists of the defense of the dissertation proposal and occurs only after all course work has been completed, as well as the Research Skills and Responsible Scholarship requirement, the minor synthesis paper (completion of NRS 970), and both Qualifying Exams. Upon successfully completing the proposal defense, the student becomes a **candidate** for the PhD degree.
8. Final Oral Exam: An Office of Graduate Studies requirement for which the required forms must be submitted.* This exam consists of a public oral defense of the dissertation work. Upon successful completion of this oral defense and the submission of the final dissertation document to the KUMC Office of Graduate Studies, the student has completed all academic requirements for the PhD degree and may use the “PhD” designation.

* [Please see “PhD Student Actions & Instructions for Progress to Degree” at the end of this document for complete instructions.](#)

Oral Comprehensive Exam, Final Oral Exam and Progress to Degree Form

Two milestones, the Comprehensive Oral Exam and the Final Oral Exam, require School of Nursing Offices of Academic and Student Affairs and the Office of Graduate Studies approval. Required forms are submitted to Graduate Studies by the SoN Office of Student Affairs.

For the Comprehensive Oral Exam and the Final Oral Exam, the student uses the SoN Student Portal (<https://share.kumc.edu/SON/student/SitePages/Home.aspx>) to submit required information including the preferred time and day of the exam. This information must be submitted through the Student Portal at least **FIVE WEEKS** prior to the exam. **Failure to meet this deadline may require a rescheduling of the exam.***

* [Please see “PhD Student Actions & Instructions for Progress to Degree” at the end of this document for complete instructions.](#)

Online Educational Expectations

A major advantage of online courses is the availability of the course at a time and place of convenience for the student. The course material and websites are available 24/7 via computer and internet access. Students should remember that faculty members are not available 24/7.

As a general rule, most faculty work Monday through Friday. Each faculty member will provide students with information on his/her schedule and a reasonable time frame within which to expect a response. Response to an inquiry may be reasonably expected within 24-72 hours. Faculty members also have other academic responsibilities, including business travel, which may affect availability.

Faculty typically inform students if travel/responsibilities impact their availability. Faculty members appreciate being informed when changes in students' schedules affect their interaction in a course.

The School of Nursing promotes respect for each other, in all environments, per the RESPECT Initiative: <http://nursing.kumc.edu/respect-program.html>. Proper netiquette is expected of all students <http://www.kumc.edu/online-student-orientation/succeeding-online.html>.

Please see <http://www.kumc.edu/information-resources/purchasing-for-work-use/home-computer-recommendations.html> for standards for computer hardware and software, including the microphone and web camera that are necessary for online coursework.

In general, documents prepared for course assignments should be completed according to APA guidelines, 6th edition (<http://www.apastyle.org/>).

PROGRAM PLANNING

Advisement

Upon admission to the Ph.D. in Nursing program a student will be assigned an Academic planning advisor whose research is related to the student's area of research interest. That advisor will assist the student in planning a program of study.

The student shall work with the Academic Advisor to create a Program Advisory Committee, which consists of at least three members, including the major advisor and one person who represents the minor area. All members must have regular or special graduate appointments at KU. The identification of the student's Program Advisory Committee should be accomplished prior to the accumulation of 9 credit hours in the PhD program.

The Program Advisory Committee shall meet with the student to plan and approve the program of study, which consists of courses and other work. The plan of study for each student builds from the basic plan of study for all PhD students and also includes the student's minor course work. The planning meeting can be in-person or electronically-mediated. The planning meeting should take place within the first 2-3 semesters of course work, depending on part-time or full-time status.

- Part-time students completing 3 semesters of coursework who do not yet have a doctoral program plan on file will not be permitted to enroll until a program of study has been filed.
- Full-time students must file the plan of study prior to Main Enrollment in the second full semester of enrollment.

Following the planning meeting, the completed Plan of Study is submitted through the SoN Student Portal: <https://share.kumc.edu/SON/student/SitePages/Home.aspx>, where the Program Advisory Committee members can review and formally approve the Plan. Students should retain an electronic copy of the plan of study, which can be updated as courses are completed.

If needed, a student's Academic Advisor (and dissertation committee members) can be changed during the program at the request of any of the concerned parties (see *Schedule PhD FINAL Oral Exam* form at the end of this manual).

Additional Advising Resources

- **Plans of Study and Graduate Advising Specialist:** Students follow the plan of study in effect during the first semester of enrollment in the PhD program. Plans of study for the PhD program by entry semester and part-time/full-time progression are maintained in the PhD-Nursing Advising Resources. Find this link in the “My Organizations” list in your Blackboard homepage. If you have questions or wish to make changes in your plan, please contact your academic advisor or the Graduate Advising Specialist, Dr. Debbie Ford, at dford@kumc.edu. **NOTE:** Making changes in a plan of study may have unanticipated consequences later in your program, so please check before making changes.
- **NRSG 935:** The NRSG 935 Scholarship & Professionalism Workshop course is required for all PhD students. This course is taken the first summer semester after admission to the PhD program. NRSG 935 content supplements advising and provides helpful information about doctoral studies at KU School of Nursing. This course also is referred to as the “Summer Intensive One”.
- Additional background about all of the components of the PhD (e.g., minor courses and minor synthesis paper, post comprehensive exam enrollment requirements, etc.), are available on the PhD-Nursing Advising Resources Blackboard site (see “My Organizations” on your Blackboard homepage).

Grades for Courses Not Completed at the University of Kansas

Some requirements for the program can be taken at colleges and universities other than the University of Kansas. Courses taken through NEXus are an example of this circumstance (<http://nursing.kumc.edu/academics/doctor-of-nursing-practice/nursing-education-xchangepractice.html>). Normally these courses are taken to meet the statistics and minor requirements. In order for a course taken at another college or university to count toward the degree, a grade of “B” or better must be earned. Approval for these courses should be obtained in advance from the Academic Advisor and the Associate Dean of Academic Affairs.

Resident Study

The residency requirement of Graduate Studies for nursing PhD students is satisfied by attending the **three required on-campus summer sessions** (summer intensives).

Summer Intensives

The Summer Intensives are designed to facilitate several aspects of doctoral education. Summer Intensive One (NRSG 935) focuses on orientation to doctoral education, professionalism expectations, and scholarly writing. The course provides an opportunity to become acquainted with faculty and fellow doctoral students, including Doctor of Nursing Practice (DNP) students. Summer Intensives Two (NRSG 945) and Three (NRSG 949) provide opportunities for synthesis

of the course work in the previous half of the curriculum and offers opportunities to re-connect with faculty and students in a face-to-face environment.

Summer Intensives Two and Three conclude with Qualifying Exams to determine the student's grasp from the content of the previous half of the curriculum and the student's readiness to move on to the next level of the program. Qualifying Exams typically use a take-home format that requires intense work over a **two-week period** following the week of the Summer Intensive Two and Three courses. Students are encouraged to plan adequate time for both the Intensive courses and the Qualifying Exams. Qualifying Exams are explained in another section of this manual.

Minor Area

A student's minor (9-10 credit hours of minor courses and 1-2 credits for NRSG 970 Minor Synthesis, i.e., 11 total credit hours) can be satisfied by completing one of the three options below. Courses must relate to the student's area of research and the student's Program Advisory Committee must approve the selected courses in each option. Courses must be at the graduate level and may be taken at the University of Kansas or at another accredited college or university. The Program Advisory Committee member who represents the minor area is usually considered the minor advisor. The minor advising role can, however, be filled by another expert, as deemed appropriate by the student and the student's dissertation chair or Program Advisory Committee. Options include:

1. A minor completely outside of nursing (could be a combination of courses from many areas), with an identified common thread;
2. A minor with a combination of courses within and outside of nursing; or
3. A minor completely within nursing (e.g., health behavior, primary care, educator sequence).

Use of master's coursework to contribute to the Minor: Appropriate non-nursing courses completed in a student's master's degree may be used to satisfy requirements in the minor or in the nursing major upon approval of the student's Program Advisory Committee. This does not, however, reduce the number of hours required in the program. A post-master's student must complete 65 graduate hours following entry into the Ph.D. program. Careful consideration should be given to the selection of previously completed courses to count toward completion of all or a part of the minor requirement.

Minor Area Synthesis Paper, Minor Synthesis course NRSG 970

A written synthesis paper in the minor area that directly contributes to the student's dissertation is required to assure competency in the minor area. The minor paper is written during enrollment in NRSG 970 Minor Synthesis course. This 1-2 credit hour course is part of the 11 required minor course hours, leaving 9-10 credit hours for other minor courses.

When the student has completed at least 9-10 credit hours of minor, the student enrolls in the NRSG 970 Minor Synthesis course, with permission of the faculty with whom the student will be working in developing the synthesis paper. The student must receive a passing grade in NRSG 970 prior to scheduling the Comprehensive oral examination (dissertation proposal defense).

Upon completion of the minor synthesis paper and approval by the NRSG 970 course faculty, the final version of the paper is submitted through the SoN Student Portal:

<https://share.kumc.edu/SON/student/SitePages/Home.aspx>, where the Minor Synthesis faculty member can review and formally approve the paper.

Research Skills and Responsible Scholarship Requirement

All students in doctoral programs must meet the Research Skills and Responsible Scholarship requirements of the University: <http://policy.ku.edu/graduate-studies/research-skills-responsible-scholarship>.

The Research Skills Requirement Plan for the School of Nursing PhD program requires that students participate in **at least** the following activities*:

- NRSRG 802 to prepare a qualitative research proposal; complete module related to qualitative research ethics and rigor; complete at least two critiques of qualitative research articles
- NRSRG 935, NRSRG 945, and NRSRG 949 to discuss issues associated with integrity in nursing scholarship and science, e.g., institutional oversight for research integrity, protection of human subjects, conflicts of interests, data management and confidentiality, mentor/student responsibilities, peer review, authorship, publication, plagiarism and copyright, professional practices, maintenance of confidentiality, research misconduct, and a model for considering scientific misconduct issues
- NRSRG 943 to generate researchable problems; articulate the interplay between conceptual and analytic issues (e.g. power) in quantitative methods; complete at least two critiques of quantitative research articles
- NRSRG 944 to manage a large database, including analysis, interpretation, and reporting; complete module related to ethical issues in research, informed consent, scientific integrity and authorship
- NRSRG 946 to evaluate psychometric properties of measurement relevant to health care
- NRSRG 947 to disseminate elements of a qualitative research report; discuss credibility and ethics of the actual conduct of qualitative field research
- KU SoN Tutorial to demonstrate knowledge of a quantitative software package, SPSS
- KUMC Tutorial to demonstrate knowledge of Human Subjects Protection
- KU SoN PROFITS to adhere to KU SoN Professional Integrity System
- KUMC Form to complete: Conflict of Interest reporting form

*If performing basic science quantitative research, the student also must complete the following activities:

- KU Certificate of Completion to demonstrate knowledge of specific laboratory instrumentation
- KUMC Form/Checklist to complete Animal Use Training Program

(Approved by School of Nursing PhD Council April 29, 2011)

QUALIFYING EXAMINATIONS (QEs)

Doctoral Students are required to complete two qualifying examinations. Qualifying examinations are distributed at the conclusion of the Summer Synthesis Workshops, i.e., during NRSRG 945 Synthesis I and NRSRG 949 Synthesis II. The QEs require an intense level of inquiry to complete, typically conducted over a period of **two weeks** following each of the Synthesis Workshops.

Qualifying Examination I

The purpose of QE I is assessment of the student's ability to integrate and synthesize knowledge and skills acquired in completed doctoral courses, and to determine readiness to continue remaining doctoral courses.

Prerequisites:

Before taking QE I, doctoral students must successfully complete the following core course work:

- NRSRG 935 Professionalism and Scholarship
- NRSRG 938 Informatics & Technology Applications
- NRSRG 940 Knowledge & Theory Development in Nursing Science
- NRSRG 941 Preparing for Doctoral Leadership
- NRSRG 942 Theory Application in Nursing Science
- Regression Analysis (e.g. BIOS 730 Applied Linear Regression)
- Multivariate Analysis (e.g. BIOS 740 Applied Multivariate Methods)
- NRSRG 946 Measurement Principles and Practice
- NRSRG 945 Synthesis Workshop I

The QE I is in written format with the possibility of oral or written clarification from the Synthesis Workshop faculty.

Qualifying Examination II

The purpose of QE II is assessment of the student's ability to integrate and synthesize knowledge and skills from *all* doctoral courses – including the minor courses - and determine readiness to continue work on the dissertation proposal.

Prerequisites:

Before taking QE II, the following course work must be completed:

- NRSRG 877 Foundation in Education & Learning
- NRSRG 802 Methods for Qualitative Research
- NRSRG 943 Methods for Quantitative Research
- NRSRG 944 Quantitative Research Application
- NRSRG 947 Qualitative Research Application
- NRSRG 949 Synthesis Workshop II
- NRSRG 970 Minor Synthesis (highly recommended)

The written examination encompasses the ability to synthesize the full range of doctoral courses including theory, research, statistics, minor, and professional development. The exams typically require about two weeks of intense inquiry following each Synthesis Workshop.

Qualifying Examinations Procedure

Synthesis Workshop faculty prepare and grade QE I and QE II. The exam, which includes referenced responses, is typically due two weeks after completion of the Synthesis Workshop.

Doctoral students are required to pass both the written and, if needed, the oral or written clarification component of Qualifying Examinations. Synthesis course faculty provide the

Associate Deans of Student Affairs and Academic Affairs written notification of the pass/fail status of each student.

Alternatives in Event of Failure of Any Part of the Qualifying Examinations

If a student fails any portion of a Qualifying Examination, a plan for remediation will be developed by the Synthesis Workshop faculty. Synthesis Workshop course syllabi outline procedures for re-take of the Qualifying Examination. The final outcome of the Qualifying Examination must be determined prior to the start of the Fall semester following the summer workshop. The student is dismissed from the doctoral program if not successful on the retake examination.

Procedure after Passing Qualifying Examination II

After successful completion of QE II, each student must submit through the SoN Student Portal: <https://share.kumc.edu/SON/student/SitePages/Home.aspx> the names of faculty who have consented to serve on his/her Comprehensive Oral Exam (Dissertation Proposal) Committee. The Associate Dean, Academic Affairs will review and approve the committee members (additional instructions are located at the end of this document).

Distinction between the Qualifying Exam and the Dissertation

The Qualifying Exam (QE) is an “Exam.” It requires you to include content that would not be included in your dissertation. The QE is where you need to demonstrate your understanding of the principles and issues that you have learned through your courses to date. You might think of this as an opportunity to “teach” about the concepts and issues you are discussing in order to convince the faculty you understand and know how and why we use these concepts or are interested in these issues in research. For example, if you are addressing reliability for a specific measure you might discuss and include specific content on different types of reliability and why you would use one type or another for a specific measure. This additional content provides context and evidence for the faculty to evaluate your learning and understanding. While you may focus your QE on a topic that will eventually become your dissertation, much of what you write for the QE would not be appropriate to lift directly for use in your dissertation. Rather, there may be parts of the QE that will inform what you will write for dissertation.

The Dissertation is a report of an original piece of research that you will present to a community of scholars when you ‘defend’ your dissertation research in front of your dissertation committee and others who choose to attend these public presentations. Questions asked may lead you to draw on some of the explanations you might have addressed in your QE in order to demonstrate further your understanding of essential issues in doing research, but this content is not directly included in the write-up of the dissertation. Whether you choose to use a traditional dissertation format or to present your research as a series of publishable manuscripts, the dissertation is written for a community of scholars and not for academic evaluation of specific learning as in the QE. For example, in your dissertation you would simply report the reliabilities of the measures you use, but not address why that type of reliability was used (unless it was an unusual application) nor elaborate on a lesson about measurement reliability. For the actual dissertation or manuscripts reporting on your research, it is assumed the reader audience is knowledgeable about such, understands when you report, for example, a specific reliability coefficient, and does not need further explanation of what that means.

Timeframe After Completion of Qualifying Exam II for Comprehensive Oral Examination

Completion of minor courses, minor synthesis paper (i.e., NRS 970), and Research Skills and Responsible Scholarship requirements must occur before scheduling the Comprehensive Oral Exam (dissertation proposal defense). Ideally, these requirements should also be completed prior to Synthesis II and QE II. In some cases circumstances may delay completion of one or more of these requirements beyond Synthesis II. When this occurs, up to four semesters (i.e., fall, spring, summer, fall) may be used for this purpose. No more than four semesters should pass following the semester in which Qualifying Exam II is completed and scheduling the Comprehensive Oral Exam.

The student is **at risk for dismissal from the program if the Comprehensive Oral Exam is not scheduled within four semesters of completing QE II.** See [Dissertation Process](#) for more information.

DISSERTATION PROCESS

Dissertation Committee

The dissertation committee shall consist of at least five members; one of whom shall hold a regular University of Kansas (KU) graduate faculty appointment from outside the School of Nursing and serve as the Office of Graduate Studies' representative on the committee, and three committee members must be from the School of Nursing. The committee also may include members from outside the University of Kansas. All members of the committee, however, must be members of the KU Graduate Faculty. Those members of the committee from outside the University of Kansas must have special Graduate Faculty appointments.*

* [Please see "PhD Student Actions & Instructions for Progress to Degree" at the end of this document for complete instructions.](#)

Dissertation Options

There are two options for the dissertation: the traditional dissertation option and the three article dissertation option. Both options require the design and implementation of original empirical research demonstrating excellence in conceptualization, implementation, and analysis that will make an original contribution to the science of nursing. Secondary data analyses are appropriate as long as the research question is novel and the committee approves.

Traditional Dissertation Option

The traditional option dissertation, representing a single research study, contains five chapters (see table below). The first three chapters constitute the dissertation proposal. The fourth chapter summarizes the study results and the fifth chapter presents a discussion of the study results, interpretation in the context of extant evidence, implications for practice and research, and conclusions.

When determining authorship on papers that come from the dissertation work, students should refer to the *Publication Manual of the American Psychological Association* for information on 'publication credit' or the International Committee of Medical Journal Editors' reference on 'Authorship and Contributorship': <http://www.icmje.org/>.

The student and dissertation committee chair should discuss authorship plans early in the process of dissertation development, regardless of whether the traditional format or the three-paper option format is selected.

Three Paper Dissertation Option

The University of Kansas Graduate Studies and School of Nursing allow students to use papers published during their doctoral program and papers developed for publication during enrollment in dissertation as part of the requirements of the dissertation. The content of all papers must be related to the dissertation research topic area. The following are the requirements and format for this dissertation option.

Three Paper Option - Requirements

1. Any publications (or publishable papers) to be used in the dissertation must represent research or scholarship comparable in scope and contribution to the traditional dissertation option.
2. A minimum of three papers should be included that are full-length articles in line with expectations for reviews or reports of original research that are found in peer-reviewed journals. There may be circumstances when three manuscripts are not feasible due to the scope of the dissertation topic/method. Dissertation committees will approve the final number of papers. At least one of the papers must be a manuscript based on empirical data. Abstracts, monographs or short summaries are not acceptable.
3. Each paper must be prepared under the supervision of at least one member of the dissertation committee. Exceptions to this requirement are open to approval by the dissertation committee.
4. The student must be the primary author of the papers, with content based on scholarship or research conducted primarily by the student.
5. Potential content, authorship, journals for submission, and anticipated dates for submission of each paper will be agreed upon by the student and dissertation committee when the committee meets to approve the student's research proposal. With agreement of the committee, planned content of the papers may change based upon findings from the dissertation or other factors. Publication titles, authorship and other details should be finalized for each publication when the dissertation is submitted by the student as evidence of readiness for graduation.
6. Paper(s) may be submitted to open access journals if the journal meets the criteria set forth by the A.R.Dykes Library One-University Open Access Fund related to eligible publications- see <http://library.kumc.edu/authors-fund.xml>. As in non-open access journals, open access journals must be approved by the dissertation committee.
7. Papers submitted for publication prior to the final defense of the dissertation need to have approval of all dissertation committee members if they are to be included in the dissertation.
8. Papers not yet submitted at the time of the final defense should be approved by all committee members as ready for publication. The committee's assessment of readiness should consider:
 - a. coherence and substantive quality of the content,
 - b. congruence with the guidelines and format of the journal to which a paper is being submitted, and
 - c. an agreed upon date for submission.
9. At least one paper must be submitted by the time of graduation.
10. When determining authorship on papers, students should refer to the *Publication Manual of the American Psychological Association* for information on 'publication credit' or the

International Committee of Medical Journal Editors' reference on 'Authorship and Contributorship': <http://www.icmje.org/>.

11. The student and dissertation committee chair should discuss authorship plans early in the process of dissertation development, regardless of whether the traditional format or the three-paper option format is selected.

Three-Paper Option - Format

1. Dissertation Proposal. Chapter 1, the dissertation proposal should include a statement of the problem, conceptual underpinnings, review and synthesis of relevant literature, proposed methods, and plans for the focus and scope of each manuscript. It should not exceed 50 pages double spaced (excluding references and appendices). During the proposal development phase, the student will meet with the Dissertation Committee to discuss the nature and content of the manuscripts. After data are analyzed, the student may believe it advisable to change the nature of the manuscripts. Approval for a change from what was originally proposed must be obtained from the Dissertation Committee. The oral defense of the proposal involves a process similar to the traditional dissertation, but may also include questions about plans for publication, including specification of authorship and target journals.
2. Final Dissertation. The final dissertation will include Chapter 1, the proposal, Chapters 2-4, the three manuscripts/publications, and a Chapter 5, an explication of how the manuscripts fit together, summary of final results, implications for practice and future research, and conclusions. If a manuscript has already been published, the student must obtain permission from the journal editor to include it in the bound dissertation. The oral defense of the final dissertation will be similar to what is done for the traditional dissertation.

The following table provides information on the structure and content of the traditional and three paper dissertation options.* This information serves as a general guideline for each of the two options and is open to variation due to individual dissertation focus, method, and/or committee preference:

PhD Dissertation Options*		
	Traditional Option	Three Paper Option
Candidacy Examination	Includes Chapters 1-3	Includes Chapter 1: Statement of the problem, conceptual underpinnings, review and synthesis of relevant literature, proposed methods, and plans for the focus and scope of each manuscript.**, including planned authorship and journal identification.
Title Page	Yes	Yes
Copyright Permission for Use of All Copyrighted Material	Yes	Yes, includes copies of all copyright permissions for manuscripts that have been published.
Abstract (350 word max)	Yes	Yes
Dissertation Committee Acceptance Page	Yes	Yes
Acknowledgements Page	Yes	Yes
Table of Contents	Yes	Yes
List of Tables	Organized in one list following the table of contents.	Organized in one list, and organized by chapter, following the table of contents.
List of Figures	Organized in one list following the table of contents.	Organized in one list, and organized by chapter, following the table of contents.
Introduction	Chapter 1: Introduction	Chapter 1: Introduction, review of literature, hypotheses and/or research questions. Chapters 2-4: Three publishable manuscripts (or published reprint) prepared for submission to approved peer-reviewed journal with appropriate journal formatting requirements. Chapter 5: Summary with explication of how the manuscripts fit together, brief summary of results, implications for practice and future research, and conclusions.
Hypotheses and/or Research Questions	Chapter 2: Review of literature and theoretical foundations	
Methods	Chapter 3: Methods	
Results	Chapter 4: Results	
Discussion	Chapter 5: Discussion, interpretation, implications and conclusions	
Tables		
Figures		
Appendices (if applicable)	Additional materials, including surveys, data tables, etc.	Expanded content or appendices for manuscript chapters may be required by Committee.
References	At the end of the dissertation chapters.	At the end of each chapter and identified in the table of contents.

*The KUMC Office of Graduate Studies reviews the electronic dissertation for correct formatting before it can be uploaded and accepted by the University. See specific formatting instructions at: http://www.graduate.ku.edu/-downloads/04-d4_ETDDissGuidelines.pdf

**At the time of proposal defense, any submitted or already published papers that will be part of the dissertation will be included in the dissertation document as chapter two, three or four. Accordingly, related section(s) of the proposal may be appropriately abbreviated with reference to the paper.

Dissertation Proposal

If additional background work is required after completion of QE II, or when writing and defending the dissertation proposal is expected to take longer than one semester, enrollment in NRS 990 may be used, prior to enrollment in NRS 999.

The dissertation proposal must be defended and approved during enrollment in NRS 999. The dissertation proposal is read by all members of the dissertation committee. Work on the dissertation research can continue only after the dissertation committee has approved the proposal. The approved dissertation proposal, signed by the chairperson and two members of the student's dissertation committee, is to be submitted to the School of Nursing Office of Academic Affairs for review prior to submission to the University of Kansas Medical Center Human Subjects Committee for approval or the Institutional Animal Care and Use Committee (if either of these are required).

Students under the guidance of the dissertation advisor are required to get Human Subjects (HSC) approval for the dissertation research (see web link): <http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board.html> or Institutional Animal Care and Use Committee (IACUC) review and approval <http://www.kumc.edu/compliance/office-of-animal-welfare.html>, as appropriate.

Comprehensive Oral Examination (Dissertation Proposal Defense)

The comprehensive oral examination is the student's defense of the dissertation proposal. The student's dissertation committee serves as the examination committee. This committee should have already been approved by Academic Affairs. The student is expected to be able to critically describe and defend the scientific significance, background, research questions/hypotheses, and research methods of the proposed research. In the process of defending the proposal, students should be able to integrate needed information from their entire program of study during the Comprehensive Oral Examination. The student must be enrolled in NRS 999 during the semester in which the Comprehensive oral exam is taken.

The Comprehensive Oral Exam requires the Office of Graduate Studies approval in order to take the exam. To acquire Graduate Studies permission, required forms must be submitted to Graduate Studies by the Office of Student Affairs, School of Nursing. This information must be submitted to through the SoN Student Portal a minimum of **FIVE WEEKS prior to the exam.** **Failure to meet this deadline may require rescheduling the examination.** Please see the PhD Student Actions & Instructions for Progress to Degree" at the end of this document for complete instructions.

Presence at the Comprehensive Oral Examination and the Final Oral Examination

The Comprehensive Oral Exam and Final Oral Exam must take place in a face-to-face meeting (i.e., the student must be physically present for the exam). The dissertation committee chair and

the Graduate Studies representative from outside of the School of Nursing also are required to be physically present for the comprehensive oral exam and the final oral exam. While the other committee members generally are expected to be physically present for both examinations, special circumstances may necessitate that a member participate in the exam from another location. In this instance, the student may petition the School of Nursing Office of Academic Affairs for an exception to the expectation of physical presence for a committee member during the examination.

Continuous Enrollment

After passing the comprehensive oral examination for a doctoral degree the candidate must be continuously enrolled, including summer sessions, until all requirements for the PhD degree are completed, counting the 15 credits of post-comprehensive dissertation (NRSG 999). Post-comprehensive enrollment includes the semester in which the oral examination is completed. For example, a student finishing Qualifying Exam II in Summer of 2016 would enroll in NRSG 999 Doctoral Dissertation in Fall 2016 for a minimum of 6 credits. If the Comprehensive Oral Exam (dissertation proposal) is completed in that Fall 2016 semester, then those 6 credits would count in the 15 credits, which is the minimum number of credits necessary for dissertation. If the Comprehensive Oral Exam is not completed in the Fall 2016 semester, then those credits would not count in the required 15 credits.

Each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. However, during this time, **until all requirements for the degree have been completed (15 credits) or until 18 post-comprehensive credit hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 credits during Fall and Spring semesters and 3 credits in the Summer semester.** If, after 18 credit hours of post-comprehensive enrollment, the degree is not completed, the candidate must continue to enroll each term until all degree requirements have been met.

Dissertation Expectations

The candidate must complete a dissertation showing the results of original research. The minimum number of credit hours required for dissertation enrollment is 15 in NRSG 999. Instructions regarding the proper form of the dissertation may be obtained from the University of Kansas Electronic Thesis and Dissertation (ETD) website <http://www.graduate.ku.edu/electronic-thesis-and-dissertation>. Click on Dissertation instructions.pdf to get printed instructions.

Policy for Grading of Dissertation Hours

The letter “P” is used to indicate Progress in thesis, dissertation, and research enrollments.

In exceptional cases, the instructor of record has the authority to issue a letter grade (A, B, C, D, or F) in a given semester. For such exceptional cases the instructor of record must submit justification to the Vice Chancellor for Academic Affairs for approval before the grade can be recorded on the transcript. Under no circumstances will this grade be used to specifically enhance the cumulative GPA for students who are in academic difficulty in Graduate School.

A letter grade (A, B, C, D, and F) is assigned in the last semester of enrollment to characterize the quality of the final product. A grade of Incomplete (I) is not appropriate for enrollment in thesis, dissertation or research and will not be accepted.

Final Oral Examination for Doctorate

At least five months must elapse between successful completion of the Comprehensive Oral Examination (dissertation proposal defense) and the date of the Final Oral Examination (dissertation defense).

Upon approval by the School of Nursing Student Affairs Office and Dean of Graduate Studies the final oral examination/dissertation defense will be scheduled at the time and place designated in the request and publicly announced by Graduate Studies. The student should take the dissertation Title Page to the defense to obtain committee member signatures. The date on the Title Page is the actual date of the defense. Students submit the original signed Title Page to the Office of Student Affairs with the other required documents.* If the student wants additional copies of the dissertation to be bound, the student will bring multiple copies of the title page to the defense, so all copies may be signed at one time.

If the candidate fails the Final Oral Examination (dissertation defense), the examination and defense may be repeated upon recommendation of the dissertation committee. (Several requirements, including completion of the required form FIVE weeks before the oral examination and defense, need to be met for eligibility to take the final oral examination and dissertation defense--please refer to the *Graduation Checklist*). The final oral examination and dissertation defense cannot be conducted without an approved “*PhD Oral Comprehensive Exam Final Dissertation Committee & Progress to Degree Form*.” Please see the PhD Student Actions & Instructions for Progress to Degree” at the end of this document for complete instructions.

Dissertation Submission Processes

University Formatting Directions

Formatting directions are posted on the KUMC Office of Graduate Studies website. Please review these directions carefully before your defense date so your Title Page is formatted correctly. You should take your Title Page with you to your defense to obtain signatures of your committee members. You will submit the original signed Title Page to the KUMC Office of Graduate Studies with the other documents listed on the graduation checklist (see *graduation website page*). The date on your Title Page is the actual date of your defense. If you would like original signatures for any copies of your dissertation that will be bound, you should take multiple copies of your Title Page with you, and have all copies signed at once. One additional copy of the title page and abstract must be submitted to the SoN Office of Student Affairs where it will be placed in the student’s permanent file. Another copy of the signed title page and the abstract must be given to the SoN Office of Academic Affairs.

Once you have successfully completed your defense, you will need to make any changes to your written dissertation as requested by your dissertation committee. When your changes are finished, your committee chair (or co-chairs, if applicable) is required to review your revised document and then sign and date your Acceptance Page. The Acceptance Page directly follows your Title Page. The Acceptance Page signifies to University that the committee chair (or co-chairs) has reviewed and approved the final version of your dissertation. The date on the Acceptance Page ranges from one to several days after the defense date.

The deadline for submission is posted in the *Graduate Studies Calendar*. Once you have completed the upload process, the KUMC Office of Graduate Studies will review your dissertation for formatting only, as this office is responsible for final approval of your submission on behalf of the University. You will be notified via email whether the submission is approved as submitted or if formatting changes are required. Approval by a representative from the Office of Graduate Studies is required before the student can submit the dissertation to UMI.

Electronic Submission

After your committee chair (or co-chairs) has signed your Acceptance Page and the Office of Graduate Studies has approved the formatting of the dissertation, you may proceed with the electronic submission of your dissertation to UMI. Detailed [directions for submission](#) are posted on the website. Dissertations submitted electronically must be converted to Adobe PDF before submission. A fee for UMI submission/archiving is required.

When you submit your thesis or dissertation electronically to UMI, you are given the option to pay UMI for bound copies of thesis or dissertation. You have the option to use other binders. The KUMC Dykes Library [recommends two binders](#) who both follow the ANSI/NISO Library Binding standard for the binding of your dissertation.

If additional information is needed, please contact the Director of Graduate Studies (Marcia Jones) at 913-588-4876, or the KUMC Office of Graduate Studies (<http://www.kumc.edu/kumc-academic-affairs/graduate-studies.html>).

Copyright

The University maintains a website page with information about [copyright and fair use of copyrighted materials](#). For questions about copyright, contact the Research and Learning Department for A.R. Dykes Library at (913) 945-5990 or by e-mail at dykesresearch@kumc.edu. Copyright issues should be addressed prior to electronic submission of your document.

Embargo Policy for Dissertations

For students making a decision about dissertation embargo, the University maintains a website with relevant policy regarding embargo on dissertations: <http://policy.ku.edu/graduate-studies/embargo-policy>.

Degree Requirements/Documents to be Submitted to the University of Kansas

The Office of Graduate Studies maintains a [graduation website page](#) dedicated to “all things graduation” including a graduation checklist for your final semester. The checklist includes a listing of the 4 documents that must be submitted to the KUMC Office of Graduate Studies.

All PhD candidates must complete the [Doctoral Completion Survey \(DCS\)](#) the semester they graduate and submit the verification page to the KUMC Office of Graduate Studies. The DCS includes questions from the Survey of Earned Doctorates and from the American Association of Universities Data Exchange.

Transcript and Diploma

The Registrar's Office posts the degree to your transcript and prepares your diploma following the close of the semester. The transcript ordering and diploma pick-up information is posted on the Registrar's Office website.

[Transcript requests](#)

[Diploma pick-up information](#)

Approximate timeline for final transcript and diploma:

- **Fall** graduation date December 31
 - transcript and diploma available mid-February
- **Spring** graduation date (varies according to actual Commencement date each May)
 - transcript and diploma available mid-June
- **Summer** graduation date August 1
 - transcript and diploma available mid-September

If the student requires a letter verifying completion of degree requirements prior to the availability of the final transcript and diploma, s/he may contact Marcia Jones at the Office of Graduate Studies and a verification letter will be prepared.

PROGRAM POLICIES AND SERVICES

Graduate Catalog and Handbooks for Graduate Students

Doctoral students have access to a *University of Kansas Catalog* effective for the year in which study is begun. Beginning in 2011 the University Catalog is online only. It can be found at <http://catalog.ku.edu/>. The year will change with each new academic year; prior years will be archived and appear on the same webpage address under the link "Other Years' Catalogs."

All requirements of Graduate Studies for the PhD degree are included in the *Graduate Catalog* and *KU Graduate Studies Website*: <http://www.graduate.ku.edu/>. These documents/sites contain valuable information governing all aspects of the graduate programs at the University of Kansas. The School of Nursing policies regarding graduate study may be found at: <http://www.kumc.edu/studenthandbook/>.

The Graduate Studies Division at KUMC website has information specific for KUMC graduate programs <http://www.kumc.edu/academic-affairs/graduate-studies.html> and serves as a guide regarding graduate programs, policies, and services of the University of Kansas Medical Center.

Enrollment Planning

The schedule of courses for each semester can be found at <http://nursing.kumc.edu/student-resources/class-schedules.html>. The Graduate Course Projections document can be found at the same online location: <http://nursing.kumc.edu/student-resources/class-schedules.html>.

Students can enroll in courses, manage accounts, check holds, view grades, etc., through the KUMC student portal, which is located at: <http://www.kumc.edu/students.html>.

Academic Warning and Probation

Upon falling below a cumulative graduate grade point average (GPA) of 3.0, computed with the inclusion of grades earned at the University of Kansas for all courses acceptable for graduate credit, the student is placed on probation by the Dean of Graduate Studies. The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation. If the student's overall graduate average has been raised to 3.0 by the end of the next semester of enrollment after being placed on probation, the student may be returned to regular status. If not, the student will not be permitted to re-enroll in graduate work unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study.

Financial Assistance

There are several kinds of financial assistance available to doctoral students.

1. Two types of Graduate Teaching Assistantships are available. One type provides teaching support to faculty members. The other type of GTA involves teaching undergraduate students in the Clinical Learning Lab. Both types pay an hourly salary as well as provide graduated tuition payments depending on the percentage of time worked. Full tuition and fees are paid for GTAs who work 40% time or more. For information about these opportunities contact the Office of Academic Affairs (913-588-1678).
2. Research Assistantships are available on an as-needed basis through the Office of Grants and Research (913-588-1632). Normally, research assistantships pay an hourly wage, tuition, and fees, depending on the percentage of time worked.
3. The School of Nursing participates in the full range of financial aid opportunities, including loans, grants and scholarships. For information about loans and grants go to <http://www.kumc.edu/studentcenter/financialaid.html>. In addition, private-donor scholarship applications are facilitated through the SoN Office of Student Affairs. Notice of scholarship application dates and electronic submission availability typically are communicated via email two times each year.
4. The Office of Student Affairs maintains scholarship and financial aid information in the PhD Resources link in the "My Organizations" Blackboard list. (Note: This is a separate Blackboard site from the PhD-Nursing Advising Resources site. You should find both links on your Blackboard site under "My Organizations.")

Professional Integrity System (PROFITS)

PROFITS promotes a spirit of community conducive to mutual trust and responsibility among students, faculty and staff. Mutual trust is essential to effective functioning of the System. The System is built on the concept of students as adult learners, and the rights and responsibilities of individuals. Students and faculty together share the responsibility for development, implementation and evaluation of the System. The System also delineates a process for handling student related occurrences of academic misconduct or abuse of academic resources. Faculty and staff related occurrences of unprofessional behavior will be handled by established policies for classified and unclassified staff. More information about this policy can be found in the SoN Handbook, Item #28: <http://www.kumc.edu/studenthandbook/son/#PROFITS>

Use of Degree Credentials

There is no degree credential for doctoral candidacy. Although sometimes used, the PhD(c) designation is **not** an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form (i.e., in the biographical information that accompanies a published article). It is acceptable to use the PhD only after one has successfully defended the doctoral dissertation.

PHD STUDENT ACTIONS & INSTRUCTIONS FOR PROGRESS TO DEGREE

All forms necessary for completing Student Progress to Degree can be found on the School of Nursing Student Portal: <https://share.kumc.edu/SON/student/SitePages/Home.aspx>. The forms include:

- Plan of Study and Program Advisory Committee for PhD
- Minor Synthesis Paper Submission (NRSG 970)
- Dissertation Committee Approval for PhD
- Schedule PhD Comprehensive Oral Exam (Dissertation Proposal Defense) *
- Schedule PhD FINAL Oral Exam (Dissertation Defense) *
** Must be submitted at least 5 WEEKS prior to exam date..*

Plan of Study and Program Advisory Committee for PhD

- This form is used to submit the Plan of Study for formal approval by the student's three SoN Program Advisory Committee members.

Submit Minor Synthesis Paper (NRSG 970)

- This form is used to submit the final version of the Minor Synthesis paper (NRSG 970) for formal approval by the student's faculty advisor for the minor synthesis project.

Dissertation Committee Approval for PhD

- This form is used to request the preferred five members of the dissertation committee.

Schedule PhD Comprehensive Oral Exam (Dissertation Proposal Defense)

- This form is used to verify dissertation committee members and to schedule the Comprehensive Oral Exam/Dissertation Proposal Defense.

Schedule PhD FINAL Oral Exam (Dissertation Defense)

- This form is used to verify dissertation committee members and to schedule the Final Comprehensive Oral Exam/Dissertation Defense.
- This form also is used if a student has a change in dissertation committee member(s) prior to either the comprehensive or final oral exam.