DOCTOR OF PHILOSOPHY IN NURSING

PROGRAM

STUDENT MANUAL

THE UNIVERSITY OF KANSAS

SCHOOL OF NURSING

(Revised 6/13)
(Revised 5/14)
# TABLE OF CONTENTS

- GENERAL PROGRAM INFORMATION ................................................................. 3
  - Program Milestones ......................................................................................... 3
  - Progress Toward Degree Form Procedures .................................................. 4
  - Online Educational Expectations & Computer Standards ............................. 4

- PROGRAM PLANNING ...................................................................................... 5
  - Advisement .................................................................................................... 5
  - Grades for Courses Taken at Other Universities .......................................... 5
  - Resident Study ............................................................................................... 5
  - Summer Intensives ........................................................................................ 5
  - Minor Area ..................................................................................................... 6
  - Minor Area Synthesis Paper, Minor Synthesis Course ................................. 6
  - Research Skills and Responsible Scholarship ............................................. 6

- QUALIFYING EXAMINATIONS ..................................................................... 7
  - Qualifying Exam I ........................................................................................ 7
  - Qualifying Exam II ....................................................................................... 8
  - Qualifying Exam Procedures ....................................................................... 8
  - Alternatives in Event of Failure of Any Part of the Qualifying Exams ....... 8
  - Procedure After Passing Qualifying Exam II .............................................. 9

- DISSERTATION PROCESS ............................................................................ 9
  - Dissertation Committee .............................................................................. 9
  - Dissertation Options ................................................................................... 9
  - Dissertation Proposal .................................................................................. 9
  - Comprehensive Oral Examination ............................................................. 13
  - Presence at the Comprehensive Oral Examination and the Final Oral Examination .................................................. 14
  - Continuous Enrollment ............................................................................. 14
  - Dissertation ................................................................................................ 14
  - Policy for Grading of Dissertation Hours ................................................. 14
  - Final Oral Examination for Doctorate ....................................................... 15
  - Dissertation Submission Processes ............................................................ 15
  - Degree Requirements to be Submitted to the University of Kansas ........ 16

- PROGRAM POLICIES AND SERVICES ....................................................... 17
  - Graduate Catalog, Timetable and Handbook for Graduate Students .......... 17
  - Schedule of Courses .................................................................................. 17
  - Financial Assistance .................................................................................... 17
  - Academic Warning and Probation ............................................................. 18
  - Professional Integrity System ...................................................................... 19
  - Program Time Limit ................................................................................... 19
  - Change of Advisor and/or Committee Member ......................................... 19
  - Doctoral Student Study Space .................................................................... 19
  - Use of Student E-Mail Accounts ............................................................... 20
  - Use of Degree Credential .......................................................................... 20
  - Copies of Forms .......................................................................................... 20

- APPENDIX
  - A. Program Planning Form ......................................................................... 21
  - B. Oral Comprehensive Examination/Dissertation Committee ................... 23
  - C. PhD Graduation Checklist ....................................................................... 25
  - D. Change of Advisor and/or Committee Member ..................................... 27
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 an online program.

The doctoral program consists of 65 total credit hours (50 hours of course work and 15 hours of dissertation). The online option uses a combination of on-campus one-week summer intensives and Internet course work throughout the academic year, Web-based conferencing (synchronous and asynchronous) on a regular basis, 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 near the student’s home and applied to meet the requirements of the Ph.D. program. All non-KU courses must be approved in advance by the student’s Program Advisory Committee.

**Program Milestones**

There are several events occurring during the program that 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.
2. **Qualifying Exam 1**: Occurs after the second summer intensive (Synthesis Workshop I). Successful completion of the Qualifying Exam I signals readiness for the second half of coursework.
3. **Qualifying Exam 2**: 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 NRSG 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 PHD students usually consisting 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 a Progress Toward Degree Form is required (see below). The School of Nursing Comprehensive 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 NRSG 970), and both Qualifying Exams. Upon successfully completing this defense, the student becomes a candidate for the PhD degree.

8. Final Oral Exam: A Graduate Studies requirement for which a Progress Toward Degree Form is required (see below). This exam consists of a public oral defense of the dissertation. Upon successful completion of this oral defense and the submission of the final dissertation document to Graduate Studies, the student has completed all academic requirements for the PhD degree.

Progress Toward Degree Form Procedures:

Two of the milestones, the Comprehensive Oral Exam and the Final Oral Exam, require Graduate Studies approval in order to take the exams. In order to acquire Graduate Studies permission, a Progress-Toward-Degree Form must be submitted to Graduate Studies from the Office of Student Affairs, School of Nursing.

For the Comprehensive Exam and the Final Oral Exam, the student must provide the School of Nursing Office of Student Affairs certain information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of THREE WEEKS prior to the exam. Failure to meet this deadline may require a rescheduling of the examination. The Progress-Toward-Degree information form may be found at http://nursing.kumc.edu, click Student Resources, then PhD Student Resources, and Progress-Toward-Degree Form.

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 24hrs/7days a week via computer and internet access. However, to prevent frustration for all concerned, it is important to remember that faculty members are not available 24/7. Each faculty member will provide you with information on his/her schedule and a reasonable time frame within which to expect a response.

As a general rule, most faculty work Monday through Friday. Response to an inquiry may be reasonably expected within 24-72 hours. Faculty members 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/forming-online-relationships.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.

DNP students are required to use electronic portfolios to store course materials and scholarship products for several courses. All students are encouraged to use this strategy to help prepare for the final oral examination. This system will be introduced during the NRSG 935 Scholarship &
Professionalism Workshop. Where the e-portfolio is required, e.g., Doctoral Capstone, course faculty will provide additional directions about the e-portfolio process.

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 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 identification of the student's Program Advisory Committee should be accomplished prior to the accumulation of 9 credit hours. The committee shall consist of a minimum of 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 Program Advisory Committee shall meet with the student to plan and formally approve the program consisting of courses and other work (see Appendix A). 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.

A student's advisor and committee can be changed during the program at the request of any of the concerned parties (see Appendix E).

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-exchangepractice.html). Normally these courses may be 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 appropriate Associate Dean.

Resident Study

The residency requirement of Graduate Studies for both online and on campus students will be satisfied by attending the three required on campus summer sessions.

Summer Intensives

The Summer Intensives are designed to facilitate several aspects of doctoral education. Summer Intensive One (NRSG 935) focuses upon orientation to doctoral education, and on professional and scholarly writing and provides an opportunity to become acquainted with faculty and fellow doctoral students. Summer Intensives Two (NRSG 945) and Three (NRSG 949) provide
opportunities for synthesis of the course work in the previous year and occasions 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 year and the student’s readiness to move on to the next level of the program. Qualifying Exams are explained in another section of this manual.

**Minor Area**

A student's minor (10 credit hours of minor courses and 1 credit for NRSG 970 Minor Synthesis; 11 total credit hours) can be satisfied by completing one of the three options below. The 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 may be taken at the University of Kansas or at any accredited college or university. The courses must be graduate level courses. 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.

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.
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 compete 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 credit hour course is part of the 11 required minor course hours, leaving 10 credit hours for other minor courses.

When the student has completed at least 10 credit hours of minor, the student enrolls in the NRSG 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.

Upon completion of the minor synthesis paper and approval by the NRSG 970 course faculty, the student sends the minor paper electronically to the SoN Office of Academic Affairs.

**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](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*:

- Prepare a qualitative research proposal; complete module related to qualitative research ethics and rigor; complete at least 2 critiques of qualitative research articles (NRSG 802)
- Discuss issues associated with integrity in nursing scholarship and science (NRSG 935 and NRSG 945)
  - 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
- 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 (NRSG 943)
- Manage a large database, including analysis, interpretation, and reporting; complete module related to ethical issues in research, informed consent, scientific integrity and authorship (NRSG 944)
- Evaluate psychometric properties of measurement relevant to health care (NRSG 946)
- Disseminate elements of a qualitative research report; discuss credibility and ethics of the actual conduct of qualitative field research (NRSG 947)
- Demonstrate knowledge of a quantitative software package, SPSS (KU SoN Tutorial)
- Demonstrate knowledge of Human Subjects Protection (KUMC Tutorial)
- Adhere to KU SoN Professional Integrity System (SoN PROFITS)
- Complete Conflict of Interest reporting form (KUMC Form)

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

- Demonstrate knowledge of specific laboratory instrumentation (KU SoN Certificate of Completion)
- Complete Animal Use Training Program (KUMC Form/Checklist)

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

QUALIFYING EXAMINATIONS

Doctoral Students are required to complete two qualifying examinations. Qualifying examinations are distributed at the conclusion of the Summer Synthesis Workshops, i.e., during NRSG 945 Synthesis I and NRSG 949 Synthesis II.

QUALIFYING EXAMINATION I

The purpose of Qualifying Examination I (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 Qualifying Examination I, doctoral students must successfully complete the following core course work:
The examination is in written format with the possibility of oral or written clarification with the synthesis workshop faculty.

**QUALIFYING EXAMINATION II**

The purpose of Qualifying Examination II (QE II) is assessment of the student’s ability to integrate and synthesize knowledge and skills from all doctoral courses and determine readiness to continue work on their dissertation proposal.

**PREREQUISITES:**
Before taking Qualifying Examination II, the following core course work must be completed:
- NRSG 877 Foundation in Education & Learning
- NRSG 802 Methods for Qualitative Research
- NRSG 943 Methods for Quantitative Research
- NRSG 944 Quantitative Research Application
- NRSG 947 Qualitative Research Application
- NRSG 949 Synthesis Workshop II

The written examination encompasses the ability to synthesize the full range of doctoral courses including theory, research, statistics and professional development.

**QUALIFYING EXAMINATIONS PROCEDURE**

Synthesis Workshop faculty will be responsible for preparing and grading Qualifying Examinations I and II. Qualifying Examination I will be distributed at the conclusion of the NRSG 945 Synthesis Workshop I. Qualifying Examination II will be distributed at the conclusion of NRSG 949 Synthesis Workshop II. Referenced responses to each Qualifying Examination will be due two weeks later.

Doctoral students are required to pass both the written and, if needed, the oral or written clarification component of the Qualifying Examinations. The Faculty Coordinator of the Qualifying examination will provide the Associate Dean of Student Affairs written notification of the name of each student with his/her pass/fail status on Qualifying examinations.

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

If a student fails a qualifying examination, a plan for remediation will be developed by the Synthesis Workshop faculty. Synthesis Workshop course syllabi will 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 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 Qualifying Examination II each student must submit to the Associate Dean of Graduate Programs, Academic Affairs the names of faculty who have consented to serve on his/her Comprehensive Oral Examination/Dissertation Committee (Appendix C.).

**Timeframe Following Completion of QE II for Comprehensive Oral Examination**

Completion of the minor courses, the minor synthesis paper (i.e., NRSG 970), and the Research Skills and Responsible Scholarship requirements must occur before scheduling the Comprehensive Oral Exam (dissertation proposal defense).

Ideally, these requirements should be completed prior to Synthesis II and Qualifying Exam II. In some cases, however, circumstances may delay completion of one or more of these requirements beyond Synthesis II. If additional time is needed to complete one or more of these requirements, up to 4 semesters (i.e., fall, spring, summer, fall) may be used for this purpose. No more than 4 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 doctoral program if the Comprehensive Oral Exam is not scheduled within 4 semesters of completing Qualifying Exam II. See Dissertation Process for more information.

**DISSERTATION PROCESS**

**Dissertation Committee**

The dissertation committee shall consist of at least five members; one of the committee members shall hold a regular University of Kansas (KU) graduate faculty appointment from outside the School of Nursing and serve as 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 Graduate Faculty. Those members of the committee from outside the University of Kansas must have special Graduate Faculty appointments. The student should submit the form in Appendix C to the School of Nursing Office of Academic Affairs for final approval.

**Dissertation Options**

There are two options for the dissertation, both requiring 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: the traditional dissertation option and the three article dissertation option. Secondary data analyses are appropriate as long as the research question is novel and the committee approves.
Traditional 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.

Three Paper 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 (see Form A). 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 (see Form B) 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.


**Format**

**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.

**Final Dissertation.** The final dissertation will include Chapter 1, the proposal, Chapters 2-4, the three manuscripts/publications, and a Chapter 5 with 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 formats*. This information will serve 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:

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

The dissertation proposal must be written during enrollment in NRSG 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 submitting Appendix C to 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 Comprehensive Oral Examination must take place in a face-to-face meeting (the student must be physically present for the exam). The student must be enrolled in NRSG 999 during the semester in which the Comprehensive oral exam is taken.

The Comprehensive Oral Exam requires Graduate Studies approval in order to take the exam. In order to acquire Graduate Studies permission, a Progress Toward Degree Form must be submitted to Graduate Studies from the Office of Student Affairs, School of Nursing. For the Comprehensive Exam, the student must provide the Office of Student Affairs certain information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of THREE WEEKS prior to the exam. Failure to meet this deadline may require a rescheduling of the examination. The Progress-Toward-Degree information form may be found at http://nursing.kumc.edu, click Student Resources, then PhD Student Resources, and Progress-Toward-Degree Form.
**Presence at the Comprehensive Oral Examination and the Final Oral Examination for Doctorate**

The doctoral student and the dissertation committee chair are required to be physically present for the comprehensive oral examination and the final oral examination. The Graduate Studies representative from outside of the School of Nursing also is required to be physically present for the final oral examination. 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, Graduate Programs 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 2012 should enroll in NRSG 999 Doctoral Dissertation in Fall 2012 for a minimum of 6 credits. If the Comprehensive Oral Exam (dissertation proposal) is completed in that Fall 2012 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 2012 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**

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](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. The I grade 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. Students submit the original signed Title Page to the KUMC Office of Graduate Studies with the other documents listed on the graduation checklist: [http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and-etd-information.html](http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and-etd-information.html). The date on the Title Page is the actual date of the defense. 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 Progress-Toward-Degree form three weeks before the oral examination and defense, need to be met for eligibility to take the final oral examination and dissertation defense--please see Appendix D, PhD Graduation Checklist). The final oral examination and dissertation defense cannot be conducted without an approved Progress-Toward-Degree form.

**Dissertation Submission Processes**

**University Formatting Directions**

Once the dissertation has been successfully defended, the student makes any needed changes as requested by the committee. When the changes are finished, the committee chair (or co-chairs, if applicable) reviews the revised dissertation and signs/dates the Acceptance Page. The Acceptance Page directly follows the Title Page. The Acceptance Page signifies to University that the committee chair (or co-chairs) has reviewed and approved the final version of the dissertation. The date on the Acceptance Page ranges from one to several days after the defense date.

**Electronic Submission**

After the committee chair (or co-chairs) have signed the Acceptance Page, the student may proceed with electronic submission of the dissertation to UMI. Detailed directions for submission are posted on the website referenced above. The deadline for submission is posted in the Graduate Studies Calendar also found on the Graduate Checklist [http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and-etd-information.html](http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and-etd-information.html).

Once the upload process has been completed, the KUMC Office of Graduate Studies will review the dissertation for formatting only, as Graduate Studies is responsible for final approval of the
submission, on behalf of the University. The student is notified via email whether the submission is approved as submitted, or if formatting changes are required.


For additional information, please contact Director, Graduate Studies, 588-1238, the Office of Graduate Studies, 5015 Wescoe. Approval by a representative from the Office of Graduate Studies, 5015 Wescoe, is required before the student can submit the dissertation to UMI.

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.

**Final Approval and Binding**

Once the student receives approval notification from KUMC Graduate Studies, s/he may arrange to have copies of the dissertation bound, if required by the defense committee. Binding instructions are located at the bottom of this webpage: [http://www.graduate.ku.edu.Submitting](http://www.graduate.ku.edu.Submitting)

**Copyright**

Copyright registration is optional for dissertation students. The University maintains a website page with information about copyright and fair use of copyrighted materials: [http://guides.lib.ku.edu/copyright](http://guides.lib.ku.edu/copyright). UMI also has a website page regarding copyright: [http://proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf](http://proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf).

For questions about copyright, contact Crystal Cameron-Vedros, Assistant Director of Content and Access for the Dykes Library. Crystal may be reached at 913-588-7916 or by e-mail cvedros@kumc.edu.

**Degree Requirements to Be Submitted to The University of Kansas**

The degree requirements can be found at [http://www.graduate.ku.edu/ETD/](http://www.graduate.ku.edu/ETD/). The “KUMC Graduation Check List for Graduate Students” is a helpful resource for the student’s final semester. The Checklist is located at [http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and- etd-information.html](http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and- etd-information.html).

All doctoral students must complete the Doctoral Completion Survey (DCS). The survey can be downloaded from KUMC Graduate Studies the semester of graduation. See [http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and- etd-information.html](http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and- etd-information.html) for updated information.

**Transcript and Diploma**

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


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.

Schedule of Courses

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.

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 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](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.

**Academic Warning and Probation**

Multiple academic alerts occur when students fall below acceptable academic requirements, as follows:

(a) A mid-term grade of “D” or “F” is reported by the faculty member to the Office of Student Affairs. The student receives correspondence directing them to seek assistance from their professor, advisor, and/or a KUMC educational specialist.

(b) The first occurrence of a “D” or “F” semester grade results in an academic warning letter directing the student to seek assistance from their professor, advisor, and/or a KUMC educational specialist

   a. School of Nursing Policy

      i. No graduate student may graduate:

         1. With a graduate GPA below 3.0
         2. With a grade below “C” in any required course, unless the course is repeated with an earned grade of “C” or above
         3. With an incomplete grade in any required course

   b. Repetition of Nursing Courses

      If necessary to maintain the minimum course grade of a "C" or "P," a student may repeat a course once to earn the necessary grade. This practice is allowed one time for a single course in the nursing curriculum. Failure to achieve a "C" or "P" in two nursing courses, or the repeated nursing course, will result in dismissal from the School of Nursing at semester's end.

   c. First occurrence of program GPA falling below 3.0 results in academic probation. The student is notified of their probation status by the KUMC Graduate School. The student also receives correspondence from the SoN Office of Student Affairs directing them to seek assistance from their professor, advisor, and/or a KUMC educational specialist

      a. School of Nursing and Graduate Studies policy

         i. Upon falling below a cumulative graduate grade point average (GPA) of B, 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.

         ii. If the student’s overall graduate average has been raised to B 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.

**Professional Integrity System (PROFITS)**

The Professional Integrity System of the University of Kansas School of Nursing delineates a standard of behavior expected of all persons, faculty, staff and students, associated with the School. The system helps prepare students to practice professionally and ethically in the nursing role and helps faculty and staff maintain professional and ethical standards. Becoming a member of the School of Nursing obliges implicit and explicit adherence to the system, without which learning would be compromised, personal responsibility would be relinquished, and community standards would suffer.

The Professional Integrity System builds on values brought to the academic setting and provides a means of incorporating these values to form the foundation of professional nursing practice. This standard addresses behaviors in:

- (a) course and clinical settings,
- (b) evaluation and non-evaluation situations, and
- (c) research and scholarly endeavors.

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](http://www.kumc.edu/studenthandbook/son/#PROFITS)

**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 Graduate Studies, through the School of Nursing, for a leave of absence (LOA) during either the pre-comprehensive or post-comprehensive period. LOA's 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.

**Change of Academic Advisor and/or Program Advisory Committee Member**

Student requests for change of academic advisor or program advisory committee member should be initiated using the Change of Academic Advisor and/or Program Advisory Committee Member Form (Appendix E). This form is then submitted to the Associate Dean of Academic Affairs for final review and approval.
**Doctoral Student Study Space**

The School of Nursing provides individual carrels for doctoral students who are spending extended periods of time on campus. These carrels are located on the 3rd floor of the School of Nursing Building and are assigned by the Office of Academic Affairs (2015 SON).

**Use of E-mail Accounts**

Each student is issued a KUMC e-mail account with an address on the kumc.edu domain. This is the account used for University business and official University communications to students. **Important, School of Nursing communication is sent using this KUMC account.** Please check your e-mail account regularly, as you are held responsible for electronic communication sent to this address.

Your e-mail account name is a combination of your first name initial and last name (e.g., jsmith). Your e-mail address is accountname@kumc.edu (e.g., jsmith@kumc.edu). Your e-mail address will be provided to you upon acceptance of your place in the program.

The University expects students to regularly check their KUMC account for University communications. You can access your email from anywhere by connecting to [http://www.kumc.edu/students.html](http://www.kumc.edu/students.html) The University encourages students to maintain separate e-mail accounts and addresses with an Internet Service Provider or free email provider (see directories at [http://www.emailaddresses.com](http://www.emailaddresses.com) or [http://www.fepg.net](http://www.fepg.net)) for personal communications, but may use the KUMC account for personal communication at their discretion.

Please see [http://policy.ku.edu/KUMC/information-technology/email-student](http://policy.ku.edu/KUMC/information-technology/email-student) for further information about KUMC student e-mail.

**Use of Degree Credentials**

There is no degree credential for doctoral candidacy. Although sometimes used, the Ph.D(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 Ph.D. only after one has successfully defended the doctoral dissertation.

**Copies of Forms**

If you wish copies of any of the forms appearing in the appendices, you may copy from this manual, in print or on line, or ask for copies from the Graduate Desk, Office of Student Affairs, School of Nursing.
Appendix A  
Doctor of Philosophy in Nursing  
Program Planning Form

<table>
<thead>
<tr>
<th>Course Work</th>
<th>Credit</th>
<th>Semester Planned</th>
<th>Semester Completed</th>
<th>Grade</th>
<th>University Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 935 Professionalism &amp; Scholarship Workshop</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 938 Informatics &amp; Technology Applications</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 940 Knowledge &amp; Theory Development in Nursing Science</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOS 730 Applied Linear Regression</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 941 Preparing for Doctoral Leadership</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 942 Theory Application in Nursing Science</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 946 Measurement Principles &amp; Practice</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOS 740 Applied Multivariate Methods</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 945 Synthesis Workshop I</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 877 Foundations in Education &amp; Learning</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 802 Methods for Qualitative Research</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 943 Methods for Quantitative Research</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 947 Qualitative Research Application</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 944 Quantitative Research Application</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 948 Advancing Organizational &amp; Clinical Quality</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 949 Synthesis Workshop II</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor course</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor course</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 970 Minor Synthesis</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation NRSG 999</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation NRSG 999</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checklist for RESEARCH SKILLS AND RESPONSIBLE SCHOLARSHIP Requirement see Appendix B

Approval of Course Planning Form: Chair ___________________________ Date ___________________________

Program Advisory Committee Members ___________________________ and ___________________________
APPELLIX - B

COMPREHENSIVE ORAL EXAMINATION/DISSERTATION COMMITTEE

TO:Associate Dean, Graduate Academic Affairs
FROM:________________________________________ Date__________
(Student's name)

The following have agreed to serve on my comprehensive exam/dissertation committee:

Chair ________________________________________________________
SON, Graduate Faculty

Member ________________________________________________________
SON, Graduate Faculty

Member ________________________________________________________
SON, Graduate Faculty

Member ________________________________________________________

Outside Member ________________________________________________

Must be a regular member of the University of Kansas Graduate Faculty

Please include the address and phone number where these persons may be reached if participants are not School of Nursing faculty.

______________________________________________________________

______________________________________________________________

________________________

Associate Dean, Graduate Academic Affairs Date
APPENDIX C
PhD GRADUATION CHECK LIST

FOR FINAL ORAL EXAMINATION AND DISSERTATION DEFENSE
Criteria: Successful completion of Comprehensive Oral Examination
Completed at least 65 credit hours.
Completed a minimum of 15 Dissertation hours.
Post Comprehensive exam continuous enrollment
To be held no sooner than five months after Comprehensive Oral Exam
Within 8 year time limit or exception approved

1. Submit APPLICATION FOR DEGREE during enrollment for the final semester. A student must be enrolled in a KU course during the semester in which the dissertation is defended. Please see instructions in Enroll & Pay.

2. Set-up your final oral examination and dissertation defense time, date, place.
   TIME ______________________________
   DATE ______________________________
   PLACE ______________________________
   (Academic Affairs, 913-588-1640, for room and audio-visual reservations)

3. Submit PROGRESS TOWARD DEGREE Information to Office of Student Affairs in writing. Go to www.nursing.kumc.edu, the click on Student Resources, then PhD Student Resources, Progress-Toward-Degree. On the form provide the following information: Defense time; Committee members; Defense date; Dissertation title in full; and Place. The PROGRESS TOWARD DEGREE form must be submitted at least 3 weeks prior to the defense date. PROGRESS TOWARD DEGREE information submitted less than 3 weeks prior to the defense might not be processed in time for the defense to be held as scheduled and may cause a delay in graduation.

   My final oral examination and dissertation defense date is____________________.

   My PROGRESS TOWARD DEGREE Information must be submitted by____________________.

4. Submit Abstract and Title Page to the Office of Student Affairs, Graduate Desk. Final submission of PROGRESS TOWARD DEGREE form to Graduate Studies for certification of graduation will occur after the receipt of these materials. Not submitting this material by the deadline established by Graduate Studies may cause graduation to be delayed.

5. Submit dissertation electronically (see instructions in the dissertation section of this document) by final materials submission date. The date materials must be submitted is:____________________.
APPENDIX D

CHANGE OF ACADEMIC ADVISOR AND/OR PROGRAM
ADVISORY COMMITTEE MEMBER

Student Name:____________________________________________________________

Student KUID#:___________________________________________________________

The following change in the advisor or committee is requested:

Advisor from        __________________________ to __________________________
Committee member  from ______________________  to __________________________
Committee Member from   __________________________  to __________________________
Committee Member from   __________________________  to __________________________

Signature indicates approval by:

Student __________________________________________________________________

Present Advisor ___________________________________________________________

New Committee Member _____________________________________________________

New Committee Member _____________________________________________________

New Committee Member _____________________________________________________

Approved by:

______________________________________________________

Associate Dean, Graduate Academic Affairs School of Nursing

Date