



PHD STUDENT HANDBOOK

(REVISED 8/12/2011)

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(Revised/PhD Task Force, 7/22/08; Approved Graduate College 7/08; Rev. 6/2010; 8/2010; 8/2011)

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The University of Oklahoma
Health Sciences Center
COLLEGE OF NURSING

Welcome Message from the Dean

Dear Students:

On behalf of the faculty and staff of the University of Oklahoma College of Nursing, it is my pleasure to welcome you to the PhD in Nursing Program. We are looking forward to an exciting year filled with many opportunities and challenges. Congratulations!

We understand that making the decision to return to school for your doctorate requires a major personal and professional commitment. The faculty in the doctoral program are prepared to advise and mentor you throughout your educational experience. There are many resources available to you at the University and I would encourage you to take full advantage of them.

We hope you find this handbook of value and a useful resource in addressing your questions about the program. Familiarizing yourself with the content of this handbook will help you meet program requirements, follow our policies and procedures, and provide a more positive student experience. Our goal is to create an environment that will contribute to your personal and professional growth.

Best wishes for a successful year!

A handwritten signature in cursive script that reads "Lazelle E. Benefield".

Lazelle E. Benefield, PhD, RN, FAAN
Dean & Professor





The University of Oklahoma

Health Sciences Center

GRADUATE COLLEGE

Welcome Message from the Dean of the OUHSC Graduate College

Dear Nursing PhD Students:

On behalf of the faculty and staff of the Graduate College, I take exceptional pleasure in welcoming you to the University of Oklahoma Health Sciences Center!

Although your program is housed within the College of Nursing, you are students of the Graduate College and are granted all privileges of graduate students. Dr. Jana Pressler, Program Administrator, will be in close contact with the Graduate College to minimize and solve any challenges that may arise through your journey.

One expectation of graduate education is that you are independent and self-directed. I recommend that you become exceedingly familiar with the Graduate College website found at <http://w3.ouhsc.edu/graduate/>. This website includes a section for doctoral students, policies and procedures of the Graduate College, and an essential timeline for completion of your PhD work. Multiple forms are required to be submitted to the Graduate College through your journey. All forms required by the Graduate College may be found at http://w3.ouhsc.edu/graduate/Student_Forms.htm.

Again, I welcome you to the Graduate College! If I can be of assistance to you, please notify me.

Sincerely,

James J. Tomasek, PhD
Dean, Graduate College
President's Associates Presidential Professor of Cell Biology
David Ross Boyd Professor
University of Oklahoma Health Sciences Center
1000 Stanton L. Young Blvd., LIB 258
Oklahoma City, OK 73104
Phone: (405) 271-2085
Fax: (405) 271-1155

Welcome message from the PhD Program Director



The University of Oklahoma
Health Sciences Center
COLLEGE OF NURSING

Dear Incoming PhD Student,

Welcome to the OU College of Nursing (OUCN) PhD Program in Nursing! My colleagues and I are delighted that you have selected this program and want your experience here to be rewarding and meaningful. I have spent more than 20 years in academia and continue to find working with PhD students refreshing and inspiring. Whether you live in-state, out-of-state, or out of the country, our PhD faculty are here to support you in your PhD education.

You can expect any PhD program to be a challenge. This comes with any new and rigorous education. But along with new challenges come new rewards. There will be plenty to do from the very beginning as well as new demands continuing throughout the program. Be assured that the OU College of Nursing is here to support the PhD students in any way that it can. In my role as PhD Program Director, I will try to listen to your concerns and needs and respond to my best ability. Please feel comfortable knowing that you can always come and talk with me about your concerns.

What makes you distinct as an OUCN PhD student? All of you are remarkable individuals who have decided to pursue the highest academic degree in Nursing. To do that requires commitment and a unique set of strengths. For those reasons alone, you heighten our expectations for the next generation of nurse leaders and deserve our faculty's respect.

Again, I am pleased that you have chosen to enroll in OUCN's PhD Program. My colleagues and I hope that your experience here will be highly beneficial to your career development.

Sincerely yours,

A handwritten signature in black ink that reads "Kathleen Dwyer".

Kathleen Dwyer, PhD, RN
Professor
Freede Chair in Nursing Science
Interim Director, PhD Program
Director, Cancer Supportive Care Research,
Peggy and Charles Stephenson Oklahoma Cancer Center



I. GENERAL INFORMATION

Introduction

This handbook addresses some of the most common concerns of PhD students. Additional information concerning University/Graduate College/College of Nursing policies can be found in The University of Oklahoma Health Sciences Center Graduate College Bulletin at (<http://w3.ouhsc.edu/graduate/GCBulletin/Home.htm>) and the College of Nursing Bulletin at (http://nursing.ouhsc.edu/Current_Students/handbooks.htm).

Core Values and Program Goals

The goals of the College of Nursing support the mission of the University of Oklahoma. These goals are to educate professional nurses at the undergraduate and graduate levels; advance nursing knowledge through research and creative activities; and provide diverse health-related and professional services in the State of Oklahoma and the global community.

The University of Oklahoma College of Nursing strives to be the leader in nursing education, research, and practice innovations to promote excellence in education, research, and practice. The College of Nursing recognizes the increasing diversity of our nation's population and the ongoing need to prepare future nurse scholars to advance the science, art, and practice of the discipline within the context of a diverse society. The College of Nursing strives to admit and educate a diverse group of students in order to provide a rich educational experience and meet the health care needs of the broader community.

Core Values held by the OU College of Nursing (OUCN) are diversity, innovations and creativity, lifelong learning, scholarship, community partnerships, interdisciplinary collaborations, evidence-based practice, doing the right thing for students, faculty, staff, and community, access to education, community driven needs, and leadership development.

The PhD Program in Nursing is central to the mission of the University of Oklahoma to provide the best possible educational experience for students through excellence in teaching, research and creative activity, and service to the state and society. As the only nursing college housed in a major research institution in the state (with the largest enrollment of nursing students), OUCN is proud to offer the first PhD Program in Nursing in Oklahoma.

Goals for the Program are to:

- Increase the supply of professional nurses in Oklahoma by educating nurses for faculty positions;
- Prepare leaders for all levels of nursing education in Oklahoma as well as leadership roles in hospitals and other service settings;
- Facilitate recruitment of federally funded doctorally-prepared faculty to Oklahoma nursing programs; and
- Provide advanced training in nursing science, research, and grantsmanship to prepare nursing graduates to hold tenured senior positions in universities and attain funding for research and program grants.

Learning Environment

Teaching-learning is a dynamic process that comprises active participation by learners and faculty and is not constrained by time or place. The aim of the process is to facilitate optimal development of each learner's potential in the cognitive, affective, and psychomotor domains in order to achieve program objectives. The teaching-learning environment is enriched by ethnic and cultural diversity, a milieu of mutual respect, trust, fairness, cooperation, self-awareness, and accountability for learning. Students in the PhD program are provided with multiple opportunities to be mentored by experienced faculty researchers/teachers. Students demonstrate initiative and responsibility for meeting their own educational needs and developing strategies for lifelong learning.

In keeping with the mission and goals of the University of Oklahoma and the ANA Standards of Clinical Nursing Practice, 2nd Ed., 1998, the faculty assumes responsibility for their continuous growth, both personally and professionally. The faculty is committed to maintaining their expertise through life-long learning activities and, in turn, to enrich the students' learning experiences.

Communication with Faculty

All students are responsible for checking their OUHSC email accounts regularly. All Graduate College and College of Nursing bulletins, announcements, and messages use this channel of communication.

Please respect individual Faculty member's posted office hours and preferences about telephoning him or her outside of class. Individual appointments may be made to discuss concerns with Faculty. Regardless of the manner of communication, students are expected to be courteous and respectful. If you are enrolled in an online course (e.g., D2L platform), communication about the course should be done via the course email (not your regular email).

OUCN Administration

Lazelle Benefield, PhD, RN, FAAN Room 116A
Dean & Professor Phone 271-2420

Gary Loving, PhD, RN, CNE Room 120
Associate Dean for Academic Programs & Associate Professor..... Phone 271-2428

Barbara J. Holtzclaw, PhD, RN, FAAN..... Room 414
Interim Assistant Dean for Research, Associate Director, Geriatric Phone 271-1491
Nursing Translational Research Training, Donald W. Reynolds Center..Ext. 49172
of Geriatric Nursing Excellence, & Professor

Kathleen Dwyer, PhD, RN Room 425
Professor and Henry J. Freede Chair in Nursing Science Phone 271-1491
Interim Director, PhD Program, and Director, Cancer Supportive Ext. 49223
Care Research, Stephenson Oklahoma Cancer Center

Beverly Bowers, PhD, RN, CNS..... Room 314
Associate Professor & Assistant Dean for the Center for Educational Excellence Phone 271-1491
Ext. 49181

Margo MacRobert, RNC, MS, CNAA-BC Room 406
Assistant Dean for Clinical Operations & Assistant Professor Phone 271-1491
..... Ext. 43253

Shelly Wells, PhD, MBA, RN, A-CNS, BC Tulsa/Room 1A30
Assistant Dean for Tulsa Campus & Assistant Professor 918-660-3967

Kathy Cooper, MS, RN Lawton/Room 612
Lawton/Duncan and Outreach Site Coordinator & Assistant Professor 580-591-8016

Heath Burge, MEd..... Room 127
Assistant Dean for Student and Alumni Affairs..... Phone 271-2428

Laurie Price Room 112
Assistant Dean for Finance Phone 271-1491
..... Ext. 49289

PhD Program Faculty who may serve on a Doctoral Committee
(= Faculty who are also eligible to chair dissertations)*

Please dial (405) 271-1491 or (405) 271-2401 and extension desired below.

Kathleen Dwyer, PhD, RN..... Room 425
Professor & Interim Director, PhD Program Ext. 49223
Freede Endowed Chair in Nursing Science

Jo Azzarello, PhD, RN* Room 337
Associate Professor Ext. 49163

Lazelle Benefield, PhD, RN, FAAN* Room 116A
Dean, Professor, & Endowed Parry Chair in Gerontological Nursing 271-2420
Director, Donald W. Reynolds Center of Geriatric Nursing Excellence

Beverly Bowers, PhD, RN, CNS..... Room 314
Associate Professor & Assistant Dean for the Center for Educational Excellence Ext. 49181

Nancy Chu, PhD, APRN, GCNS-BC, FNGNA..... Room 470
Associate Professor Ext. 49204

Melissa Craft, PhD, RN, AOCN Room 420
Assistant Professor & Co-Director of the DNP Program..... Ext. 49135

Elena Cuaderes, PhD, RN, CNE	Room 378
Associate Professor	Ext. 49184
Karethy (Kay) Edwards, DrPH, ARNP, BC*	Room 474
Professor.....	Ext. 49154
Susan Ellerbee, PhD, RNC, IBCLC.....	Room 308
Associate Professor	Ext. 49178
Valerie S. Eschiti, PhD, RN, AHN-BC, CHTP, CTN-A*	Room 453
Assistant Professor	Ext. 43261
Barbara J. Holtzclaw, PhD, RN, FAAN*	Room 414
Interim Assistant Dean for Research, Associate Director, Geriatric	Ext. 49172
Nursing Translational Research Training, Donald W. Reynolds Center of Geriatric Nursing Excellence, & Professor	
Vanessa Johnson, PhD, RN-BC	Tulsa 1F20
Assistant Professor	918-660-3983
Betty Kupperschmidt, EdD, RN, NEA-BC.....	Tulsa 1F10
Associate Professor	918-660-3953
Renee Leasure, PhD, RN, CCRN, CNS*	Room 316
Associate Professor	Ext. 49174
Gary Loving, PhD, RN, CNE	Room 120
Associate Dean for Academic Programs & Associate Professor.....	271-2428
Stephanie Marfurt, PhD, RNC, ARNP	Room 418
Assistant Professor	Ext. 43243
Marianne Matzo, PhD, GNP-BC, FPCN, FAAN*	Room 368
Professor & Francis E. & A. Earl Ziegler Endowed Chair in Palliative	Ext. 49160
Care Nursing	
Voncella McCleary-Jones, PhD, RN, BC, CNE	Room 382
Assistant Professor & Director Nurse Education Program	Ext. 49167
Mary Ann Pascucci, PhD GCNS, BC*	Tulsa 1F12
Associate Professor	918-660-3952
Su An Arnn Phipps, PhD, RN.....	Tulsa 1A33
Assistant Professor	918-660-3955
Brenda Skaggs, PhD, RN.....	271-2428
Adjunct Assistant Professor	

Patsy Smith, PhD, RNCRoom 349
Assistant Professor Ext. 49157

Francene Weatherby, PhD, RN, CNERoom 329
Professor..... Ext. 49133

Shelly Wells, PhD, MBA, RN, A-CNS, BCTulsa/Room 1A30
Assistant Dean for Tulsa Campus & Assistant Professor 918-660-3967

Janet Wilson, PhD, RN.....Room 363
Associate Professor Ext. 49190

Deborah Wisnieski, PhD, ARNPRoom 357
Clinical Assistant Professor..... Ext. 49153

Reasonable Accommodations for Disabilities

The University of Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who require special accommodations related to work in a course must notify the course instructor in writing within the first week of the course. Students must formally request reasonable accommodations for documented disabilities through Suzette Dyer at the OU Disability Resource Center (620 Elm Avenue, Suite 166, Goddard Health Center, Norman Campus). 405.325.3852 (Voice), 405.325.4173 (TDD), 405.325.4491 (FAX). The center will confirm the disability and work with the course instructor in making reasonable accommodations. Please go to <http://drc.ou.edu/content/view/164/120/> for additional information, policies, procedures and additional resources.

International Students

A minimum score of 213 (computerized) or 550 (paper) on the Test of English as a Foreign Language (TOEFL), which is administered by Educational Testing Service or the University of Oklahoma, within two years prior to application. This requirement applies to students for whom English is a second language.

Residency Requirements

The student must be in residence at the University of Oklahoma and engaged in course work or research activities prescribed by the major department for at least two regular semesters.

Exceptions can be made for degrees provided by distance education through electronic media. [Graduate College Bulletin, Section 2.9.5]

The primary purpose of residence requirements is to encourage the educational and professional development of individuals seeking advanced degrees. The opportunity for the student to associate with the faculty and other students in the University community, to utilize the facilities on the campus, and to take advantage of a wide variety of cultural opportunities justifies a relatively extended campus stay. In addition, the University must be in a position to oversee the development of the candidate, especially during the formal preparation for the General Examination.

Tuition and Fees

Information about current tuition rates and fees may be found at:

http://www.ouhsc.edu/financialservices/bursar/Bur_TuitFee.asp

Financial Assistance

A variety of scholarships and student loans are available to graduate nursing students. Interested students should contact the Office of Student Affairs and the Office of Financial Aid.

PhD students are also eligible for employment as Graduate Teaching Assistants and Graduate Research Assistants. GTAs are employed 10-20 hours per week to assist with teaching in the baccalaureate program. GRAs are employed 10 hours per week to assist faculty with research studies. Students interested in employment as GTAs or GRAs should contact the Office of the Associate Dean for Academic Programs.

Health Sciences Center

The University of Oklahoma Health Sciences Center is the state's major educational resource for training physicians, dentists, nurses, pharmacists, public health specialists, and a wide range of allied health personnel. The campus has approximately 3,700 students enrolled in its more than 70 graduate and undergraduate degree programs.

The Health Sciences Center is composed of the College of Allied Health, College of Dentistry, College of Medicine, College of Nursing, College of Pharmacy, and College of Public Health. In addition, College of Nursing degrees are also offered at the Schusterman Center in Tulsa; at Cameron University in Lawton, Oklahoma; and Sharp Center in San Diego, California. The University of Oklahoma Health Sciences Center Graduate College serves all OUHSC campuses.

Faculty and students use the clinical, laboratory, and teaching facilities of the OU Medical Center, (University Hospital, Children's Hospital of Oklahoma, and HCA Presbyterian Hospital), the Veterans Administration Medical Center, the Dean A. McGee Eye Institute, the Oklahoma State Department of Health, the Oklahoma a Medical Research Foundation, other affiliated hospitals in Tulsa, the Veterans Administration Hospital in Muskogee, and various affiliated hospitals and clinics in other locations in Oklahoma. The Oklahoma City campus is the education core of a group of 11 public and private health care institutions that make up the Oklahoma Health Center.

Health Sciences Library

The Robert M. Bird Health Sciences Library is responsible for the informational materials and services that are needed to support the research and educational programs on the Health Sciences Center campus, and serves as the major resource for health information in Oklahoma. The library collection contains more than 212,000 books, journals and audiovisuals. As a major resource for students, faculty, and professionals, the library supports teaching and research in the health-related disciplines through computer-assisted searches of the library's holdings and selected data bases.

Writing Center

The University of Oklahoma Health Sciences Center Writing Center can help you with:

- Getting started,
- Organizing your paper,
- Incorporating research,
- Citation/Documentation (APA, CMS, etc.),
- Clarity and style,
- Language usage guidelines for all kinds of writing,
- Research papers,
- Application essays,
- Verbatim reports,
- Reflection papers,
- Cover letters,
- Resumes/Curriculum Vitae,
- And more!

The Writing Center is student-oriented; the writing needs of the students are the first priority of the Writing Center staff.

The Writing Center is open on an appointment basis for all OUHSC students, free of charge. To schedule an appointment, please e-mail the writing center coordinator at writingcenter@ouhsc.edu.

Help is available at any point during the writing process—from brainstorming through the final draft.

Papers cannot be dropped off for review. However, a student who has limited time due to school/work/rotation schedules is welcome to e-mail the paper to the Writing Center Coordinator at writingcenter@ouhsc.edu. E-mailed papers will receive overview and general comments within five business days; for more specific feedback, a telephone or in-person meeting is required.

Please include the following information when you send a paper by e-mail

- Your college (e. g., Nursing, Pharmacy, Public Health)
- Your program of study (e.g., BSN; Ph.D.; MPH)
- The date your paper is due
- Any specific questions

Students may submit only their own papers. Turning in someone else's work is a form of academic misconduct. Papers submitted to the Writing Center by someone other than the author will be returned without review. Group projects must be clearly identified and submitted by a member of the group who can identify the contribution of each group member. Please include the names of all group members when submitting a group project for review.

Assistance is offered on a first-come, first-served basis. Time is limited, so papers brought in close to due dates may not receive as full a reading and review as desired.

To make an appointment contact HSC Student Affairs (Student Union Suite 300, phone 271-2416) or e-mail the writing center coordinator at writingcenter@ouhsc.edu.

Computer Requirements

All College of Nursing students are required to have a computer and software that meet specific guidelines. The detailed requirements can be obtained at:

http://nursing.ouhsc.edu/Current_Students/index.cfm#computer

Academic Computing

OUHSC computer accounts are available to current faculty, staff, students, and affiliates of the University of Oklahoma Health Sciences Center who require an account for an official university activity/endeavor or to conduct official university business. To obtain an account, carefully read the policy stated herein and follow the instructions at the bottom of this page. By using University information systems or computing resources, you agree to abide by and comply with the applicable policies, procedures and laws. Acceptable use must be ethical, reflect academic honesty, and show responsible use in the consumption of shared resources. Information stored on university computer resources and networks may be subject to the Oklahoma Open Records Act. For details of the OUHSC Computer User Account Policy see the website at <http://it.ouhsc.edu/forms/ITSecurity.pdf>.

Computers and study carrels are available for PhD students if you are on the OUHSC campus (Room 434). These computers have Microsoft Office 2007, SPSS, EndNote, and two of them have SAS. Room 426 is a conference room/research library for PhD students.

Parking

Parking information is found at the OU Parking & Transportation Services website at <http://oupts.ouhsc.edu/>. Parking fees, Rules and Regulations, Bus Routes on campus, and a Campus map are also available at this website.

Review for Protection of Research Subjects

Research and other scholarly activity at the University of Oklahoma must be above reproach. All faculty, staff and students of the University community have the responsibility to ensure the integrity and ethical standards in any activity with which he or she is associated directly, or any activity of which there is sufficient knowledge to determine its appropriateness.

Misconduct in the conduct of research undermines the scholarly enterprise and erodes the public trust in the University community to conduct research and communicate results using the highest standard and ethical practices. The University of Oklahoma is responsible both for promoting scholarly practices that prevent misconduct and for developing the policies and procedures for dealing with allegations or other evidence of scholarly or research misconduct. Additional information on University Policy on Ethics in Research may be found in the office of administrative Affairs Policies and Procedures document at:

<http://www.admainscb.ouhsc.edu/policy/sec171.htm>.

The OUHSC Institutional Review Board (IRB) website for human subject research is found at <http://www.ouhsc.edu/irb/>. Please review the processes for IRB approval at http://www.ouhsc.edu/irb/Submission_Process_MainPg.asp before submitting any proposal for research with human subjects.

Research Regulations and Policies

Prior to conducting research, students are required to familiarize themselves with the policies and procedures available on the Office of Research Administration's website. These may be found at: <http://w3.ouhsc.edu/ora/>. At a minimum, doctoral students are required to complete the biomedical and social/behavioral modules of the online CITI training.

Responsible Conduct of Research Training for Graduate Students Policy

As of January 2009, all graduate students accepted into the Graduate College must receive training in Responsible Conduct of Research. For doctoral students, this training must occur prior to their enrolling in doctoral dissertation research. Nursing 6101 satisfies this requirement.

Academic Misconduct

All students will be expected to comply with the University Policy on Academic Misconduct which can be found in Appendix C of the OUHSC Faculty Handbook and on-line at http://www.ouhsc.edu/admissions/handbook/Academic_Misconduct.htm.

The code describes academic misconduct as including but not limited to the following:

This Code applies to students, former students, and graduates.

Academic Misconduct includes any act which improperly affects the evaluation of a student's academic performance or achievement, including but not limited to the following:

- a. Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- b. Plagiarism: the representation of the words or ideas of another as one's own, including:
 1. direct quotation without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
 2. paraphrase without attribution;
 3. paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author's own;
 4. expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- c. Fabrication: the falsification or invention of any information or citation in an academic exercise;
- d. Fraud: the falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;

- e. Destruction, misappropriation, or unauthorized possession of University property or the property of another;
- f. Bribery or intimidation;
- g. Assisting others in any act proscribed by this Code; or
- h. Attempting to engage in such acts.

The code provides that the student's dean shall be notified of the charge and the dean shall notify the student. Notification of the dean shall be in writing with a description of the evidence and shall be made within ten University business days after discovery of the incident, exclusive of University breaks or academic intercessions. Possible disciplinary actions, provision for a conference with the Vice Provost for Educational Services, request for a hearing and appeals are among the matters outlined in the code.

A complete copy of the [Academic Misconduct Code](http://www.ouhsc.edu/admissions/handbook/Academic_Misconduct.htm) is available on-line (at http://www.ouhsc.edu/admissions/handbook/Academic_Misconduct.htm) or in the Office of the Vice Provost for Academic Affairs.

Important Dates:

Academic Calendar

The academic calendar for the current semester and future semesters is available at http://nursing.ouhsc.edu/Current_Students/index.cfm and select "Current Students" and then "Academic Calendars" and the semester of interest.

OUHSC Events Calendar – http://nursing.ouhsc.edu/Current_Students/index.cfm

This calendar is a way for students to post "University Sponsored Events" in one place. Please feel free to post events that are important for the HSC community. These events **must** be University sponsored events through College Student Services and Student Affairs. For more information on requirements for sponsored events, please visit [Student Affairs](#) or call 271-2416.

Important Conference Dates

Each of the following websites will provide information for upcoming regional and national annual meetings:

- Midwest Nursing Research Society (MNRS): <http://mnrs.org>
- Southern Nursing Research Society (SNRS): <http://snrs.org/>
- Western Institute of Nursing (WIN): <http://www.ohsu.edu/son/win/>
- Eastern Nursing Research Society (ENRS): <http://www.enrs-go.org/>
- Council for Advancement of Nursing Science (CANS): <http://www.nursingscience.org/>
- Sigma Theta Tau International Honor Society of Nursing: <http://www.nursingsociety.org/>

Severe Weather Precautions

During normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, Campus Police and/or Campus Security will monitor local weather advisories when tornado conditions exist. If it is determined that the campus is in the projected path of a tornado, Officers will alert building occupants of severe weather. After normal working hours and on weekends and holidays, Security will call the Dean's Office to notify those known to be in the building of severe weather problems.

The following tips may be helpful during thunderstorms or tornado warnings:

1. If outside, move indoors as soon as possible.
2. Move to an interior hallway, basement, or tunnel.
3. Remain in classrooms until the immediate danger has passed.
4. Avoid staying in exposed, exterior walkways.
5. Avoid upper floors, large glassed areas, and windows.
6. Stay out of parking decks, gymnasiums, and auditoriums.
7. Stay away from electrical appliances.
8. Only use the telephone for emergency calls.
9. Stay calm and alert.

Campus closings will be announced on the home page.

Emergency Communication System (ECS)

The University of Oklahoma has recently implemented a new Emergency Communication System (ECS). This system will enable the University to send time-sensitive notifications about emergency situations to all students, faculty and staff. These urgent messages will be transmitted to all available voice service, e-mail and text messaging options listed for your account. It is up to you to provide and confirm the contact information for the messages to reach you. The messages will provide information and instructions for action during a given situation. To check or update your contact information, please go to: <http://gohsc.ouhsc.edu/>

Graduate College Bulletin

The Graduate College Bulletin contains the current policies and procedures for the Graduate College, including Doctoral Degree Programs.

<http://w3.ouhsc.edu/graduate/GCBulletin/Home.htm>

College of Nursing Bulletin

Additional information regarding policies and procedures for the College of Nursing may be found in the OUCN Course Catalog

http://ouhsc.edu/students/student_info/course_catalog/iindex.cfm?ACAD_GROUP=NURS

II. ACADEMIC PLAN OF STUDY AND REQUIREMENTS

Purpose and Objectives of PhD Program

The PhD Program in Nursing is designed to prepare nurse scholars to advance the science, art, and practice of the discipline. PhD preparation in Nursing promotes knowledge development, organization, and application of theory and evidence-based scholarly nursing practice.

The PhD program in Nursing at OUCN provides the foundation for the preparation of nurse scientists/teachers who develop and utilize knowledge in many roles, including:

- Researcher
- Educator
- Administrator
- Clinician
- Health care policy maker

PhD students' research will fall alongside one or more faculty member's expertise, some place within the continuum of vulnerabilities across diverse populations. Program goals are:

- Increase the supply of professional nurses in Oklahoma by educating nurses for faculty positions.
- Prepare leaders for all levels of nursing education in Oklahoma as well as leadership roles in hospitals and other service settings.
- Provide advanced training in nursing science, research and grantsmanship to prepare nursing graduates to hold tenured senior positions in universities and attain funding for research and program grants.
- Facilitate recruitment of federally funded doctorally-prepared faculty to Oklahoma nursing programs.

PhD Competencies

PhD students are expected to master a set of core competencies designed to prepare them for meeting the terminal objectives established for the PhD program. These competencies are consistent with the *Position Statement: Indicators of Quality in Research-Focused Doctoral Programs in Nursing* (American Association of Colleges of Nursing, 2001). We have broken them down into three sections to correspond with theory, research, and the student's area of special focus.

Theory Competencies

- A. Think abstractly and theoretically.
- B. Understand and articulate the philosophical bases for nursing knowledge.
- C. Critically analyze theoretical literature.
- D. Analyze and critique assumptions that drive knowledge development.
- E. Articulate an historic, current, and prospective view of nursing science.
- F. Articulate an historic, current, and prospective view of the discipline.
- G. Analyze critical social policy issues within the discipline.

Research Competencies

- A. Critically analyze research literature.
- B. Articulate and compare various research methodologies.
- C. Analyze and interpret data.
- D. Develop proposals and seek funding through grant writing.
- E. Disseminate knowledge.
- F. Understand and demonstrate the methodologic skills for data collection, management, and analysis.
- G. Independently propose and complete a research study.

Special Focus Competencies

- A. Analyze and critique research in response to health and illness.
- B. Articulate circumscribed knowledge within an area of study.
- C. Identify areas needing additional knowledge development.
- D. Integrate and synthesize theory, research, and practice relevant to a specific population.
- E. Articulate substantial breadth of knowledge about relevant specialty group social policy issues.

The desired **Terminal Behaviors of all PhD Graduates in Nursing** include the effective verbal articulation of knowledge and its application; knowledge of research methodology; comprehensive knowledge of general literature in the selected areas for study; a critical, analytic approach to the areas for study; knowledge of the relationship of relevant basic and social sciences to the selected areas for study; the ability to synthesize theory and research; and identification of areas of needed investigation and appropriate use of research methodology to address these questions. These terminal behaviors of students will be evaluated through a PhD comprehensive exam and defense of the dissertation.

Overview of the PhD Program Curriculum

The PhD curriculum builds upon the content of the OUCN master's degree in science with a nursing major. Depending upon the specific master's track selected, an OUCN master's graduate will have completed 32 to 50 credit hours. Admission to the PhD program will be limited to applicants with either a baccalaureate or master's degree in nursing. No more than 44 hours of master's level credit can count toward completion of the PhD.

Required Courses

Three areas of course work comprise the required courses for the OU PhD program with a nursing major. These areas, and the approximate number of courses, include: Nursing Science Core (6), Research Methods Core (8), and Substantive (minor) Focus Area (3+, varies). OU dissertation requirements must also be met. Research content is integrated into the majority of the PhD nursing courses. Courses taken in the Focus Area may be established courses or Special Studies in Nursing Science (N6990) courses offered in a specific area of a student's research focus. For example, such courses could include topics related to physiology, psychology, nutrition, in-depth analysis of content related to a faculty's clinical expertise, or education.

PhD Curriculum in Nursing

Dept.	No.	Required Courses	Credit Hours
Nursing Science Core (6 courses)			
NURS	6102	<i>Roles and Responsibilities of the Nurse Scientist</i>	2
NURS	6103	<i>Philosophy of Science</i>	3
NURS	6111	<i>Ethics in Research and Scholarship</i>	1
NURS	6101	<i>Responsible Conduct of Research</i>	1
NURS	6203	<i>Epistemology in Nursing Science</i>	3
NURS	6303	<i>Vulnerability & Disparity in Diverse Populations</i>	3
Total Credit Hours			13
Research Methods Core (8 courses)			
NURS	6113	<i>Quantitative Methods in Research</i>	3
NURS	6213	<i>Qualitative Methods in Research</i>	3
NURS	6313	<i>Research Measurement and Instrumentation</i>	3
NURS	6401	<i>Grant Writing Seminar</i>	1
NURS	6123	<i>Applied Statistics I</i>	3*
NURS	6223	<i>Applied Statistics II</i>	3*
NURS	6323	<i>Special Focus in Applied Statistics</i>	3*
NURS	6402	<i>Implementing Research with Diverse Populations</i>	2
NURS	6301	<i>Research Practicum (must take a minimum of 1 cr)</i>	1-6
NURS	6501	<i>Prospectus Seminar</i>	1
Total Minimum Credit Hours			23
Substantive Focus Area (3+ courses, variable)			
Focus Area	varies	<i>A minimum of 9 credit hours of course work in the content, context, or methodology supporting the student's program of study.</i>	9
Total Minimum Credit Hours			9
Optional Electives that can be used as one of the 9 credit hours of supporting substantive coursework.			
NURS	6512	<i>Translational Science for Practice</i>	2
NURS	6943	<i>Issues in Aging</i>	3
NURS	6423	<i>Special Focus in Qualitative Methods</i>	3
NURS	6960	<i>Directed Readings in Nursing Science</i>	1-6
NURS	6990	<i>Special Studies in Nursing Science</i>	1-4
Dissertation			
NURS	6980	<i>Dissertation Research (enroll in following admission to candidacy.(21 cr hrs. is typical for dissertation)</i>	12-21
Total Minimum Credit Hours for PhD coursework			58-72**
Total Graduate College post-baccalaureate hours required for PhD			90

*Equivalent coursework may be taken outside of the College of Nursing for these required courses. Students must complete a minimum of 9 credit hours in advanced statistics.

**Students will need to take 1 additional credit of Research Practicum, Directed Readings or Special Studies to meet the required minimum of 58 hours for PhD coursework.

Course Descriptions

Course descriptions can be found at the web address below:

http://nursing.ouhsc.edu/Prospective_Students/Program_Information/phd_courses.html

Nursing Science Core Courses

NURS6102 – Roles and Responsibilities of the Nurse Scientist

Socialization process to role of nursing scholar/scientist. Career trajectories of nursing scholars who have pursued various roles. This seminar addresses the responsibilities and activities of a scientist in the health profession. (2 credits)

NURS6103 – Philosophy of Science

Systematic study of contemporary philosophies of science. Review of the principles now considered part of the scientific method. Explores theoretical grounds for skepticism regarding those principles. Analysis of historical examples of scientific discovery. (3 credits)

NURS6111 – Ethics in Research and Scholarship

Analysis of philosophical and empirical research in health care ethics with consideration of human diversity and vulnerability. Deals with ethical imperatives and implications for the role of clinical nurse scientists in research. Ethical theories are critiqued. Discusses ethical issues related to ethnically diverse and/or vulnerable populations as research participants. (1 credit)

NURS6101 – Responsible Conduct of Research

Explores a variety of ethical and policy issues pertinent to the responsible conduct of research. Analysis and application of topics including conflict of interest, responsible authorship, policies for handling misconduct, data management, data sharing, and policies involving use of human and animal subjects. (1 credit)

NURS6203 – Epistemology in Nursing Science

Students synthesize theory development knowledge with strategies for testing theoretical statements. The student critically evaluates, compares, and contrasts the major theory development strategies used in nursing. Provides theoretical foundation for all subsequent research coursework. (3 credits)

NURS6303 – Vulnerability and Disparity in Diverse Populations

This course examines vulnerability and disparity in health and available health resources to specific population groups. Drawing on the vulnerable populations' conceptual model, the course is designed to help the student develop research questions about interrelationships among resource availability, relative risk, and health status. Resource availability speaks to socioeconomic and environmental resources that are operationalized in this model as income, jobs, education, housing, availability of health care, quality of health care, and patterns of family and community life. Relative risk addresses the likelihood of exposure to risk factors and is reflected in lifestyle behaviors, choices, and exposure to stressful events. Health status is operationalized as morbidity and mortality. Relevant research is used to analyze key concepts related to caring, health, quality of life, diversity and vulnerability. (3 credits)

Research Methods Core

NURS6113 – Quantitative Methods in Research

This required core course enables the PhD student to select appropriate designs to achieve specific research aims. Students build on earlier knowledge of research methods by in-depth examination of varied research designs, data collection, methods, and psychometric evaluation of instruments. (3 credits)

NURS6213 – Qualitative Methods in Research

This required core course enables the PhD student in nursing to examine philosophical foundations for and methodological issues in using qualitative approaches for research, evaluate validity, reliability, and methodological rigor using qualitative approaches. A research project for a problem that is best addressed using a qualitative approach will be developed. (3 credits)

NURS6313 – Research Measurement and Instrumentation

A course in research instrumentation presenting modern and classical psychometrics for research studies from the perspective of item response theory. Reliability and validity are emphasized in the evaluation of item and scale characteristics. Examples from nursing research are used to exemplify links between conceptual relationships and use of empirical indicators to test them. (3 credits)

NURS6401 – Grant Writing Seminar

This required course provides research training that moves beyond achievement of dissertation aims. Inclusion of grantsmanship principles and skills in the doctoral program curriculum helps to prepare graduating PhD students in nursing to compete successfully for grant funding to carry on scholarly investigations. (1 credit)

NURS6123 – Applied Statistics I

Advanced conceptual understanding and applied statistical techniques to answer questions relevant to nursing. Students review assumptions underlying specific analyses, perform and interpret output from descriptive and inferential statistical analyses using statistical software, determine appropriate statistical approaches to answer research questions, develop sound analysis plan based on type of data collected. (3 credits)

NURS6223 – Applied Statistics II

Advanced conceptual and applied use of statistical techniques. Students review assumptions underlying specific approaches, perform and interpret output from analyses completed using statistical software, determine appropriate statistical approach to answer defined research questions relevant to nursing, and apply ANOVA and multiple regression models. (3 credits)

NURS6323 – Special Focus in Applied Statistics

Intensive focus of specific statistical analytic approaches relevant to nursing with application and interpretation of statistical output. Topic area varies depending on faculty expertise and student dissertation needs. Includes analysis of data sets and interpretation of outcomes from designated statistical approaches. May be repeated with change of focus. (3 credits)

NURS6402 – Implementing Research with Diverse Populations

Issues and approaches for implementing research with diverse populations. Social and cultural factors affecting health among sub-populations defined by age, etc. How the constructs and meaning of race, ethnicity, social class, language, and culture affect clinical research in addressing health disparities. Examples from research proposals and published research are discussed. (2 credits)

NURS6301 – Research Practicum

This clinical research practicum is designed to give the student actual research experience in their area of focus outside the dissertation. Teamwork and collaboration are encouraged. Students may participate as a team member in the mentor's research. (1-6 credits)

NURS6501 – Prospectus Seminar

This required core course assists the PhD student in nursing to develop, justify and refine the dissertation proposal under the supervision of a research methodologist and improve the proposal through sharing and feedback from faculty and other students. (1 credit)

Substantive Focus Area (individually tailored for each student).

Courses will be selected, with the guidance of the advisor and dissertation chair, which provide substantive support (topical, theoretical, or methodological) to the student's dissertation.

Optional electives that can be used as one of the 9 credit hours of supporting substantive coursework**NURS6423 – Special Focus in Qualitative Methods**

In-depth focus on specific qualitative research method and analytic approach relevant to nursing. Topic varies depending on faculty expertise and student dissertation needs. Theoretical underpinnings, project planning and implementation, sampling, data management issues and techniques are examined with emphasis on analysis, application, and interpretation of findings within healthcare context. (3 credits)

NURS 6512 – Translational Science for Practice

An overview of the culture, language, and methods of translational science and its application to patient care. Includes examples of translational research findings applied to clinical practice, basic and medical science findings used to inform clinical nursing inquiry, and models of translation that enhance adoption of best practices in nursing. (2 credits)

NURS 6943 – Issues in Aging

Substantive online focus course for master's and doctoral students requiring current knowledge in key factors affecting geriatrics. Topic varies depending on faculty expertise and student dissertation needs. Examples include modules addressing physiological, pharmacological, cognitive, and geropsychiatric factors affecting aging in place. May be repeated with variable content. (3 credits)

NURS6960 – Directed Readings in Nursing Science

Intensive directed readings in a specific area of interest. May be repeated with variable topics and content; maximum credit nine hours. Individually tailored for each student with an extensive directed reading in a specific area of the student's interest and/or background. (1-6 credits)

NURS6990 – Special Studies in Nursing Science

Contemporary theoretical issues; significant research developments or special research ideas studied under the direction of the faculty. Students may select areas related to their research topics, substantive area or selected methodologies. May be repeated with change of subject matter; maximum credit – 9 hours. (1-4 credits)

Dissertation

NURS6980 – Dissertation Research

Students conduct original research. (12-21 credits)

*NOTE: Students may enroll in dissertation hours for the semester **following** successful completion of the general exam but not before. Students may not under any circumstances receive credit for or enroll in dissertation hours until after successful completion of the General Exam and admission to candidacy by the Dean of the Graduate College.*

Plan of Study

It is anticipated that full-time students entering with a MS or MN degree in Nursing will take four to six years to complete the program. Coursework can be completed in three years of full-time study.

The Graduate College has specific time limits for achieving milestones in the educational process [See Graduate Bulletin, 4.6.3]. A doctoral student who enters with a bachelor's degree is expected to pass the departmental general examination **within five calendar years of the student's first graduate enrollment in the department** and a **student who enters with a master's degree is expected to pass the departmental general examination within four calendar years of the student's first graduate enrollment in the department.**

A doctoral candidate is normally **expected to complete all the degree requirements within five years after admission to candidacy.**

The BSN-to-PhD track is also offered to encourage nurses wishing to conduct research in an academic environment to go directly into a PhD program and emerge at an earlier age and stage in their careers.

The program was developed with a logical progression to conceptualize a program of research. The research coursework encompasses describing the existing science surrounding a problem, identifying a testable research question, testing instruments or analyses, and developing a coherent proposal.

Combining both formal coursework and hours of dissertation research, the minimum required number of semester hours for the PhD degree is 90 post-baccalaureate hours. No more than six hours of 5980 Research can be included in the 90 hours [Graduate Bulletin, 4.6.1.9]. A minimum of 12 credits is required for dissertation research but it is anticipated that 21 hours will be the norm.

Research Faculty Mentors

Identification of research mentors begins in the first year as the student develops the topic area for a program of research. The research faculty mentor will include the student in his/her own active research studies (a course requirement) and in that process, gain a context to the theory courses being taken. Research mentors and Supervising Committee members will be appointed in the student's first year of enrollment in the PhD program. The research mentor will logically be a member (possibly even the chair) of the Supervising and/or Dissertation Committee, depending on the time at which the mentorship relationship began. Dissertation Committee members for each student will be appointed following his/her successful completion of the General Examination. Students will not be permitted to pursue research topics in areas that are not supported by faculty research expertise from one or more of the three collaborating universities: The University of Oklahoma (OUHSC), the University of Colorado (CU), and the University of Minnesota (UMN). On the other hand, students may enhance their dissertation topic by interdisciplinary mentorship from faculty in disciplines other than nursing.

Full-Time Plan of Study for Students with a Master's Degree in Nursing

Italicized courses are electives with the exception of 1 credit of Research Practicum that is required.

Year 1 (22-23 credits)

Fall Semester (9 credits)

NURS 6102 Roles and Responsibilities of the Nurse Scientist (2 cr)
NURS 6103 Philosophy of Science (3 cr)
NURS 6123 Applied Statistics I (3 cr)
NURS 6111 Ethics in Research and Scholarship (1 cr)

Spring Semester (10 credits)

NURS 6203 Epistemology in Nursing Science (3 cr)
NURS 6213 Qualitative Methods in Research (3 cr)
NURS 6223 Applied Statistics II (3 cr)
NURS 6101 Responsible Conduct of Research (1 cr)

Summer Session (4 credits)

NURS 6323 Special Focus in Applied Statistics (3 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Year 2 (22-25 credits)

Fall Semester (9-12 credits)

NURS 6303 Vulnerability and Disparity in Diverse Populations (3 cr)

NURS 6113 Quantitative Methods in Research (3 cr)
NURS 6313 Research Measurement and Instrumentation (3 cr)
Supporting Courses: Substantive Focus Area Course (3 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Spring Semester (9 credits)

NURS 6402 Implementing Research with Diverse Populations (2 cr)
Supporting Courses: Substantive Focus Area Course (3 cr)
Supporting Courses: Substantive Focus Area Course (3 cr)
N6943 Issues in Aging
N6960 Directed Readings
NURS 6301 Research Practicum 1-6 cr

Summer Session (4 credits)

NURS 6401 Grant Writing Seminar (1 cr)
NURS 6501 Prospectus Seminar (1 cr)
NURS 6512 Translational Science for Practice (2 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Year 3 (15 credits+)

Fall Semester (Minimum 9 credits for full-time study)

NURS 6960 Directed Readings in Nursing Science (2 cr)
Supporting Courses: Substantive Focus Area Course (3 cr)

Spring Semester (Minimum 9 credits for full-time study)

NURS 6980 Dissertation (4 to 9 cr)

Summer Session (Minimum 4 credits for full-time study)

NURS 6980 Dissertation (4 cr)

Year 4

Fall Semester/Spring Semester/Summer Sessions

NURS 6980 Dissertation (hours as needed)

Part-Time Plan of Study for Students with a Master's Degree in Nursing

Year 1 (14-17 credits)

Fall Semester (6 credits)

NURS 6102 Roles and Responsibilities of the Nurse Scientist (2 cr)
NURS 6103 Philosophy of Science (3 cr)
NURS 6111 Ethics in Research and Scholarship (1 cr)

Spring Semester (7 credits)

NURS 6203 Epistemology in Nursing Science (3 cr)
NURS 6213 Qualitative Methods in Research (3 cr)
NURS 6101 Responsible Conduct of Research (1 cr)

Summer Session (1-3 credits)

NURS 6301 Research Practicum
NURS 6960 Directed Readings

Year 2 (15 credits)**Fall Semester (6 credits)**

NURS 6123 Applied Statistics I (3 cr)
NURS 6303 Vulnerability and Disparity in Diverse Populations (3 cr)

Spring Semester (6 credits)

NURS 6223 Applied Statistics II (3 cr)
NURS 6402 Implementing Research with Diverse Populations (2 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Summer Session (3 credits)

NURS 6323 Special Focus in Applied Statistics (3 cr)

Year 3 (14-18 credits)**Fall Semester (6-7 credits)**

NURS 6113 Quantitative Methods in Research (3 cr)
NURS 6313 Research Measurements and Instrumentation (3 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Spring Semester (6 credits)

Supporting Courses: Substantive Focus Area Course (3 cr)
Supporting Courses: Substantive Focus Area Course (3 cr)
NURS 6512 Translational Science for Practice (2 cr)
NURS 6943 Issues in Aging (3 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Summer Session (2-5 credits)

NURS 6401 Grant Writing Seminar (1 cr)
NURS 6501 Prospectus Seminar (1 cr)
Supporting Courses: Substantive Focus Area Course (2-3 cr)
NURS 6512 Translational Science for Practice (2 cr)
NURS 6301 Research Practicum
NURS 6960 Directed Readings

Year 4 (14 credits)

Fall Semester (2 credits)

NURS 6960 Directed Readings in Nursing Science (2 cr)

Spring Semester (4 credits)

NURS 6980 Dissertation (4 cr)

Summer Session (4 credits)

NURS 6980 Dissertation (4 cr)

Year 5 (hours as needed)

Fall Semester/Spring Semester/Summer Session

NURS 6980 Dissertation (hours as needed)

The BSN-to-PhD Option

The fast track for preparing PhD-prepared nurses is designed to allow students to be admitted directly from their baccalaureate nursing program into the PhD program and is only available to full-time students. This option is streamlined so that all essential courses and dissertation requirements can be completed in four years. Because OU's program does not require the completion of a master's degree as a prerequisite to beginning the PhD program, the PhD can be achieved one year earlier than the traditional master's pathway.

- 58 credit hours is typical for PhD coursework in Nursing
- 34 credit hours of graduate course work is required at the master's or higher level
- 12 credit hours is the minimum requirement for dissertation research

BSN-to-PhD Admission Option (Full-Time Plan of Study Only)

Year 1 (34 credits)

Year 1 (34 credits)

Fall Semester (12 credits)

3 cr PATH5503 Applied Principles of Pathology*

3 cr NURS5083 Health Promotion and Culture in Nursing*

3 cr NURS5633 Advanced Assessment & Diagnostic Reasoning*

3 cr NURS5123 Financial Management in Nursing*

Spring Semester (12 credits)

3 cr NURS5033 Research in Nursing (N5073 is prerequisite)*

3 cr NURS5053 Health Care Policy and Ethics in Nursing*

3 cr NURS5013 Pharmacology for Advanced Practice Nurses*

3 cr NURS5073 Theory Development in Nursing*

Summer Session (10 credits)

Graduate Elective courses (3-4 cr)

NURS6960 Directed Readings in Nursing Science (6 cr)

Research doing directed readings for a systematic literature review and either a secondary data coding and analysis with a written report or completion of an evidence-based practice project*

*Existing OUCN Master's of Science with a Nursing Major Program Courses

[Note: The Plan of Study for Years 2, 3, and 4 will be the same as Years 1, 2, and 3 for the direct entry student who already has earned a master's degree in nursing.]

General Examination Guidelines

(Effective for Students Admitted for Fall 2010 and thereafter)

The Written General Examination will be taken after completion or during the last enrolled semester of all required nursing courses and at least nine credit hours of substantive supporting courses. The Supervising Committee for the General Exam will consist of at least three members: a Chair **who is the student's Dissertation Chair** and at least two doctorally- prepared faculty members who are eligible to serve on a dissertation committee. The student after consulting with his/her advisor must complete the Application for the General Exam form

[http://www.ouhsc.edu/graduate/Forms/App_Gen_Exam_Doc_Degree_2007.pdf] at least two weeks before the exam is to be held. In addition, the Student must complete the OUCN form **General Exam Contract for Completion** [available from the PhD office]. Once the Supervising Committee has been selected, and **both forms** completed, the Chair must submit the completed forms to the Graduate Education Committee for Nursing for approval. The Graduate Education Committee for Nursing will forward approved applications to the Graduate College.

These members will generally continue on to be members of the Dissertation Committee, but if changes are made at that point, they must be approval by the Dean of the Graduate College.

At least two members of the committee must be faculty from the College of Nursing. The length of time to complete the written general examination will be determined by the student's Supervising Committee and must occur within 90 days of the start date. Following successful completion of the written examination, an Oral Component will take place at a time determined by the Supervising Committee.

Enrollment Requirements during General Examination: A student must be enrolled for credit in at least 2 graduate credit hours at the University of Oklahoma in the semester the General Examination is held [Graduate College Bulletin, Section 4.9.1]

Written general examination documents the student's ability to create a written argument to support a scientific study. The written general exam should demonstrate the depth and breadth of knowledge the student has obtained throughout PhD coursework, synthesized, and now is applying. The examination will support the scientific basis of the student's dissertation. The examination consists of:

1. Introduction to the problem, documentation of its significance, and relationship to the health of individuals, groups, families, or communities. Makes a case for how the investigation will contribute to existing knowledge and advance nursing science and nursing practice. **(Student is required to demonstrate in writing an understanding of the philosophical, theoretical, and conceptual issues that have been considered and rationale for the choices made)**
2. Critically evaluating existing knowledge and identifying gaps in the scientific evidence. Review of existing literature including theoretical or conceptual theoretical framework, display strengths or weaknesses in existing knowledge, Argue how the proposed study will either confirm, refute or fill in a gap in what is currently know. Make convincing argument that his study is the next logical step based on the state of the science. **(Student is required to demonstrate of substantive literature relevant to the population and problem of interest, critically analyze the state of knowledge, and demonstrate ability to write an integrated literature review.)**
3. Conceptual or theoretical underpinnings of the proposed study. Identify the relevant concepts and relational statements of the proposed study. Explain, clarify, and diagram the logical links between the concepts, the empirical indicators, and variables. Identify relationships that are known and relationships not previously investigated that could be the basis of the proposed study. For a qualitative study, identify ideas, contexts, or existing knowledge that informs the investigator as to what and under what conditions the phenomenon is to be studied. (Student is required to demonstrate, in writing and visual representation, the logical links between factors of the proposed study, relating them to existing knowledge and unknown questions.)
4. Methodological Considerations. Given the arguments of critically evaluating the state of the science and conceptual underpinnings, identify a study purpose, proposed aims, and related hypothesis and/or research questions. Select possible approaches to study of the proposed phenomenon. Compare, contrast, and argue various strategies for achieving aims of the study. **(Student demonstrates in writing, knowledge of design, measurement, analyses, and ethical issues for the possible methodological choices.)**

Evaluation Process for the Written Examination

1. Student submits the examination to the Supervisory Chair for dissemination to Supervisory Committee members.
2. Supervisory committee members will review the written examination demonstration of original thinking, organization, logical progression of ideas, sound critical evaluation of

the literature and evidence of depth and breadth of knowledge related to the phenomenon of interest.

3. The written general examination must be approved and signed off on the General Examination Written Component Approval Form (available from the PhD Program Office) by the Supervisory committee members. This form is then submitted to the PhD Program Office.
4. The student must successfully pass the General Examination Written Component before progressing to the Oral Component.

Oral Component of the General Examination

A student must first successfully pass the Written General Examination before progressing to the Oral Component. The oral examination requires the student to verbally defend the written examination before General Examination Supervisory Committee.

The oral examination is scheduled for a two hour block of time. The oral component begins with a formal 30-minute, or less oral, presentation of the key findings of the written examination. **(Tests the student's ability to respond verbally to questions about the phenomenon of interest and its study. The oral component also tests the students ability to be confident and skeptical, empirical and theoretical, and to defend own ideas yet be open to alternatives.)**

1. Following the oral presentations, committee members will ask questions, drawing from the PhD coursework and selected substantive areas to clarify or justify.
2. The oral exam is not confined to the topics covered in the written examination. Questions may draw on knowledge acquired during the program that has relevance to the phenomenon of interest and its study.
3. The student or any committee member can ask for a break anywhere during the oral exam.
4. After the Supervising Chair determines if all reasonable questions have been asked with ample opportunity for the student to answer them, the student is asked to leave the room.
5. The Supervising Chair asks each committee member to voice opinion on the student's performance and leads a discussion that includes general impressions, specific evaluations, strengths, weaknesses, recommendations, and overall decision. The Committee members' final evaluation of the student is based on a consensus process.
6. Once the decision about the outcome of the oral component, the student is asked to return to the room and the Supervising Chair reviews the Committee's recommendations.

7. Each member of the Supervising Committee must sign the approval form that advances the student to Candidacy. The form is available from the PhD program office. Once the form is signed, it is submitted to the PhD Program Office. The PhD Program Office will take the signed form to the Graduate College.
8. Successful completion of both the written and oral portions of the General Examination permits the student to be admitted to *candidacy*.

General Exam Guidelines for Students Admitted prior to August 2010

Students admitted prior to August 2010 have the option to use the guidelines on pp. 32-34 or they may choose to follow the original guidelines stated below. The student's decision must be communicated in writing to the Chair of the Supervising committee.

Each PhD student eligible for the General Examination will be assigned a Supervising Committee of at least three members to oversee his/her General Examination. The Supervising Committee will be selected by the student with the guidance and approval of the student's Supervising Professor and approved by the Graduate Education Committee. The student after consulting with his/her advisor must complete the Application for the General Exam form [http://www.ouhsc.edu/graduate/Forms/App_Gen_Exam_Doc_Degree_2007.pdf] at least two weeks before the exam is to be held. In addition, the Student must complete the OUCN form **General Exam Contract for Completion** [available from the PhD office]. Once the Supervising Committee has been selected, and **both forms** completed, the Chair must submit the completed forms to the Graduate Education Committee for Nursing for approval. The Graduate Education Committee for Nursing will forward approved applications to the Graduate College.

The Supervising Committee, chaired by the student's Supervisor Professor, who is an OUCN Faculty, will decide upon and conduct the qualifying examination and will consist of two PhD faculty members internal to the OU College of Nursing, one "outside" member from another discipline, and possibly one additional nursing faculty from the collaborative partners at UMN and CU who will serve as a fourth "inside" member.

Members of the student's Supervising Committee will develop the questions for the General Examination and conduct the examination in two parts: A written component with global questions drawn from previous coursework, current research problems, or the literature. A committee of two members internal to the college or discipline of nursing (one may be from the collaborative partners) and one external person will develop the questions. At least two, but no more than three, questions can be submitted by each member of the Supervising Committee. The test is "open book" in that students may refer to literature, notes, or other references to answer the questions and distance students can take the examination at a remote site with a proctor. The examination must be taken at a designated time and place and is designed to reflect expository writing, ability to organize thoughts, and not represent memorization of factual material. The content will be essay responses to the formulated questions. It is anticipated that approximately six to eight hours will be required to complete the responses. Prior to the test, the Supervising Committee Chair will review the examination questions, meet with the student and discuss general areas of concentration to prepare for the General examination. The student in collaboration with the Supervising Committee chair

will set a date for the writing of the examination. Once the written examination is completed, the committee will review the responses over a two-week period. An oral response session will be set at the end of the two weeks at which time the candidate will be asked for clarification of points made in the written examination. The time allocated for this exercise is generally one to two hours. After completion of the oral portion of the examination the committee will deliberate and determine if the student has successfully passed the examination. The Candidate will be informed of the examination results the day of the exam.

Each member of the Supervising Committee must sign the approval form that advances the student to Candidacy. **The form is available from the PhD program office.** Once the form is signed, it is submitted to the PhD Program Office. **The PhD Program Office will take the signed form to the Graduate College.**

Successful completion of the written and oral portions of the General Examination permits the student to be admitted to *candidacy*.

Enrollment Requirements during General Examination

A student must be enrolled for credit in at least 2 graduate credit hours at the University of Oklahoma in the semester the General Examination is held [Graduate College Bulletin, Section 4.9.1]

Dissertation Policies and Procedures

There is an approved policy on an alternative format available for the Dissertation ([website http://www.ouhsc.edu/graduate/PDF/GuidelinesforPreparationoftheMastersThesisandDoctoralDissertation.pdf](http://www.ouhsc.edu/graduate/PDF/GuidelinesforPreparationoftheMastersThesisandDoctoralDissertation.pdf)). Please consult the OUHSC Graduate College Bulletin, 4.11 THE DOCTORAL DISSERTATION, for details.

The Dissertation Committee

Once the General Examination is completed, the Dissertation Committee will be selected by the student with the guidance and approval of the Supervising Professor and approved by the Graduate Education Committee for Nursing and Director of the PhD Program.

When a student has selected the members of their dissertation committee with the guidance of their Supervising Professor, they must submit the following information in order to obtain approval of the dissertation committee membership by the Graduate Education Committee for Nursing:

1. The list of members for their dissertation committee;
2. A general description of their research focus; and
3. A brief description of how each of the members on the dissertation committee will contribute.
4. Completed "Request for Approval of Doctoral Committee" form (see Graduate Student Forms – "Request for Approval of Doctoral Committee" - http://www.ouhsc.edu/graduate/Student_Forms.htm).

The PhD Program Office will then submit the completed forms to the OU Graduate College for final approval. The student's Dissertation Committee will be established by the Advisory Committee in coordination with the student and the dissertation advisor and with approval by

the Graduate dean. This committee will consist of **at least five members** with the majority from the department and with **at least one member from outside the department**. The committee must be constituted so that no more than two members do not have authority to chair doctoral committees (Graduate College Bulletin, Section 4.9). Typically, this will include the Chair and members of the original General Examination Supervising Committee. However, the focus of the Candidate's research or attrition of members may make it necessary to add or replace members thus allowing the Candidate to add at least one to two additional members to provide the specific support needed for the dissertation study. Since oversight of the PhD program resides in the OU Graduate College all members of the PhD teaching faculty must meet OU Graduate College guidelines for PhD committee roles.

Those University of Colorado and University of Minnesota nursing faculty who agree to serve as co-mentors and/or on dissertation committees will have both adjunct OU College of Nursing faculty status and have received Graduate Faculty status approval from the OU Graduate College. Faculty from collaborating institutions who are eligible to serve on dissertation committees may be included as dissertation committee members as appropriate, particularly if they hold expertise in the topical area or methodology of the student's work. However, all dissertation chairs will be OUCN faculty members who meet OU Graduate College requirements for the role.

Dissertation Enrollment Requirements

The initial enrollment in NURS6980 (Research for PhD Dissertation) must be for at least two hours and only students who have completed the General Examination and have been admitted to candidacy may enroll in NURS6980. Subsequently, each graduate student must maintain continuous enrollment during each semester in at least two hours of NURS6980 until the requirements for the degree are completed or candidacy for the degree is terminated. Enrollment in NURS6980 during the summer session is required if work is being done on the dissertation.

The continuous enrollment requirement will be waived for a student who is not working on the dissertation but enrolled in course work full-time. However, if dissertation work is being done a student must enroll in NURS6980 regardless of the number of other hours of enrollment. Exceptions to the continuous enrollment requirement will be considered on an individual basis by petition to the Graduate Dean.

The faculty advisor will determine the number of NURS6980 credit hours for each enrollment on the basis of the amount of faculty and University resources and services required by the individual student but each enrollment will be for two or more hours. A student working full-time on the dissertation and using University facilities must be enrolled as a full time student during regular semesters and the summer session (See Enrollment section for information on full-time enrollment requirements.) Such enrollments must be completed during the regular registration period. An enrollment of less than full time requires the signature of the student's major department chairperson as well as the faculty advisor.

A graduate student, who does not comply with the above provisions, must enroll during the semester in which graduation is expected for the exact number of hours of NURS6980, which would have been completed with continuous enrollment. In addition, a late enrollment

fee must be paid for each of those semesters. The Graduate College and the Office of Admissions and Records will determine the number of hours of NURS6980 in which the student must enroll in the final semester of the degree program. [Graduate College Bulletin, Section 4.11.1]

Dissertation Reading Copy

The PhD candidate should prepare and distribute reading copies of the dissertation to each PhD committee member. The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages, and a complete bibliography. It is the responsibility of the student to assure that the dissertation format complies with the Graduate College standards as defined in the "Instructions for the Master's Thesis and PhD Dissertation." When the copy has received preliminary approval of the major professor, it should be submitted to the Graduate College along with a memorandum from the major professor indicating approval of the reading copy and listing the members of the reading committee. Reading copy deadlines are printed in the Class Schedule Bulletin for each semester. Students who wish to file an electronic dissertation must submit their reading copy as a PDF document using Adobe Acrobat. Approval to submit in this format must be indicated by the major professor in a memorandum.

The Graduate Dean will direct the committee to read and determine whether the dissertation demonstrates the student's discipline. They may accept or reject it. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee and the Graduate College. If they accept it, they may require changes and corrections. When the dissertation is in an acceptable format to the Graduate College and a degree check indicates the student has completed all course work with acceptable grades, the student may schedule the final oral examination. [Graduate College Bulletin, Section 4.11.2]

Defense of the Dissertation Proposal

The dissertation proposal is a product of the student's work in the prospectus seminar, where the actual dissertation proposal is developed, and dialogue with the dissertation Chair. Students will present and orally defend the dissertation proposal to the Dissertation Committee.

Authority for the Defense of the PhD Dissertation

This form and others related to the dissertation defense are mailed to the student's major professor before the final oral exam. All members of the committee must sign the form and signify whether the examination was satisfactory or unsatisfactory. At least four members of the PhD committee, including the major professor and outside member must be present to conduct the examination. Any changes in the PhD committee must be approved by the Graduate Dean. The Graduate Dean may exercise a prerogative and appoint an observer for the Graduate College who would not be a voting member. The defense will be open to the scholarly community, the Graduate Education Committee and other PhD students will be encouraged to attend. At least 10 days before the defense, the candidate must submit to the Graduate College an *Announcement for the Final Exam* and a double-spaced abstract of no more than 350 words. The Dissertation Chair is expected to prepare and rehearse the student's arguments prior to the defense. After responding to questions from the general public the Dissertation Committee meets privately with the student to ask any additional

questions and have the student address any other faculty concerns. The Dissertation Committee determines whether or not the student passes the Dissertation Defense. Travel is not necessary for committee members of the collaborating institutions as the connectivity through teleconference means or IP video connections makes it possible for their "virtual" attendance.

The results of the dissertation defense must be reported to the Graduate College within 72 hours. A unanimous report from the PhD committee is expected; however, on occasion some dissenting reports are received. If one member dissents, the dissent is recognized as a minority report. If two members of the PhD committee dissent, a minority report must be filed and the Graduate Dean will investigate and make the final decision. If more than two members vote unsatisfactory, the defense is judged to be a failure. Only one attempt is granted in defending the dissertation. If the defense is determined to be unsatisfactory (failure), the decision is final and the defense cannot be repeated. Furthermore, the student will be dropped from the rolls of the Graduate College and candidacy for the PhD degree will terminate.

Nothing herein shall prohibit such a student from reapplying for admission to the Graduate College and if readmitted, pursuing a PhD degree in some other major field so long as the student satisfies all necessary degree requirements under the rules and regulations of the admitting department, Graduate College and University of Oklahoma Health Sciences Center. [Graduate College Bulletin, Section 4.11.3]

Depositing a Dissertation in the Robert M. Bird Health Sciences Library

Students may elect to submit their dissertation in electronic format or cotton bond paper. Students submitting electronically must submit two copies of the PDF document on two CD-ROM's or disks and a paper copy of the dissertation signature page containing original signatures of the Dissertation Committee. All other students must submit three final copies of the dissertation on 100 percent cotton bond paper with original signatures of the committee. The dissertation must be delivered to the Graduate College within 60 days of the final defense. If all is in order, the copies of the dissertation are given to the student to be deposited with the library.

If a student fails to do this, the results of the defense will be set aside and the student must present to the Graduate College a new reading copy of the dissertation that received preliminary approval of the major professor. When the PhD committee accepts this new reading copy, the student can then schedule the final oral examination, which shall constitute the defense of the dissertation.

It is essential that all PhD candidates make themselves responsible for the complete and accurate collation of their dissertations before turning them in to the Library. Students are also reminded that if they are utilizing copyrighted material in the dissertation, they must obtain permission from the holder of the copyright for such reproduction; without such permission, the author of the dissertation is liable to prosecution once the dissertation has been made a published document. [Graduate College Bulletin, Section 4.11.4]

Minimum Credits Required

The minimum required number of semester hours for the PhD degree, combining both formal courses and hours of research is 90 post-baccalaureate hours. Up to 6 hours of NURS5980, Research for the Master's Thesis, may be included in the 90 hours. Credits accumulated to satisfy research tool requirements will not be accepted in fulfillment of the 90-hour minimum requirement. [Graduate College Bulletin, Section 4.1]

Transfer Credits

The acceptance of transfer credit from another institution for a PhD degree at OUHSC is determined in accordance with the following criteria:

1. A maximum of 44 semester hours from individual courses and/or a completed degree may be applied toward a PhD degree. Exceptions can be made for additional non-OU coursework taken by electronic media, following enrollment in an OUHSC PhD program.
2. The coursework transferred must represent valid graduate credit earned in graduate level courses from an accredited college or university.
3. The credit must carry a grade of A, B, or S.
4. The credit must be applicable to the degree program.
5. **Individual courses applied must not be more than six years old at the time of admission to the degree program.** In special cases, credit more than six years old may be transferred if recommended and validated by the department and approved by the Graduate Dean. The departmental procedures to validate the student's current knowledge and competency must have the approval of the Graduate Dean.
6. A completed master's degree, all of which is to be used, may be applied toward a PhD degree regardless of age, if approved by the department/program and the Graduate Dean. The total number of credit hours transferred toward the PhD degree cannot exceed 44 semester hours.
7. Credit from a professional degree program such as the M.D., D.D.S., or D.V.M. degree may be applied toward a graduate degree as transfer credit, provided that such courses carry a grade of A, B, or S and have been approved for graduate credit by the academic institution of origin.
8. Graduate coursework completed in PhD granting departments at the University of Oklahoma Norman Campus will be considered as residence credit, and upon approval of the department and the Graduate Dean, may be used without limitation as credit toward a PhD degree.
9. Credit hours previously counted for one PhD degree may not be applied toward a second PhD degree. No more than six hours of transfer thesis research credit from a completed master's degree may be applied toward a PhD degree.

10. Credit by correspondence or by advanced standing examination will not apply toward a graduate degree.
11. Graduate coursework taken in Tulsa from the University of Oklahoma is not considered transfer credit. OSU Tulsa consists of five cooperating universities that provide undergraduate and graduate level courses as well as some degree programs. Credit taken from the other cooperating universities through OSU Tulsa is considered transfer work and must comply with the transfer policies.
12. All transfer coursework must be approved by the department and by the Graduate Dean. Departments with transfer rules more stringent than those listed in this section have specified them in the departmental section of the bulletin. These more stringent rules take precedence over the general rules described in this section.

[Graduate College Bulletin, Section 4.7.1]

Substitution and Transfer of Coursework

Students who have taken coursework at another institution that is similar to one or more of the required OUCN courses may request that the courses be reviewed for substitution and transfer credit.

1. Students need to submit a course syllabus and topical outline for each course that they wish to have evaluated for substitution to the Director of the Doctoral Program.
2. Coursework will be evaluated by the OUCN faculty who teach the OUCN courses.
3. With a favorable recommendation by the OUCN course faculty member, and if all the requirements for transfer courses are met [Graduate College Bulletin, Section 4.7.1], students will be notified in writing by the Director of the Doctoral Program that specific coursework will be accepted as substitutes and transferred in for OUCN coursework, pending final approval by the Graduate Education Committee for Nursing and the Graduate College.
4. The courses that have been reviewed and approved for transfer credit and substitution for OUCN courses will be listed on the Report of the Doctoral Advisory Committee.

Special Student Status

A student may apply or transfer semester hours taken beyond the master's degree or coursework taken in a second master's degree. Information regarding transfer credit can be found in the Graduate College Bulletin, Section 4.6.1. In every case:

- If any student wishes to take a course as a Special Student, they will be encouraged to take it for a grade.
- If a course is audited, it will not count nor can it be retaken for a grade if the student is admitted to the PhD Program. Approval to audit a course will be on a case-by-case basis and acceptance into the course will be by permission of the instructor.
- Special students need special permission by instructor to take the courses and will be determined by availability.
- Allowing the auditing of PhD in Nursing courses will be re-evaluated every semester.

Courses that May Be Taken for Credit

Course work taken at the University of Oklahoma Health Sciences Center that is to be applied toward fulfilling requirements for a graduate degree must be approved for graduate credit and recommended by the Advisory Committee. [Graduate College Bulletin, Section 2.8.1]

Advisement:

Academic Advisors

Each student is assigned an academic advisor upon admission to the PhD Program. The role of the advisor is to direct the student in the development of her/his plan of study and to provide academic counseling when needed. The academic advisor is expected to:

- Advise, encourage, and act as an advocate for students from the first day a student is in the program. This should include regularly scheduled meetings with the student through the completion of the general examination and until the dissertation advisor is selected;
- Design an appropriate curriculum for each student;
- Work with the student to complete and file with the Graduate College a plan of study (Report of the PhD Advisory Conference). **This report should be filed no later than the end of the student's first year in the program.** The Advisor should be sure that the student understands that the program may need to be modified or additional work may be necessary, depending on the choice of the dissertation advisor and dissertation topic;
- Coordinate the administration of the General Examination at the appropriate time;
- Perform an annual evaluation of each student's progress toward the degree and communicate the results of the evaluation to the student and the Graduate Education Committee; and
- Help the students select an appropriate dissertation advisor. The academic advisor may or may not serve as the student's dissertation advisor.

Student Responsibilities

Students are responsible for meeting with their academic advisor **at least twice a semester** for the purposes of academic and professional mentoring and to determine student progress according to program and Graduate College requirements.

Changing Advisors

As student interests change and their dissertation topic becomes more focused, students may request a change in their academic advisor. Students must first discuss their request with their current advisor, then with the proposed advisor and finally with the PhD Program Director. The student's change in advisor is then forwarded to the Graduate Education Committee for Nursing for review and final approval.

Grades

All graduate students, regardless of admission status, are required to maintain a grade point average of 3.00 or greater in all graduate course work completed. If a student's academic record includes enrollment in more than one graduate degree and/or certificate program, the student must maintain a grade point average of 3.00 or greater in each program. The total number of credit hours of C grade which can be applied toward a graduate degree and/or certificate cannot exceed 25 percent of the total letter graded course work required for the degree and/or certificate. [Graduate College Bulletin, Section 2.9.1]

Academic Probation

Students who fail to maintain an overall grade point average of 3.00 in all graduate courses attempted will be placed on academic probation. Students will also be placed on probation if they fail to maintain satisfactory progress as determined by their annual evaluation or in receiving the grade of U in NURS5980 or NURS6980. Students placed on academic probation for low GPA will be evaluated at the end of each subsequent semester. The probationary status will remain until the student raises their overall graduate GPA to 3.00 or higher. The probationary requirements must be completed within 9 credit hours of graded graduate course work or one calendar year from being placed on probation, whichever comes first. This is the probationary period, during which students must demonstrate satisfactory progress in improving their cumulative grade point average. Students placed on probation for a grade of U in NURS5980 or NURS6980 or for failure to maintain satisfactory progress will be evaluated at the end of the following semester. The grades of D, F, or U may be grounds for dismissal prior to completing the probationary period.

At the end of the probationary period, students who achieve a 3.00 cumulative grade point average and/or regain satisfactory progress will be returned to full or unclassified status and will be allowed to continue their enrollment. Those who fail to achieve a cumulative grade point average of at least 3.00 for all courses awarding grade points may be denied further enrollment after this probationary period. If students merit an extension of the probationary period, the extension will be considered a second probationary period and the time limit will be specified by the Graduate Dean but may not exceed two consecutive academic terms.

If a student fails to maintain a 3.00 grade point average and the rules require probation for a third time, the student will be denied further enrollment and will be dismissed from the Graduate College. [Graduate College Bulletin, Section 2.9.2]

Grading System [Graduate College Bulletin, Section 2.82 – 2.86]

Grades A, B, C, D, and F

The grades A, B, C, D and F are used in computing grade point averages. In the Graduate College the grades of A, B, C and S are the only passing or satisfactory grades, and the grades of D and F are failing. Students who receive a D or F grade in a required course must register for the required course the next time it is given. In such re-enrollment, both grades will be shown on the student's academic record and both will be included in the grade point average calculation. Any student presenting credit from another institution for a course previously failed at the University of Oklahoma Health Sciences Center shall not receive

credit for such courses except through validation by the department in which the course was originally failed and approval by the Graduate Dean.

It is the prerogative of each college and/or department to establish grade requirements above the Graduate College minimum.

Grades of S and U

The grade of S (satisfactory) is a neutral passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course. These grades may be used for seminar courses provided they are taught on a non-competitive basis and all students in the class are graded on this basis. The S grade is the only passing grade accepted for special problem courses, individual research and directed reading courses. The S grade may not be used for lecture recitation courses except with the expressed approval of the Graduate Dean.

Grade of I

The grade of I (incomplete) is a neutral grade. It is not an alternative to a grade of F, but is intended as a temporary grade to be used when a student who, for reasons satisfactory to the instructor, is unable to complete certain identifiable requirements of a course and who cannot be assigned any other grade. Typical instances might be absence from a final examination due to illness or inability to submit a term project due to extenuating circumstances. "Incomplete" is not an acceptable explanation of the I grade. The instructor will indicate to the student what must be done to complete the course and will set a time limit appropriate to the circumstances. However, the time allowed may not exceed one calendar year from the end of the term in which the student received the I grade.

If by the end of one year no change in grade has been submitted, the grade of I will become permanent on the student's record. After a grade of I has become permanent, the student may re-enroll in the course.

Grades of X, S and U for Enrollment in Thesis and Dissertation Research

The grade of X is a neutral conditional grade and indicates that satisfactory progress is being made on thesis and dissertation research courses 5980 and 6980. It is a complete grade whenever the final entry is either Satisfactory (S) or Unsatisfactory (U) indicating either acceptance or rejection of the thesis or dissertation. An intermediate grade of U indicating unsatisfactory progress in thesis or dissertation research may be given if circumstances warrant. The grade of X is included in hours attempted and hours earned.

Grade of W

Students withdrawing from all courses or dropping individual courses must review the academic calendar found at <http://www.ouhsc.edu/admissions/AcademicCalendar.htm> for deadlines regarding assignment of W or F grades.

Change of Grade Policy

The instructor initiates the change by filing a *Faculty Request for Grade Change* form with the Office of Admissions and Records through the college under which the course was taught. [Graduate College Bulletin, Section 2.8.10]

Grade Point System

Each hour of A, B, C, D, and F carries a grade point value as follows: A-4, B-3, C-2, D-1 and F-0. Grades of S, I, X, U, and W carry no grade point value and are not included in the computation of a student's semester or cumulative grade point average.

ACADEMIC APPEALS

Academic Appeals Process

The faculty is responsible for making academic evaluations of students. If a student feels he or she has been evaluated wrongfully or unfairly by an instructor and has been unable to resolve the matter in conference with the instructor and/or the department chair, the student may request a hearing by the College of Nursing's Academic Appeals Board.

See Section 4.16 in the Faculty Handbook for specifics:

<http://www.ouhsc.edu/provost/documents/FacultyHandbook2008.pdf>

Graduate Academic Appeals

Appeals involving qualifying examinations, comprehensive examinations, general examinations, these and other matters of controversy not specifically covered under the Student Handbook are heard by the Graduate College. Such appeals must be filed in writing and given to the Graduate Dean within 90 days of the time of action from which the dispute arose.

[Also see Graduate College Bulletin, Sections 1.22 and 1.23]

III. ACADEMIC PROGRESSION

Enrollment/Registration

A PhD student who enters the OUHSC Graduate College with a bachelor's degree is expected to pass the departmental general examination **within five calendar years** of the student's first graduate enrollment in the department and a student who enters with a master's degree is expected to pass the departmental general examination **within four calendar years** of the student's first graduate enrollment in the department.

A PhD candidate is normally expected to complete all the degree requirements **within five years after admission to candidacy**. Departments with shorter time limits have so indicated in the section of this Bulletin that refers specifically to their program. Extensions greater than one year need the approval of the Graduate Dean and will require that the department or program unit involved certify that the student's knowledge will be current and appropriate to the degree at the time the degree is awarded. The procedure to be used for this determination must be approved by the Graduate Dean.

Individual graduate courses, not applied toward a previous graduate degree, taken at the University of Oklahoma or at another accredited university that is to be applied toward a PhD degree must not be more than six years old at the time of admission or readmission to the

Graduate College. No more than 23 credit hours (transfer credit and resident credit) applied toward a PhD degree can be more than nine years old at the time of graduation for students entering with a master's degree or ten years old for students entering with a bachelor's degree.

Registration for the next semester is conducted mid-term of the preceding semester. Late enrollment is permitted but students who do not enroll during the announced registration date(s) may find desired class sections closed and enrollment options limited. Students must present current program plans signed by their faculty advisor at each enrollment. Students without program plans will not be permitted to enroll.

“Enrollment Holds” may be issued by the College of Nursing, the Library, the Bursar, or the Parking Office to students failing to comply with University/campus policies. Official enrollment is not permitted unless all enrollment holds are lifted by the initiating department(s). A late enrollment fee may be assessed if enrollment holds are not resolved in a timely manner.

Students should contact their College of Nursing Office of Student Affairs for information concerning enrollment procedures.

Full-Time and Maximum Enrollment

Full-time enrollment for graduate students is **nine** semester hours during the fall and spring semesters and **four** semester hours during the summer sessions. Students may not carry more than 16 hours per semester for graduate credit or more than nine semester hours per summer session without the permission of the Graduate Dean. [Graduate College Bulletin, Section 2.7.1]

Minimum Enrollment

Minimum enrollment in the fall and spring semesters is one course.

Enrollment during General, Comprehensive, or Final Examinations, or Defense

Students must enroll in at least two graduate credit hours during the semester in which they take the general or comprehensive examination, or when defending their thesis or dissertation.

Special Students

An applicant who holds a baccalaureate degree from an accredited college or university and does not desire to pursue a degree program but wishes to enroll in a course may seek admission as a special student by applying to the Office of Admissions and Records.

Enrollment in specific courses may be limited by prerequisites or space availability. Special students are under the academic supervision of the Vice-Provost for Educational Services.

In every case:

- If any student wishes to take a course as a Special Student, they will be encouraged to take it for a grade.
- If a course is audited, it will not count nor can it be retaken for a grade if the student is admitted to the PhD Program. Approval to audit a course will be on a case-by-case basis and acceptance into the course will be by permission of the instructor.
- Special students need special permission by instructor to take the courses and will be determined by availability.
- Allowing the auditing of PhD in Nursing courses will be re-evaluated every semester.

Leave of Absence

If a student does not reenroll for a term, a leave of absence must be granted or readmission will be required for future enrollment. Students may request a leave of absence from their graduate studies for up to, but not to exceed, 12 consecutive months (three consecutive academic terms). A formal written request for leave must be submitted. The request must be approved by their graduate advisor, the department chair, and Graduate Dean. **A leave of absence has no effect on the time limits for expected graduation.** [Graduate College Bulletin, Section 2.7.9]

Returning from Leave of Absence

Students who exceed their requested leave of absence must request readmission for future enrollment. Students on probationary status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students receiving financial aid may be required to return a portion of the aid. They must check with their financial aid officer.

[Graduate College Bulletin, Section 2.7.9]

Withdrawing and Dropping Courses

Students should contact their department to initiate the withdrawal or drop procedure. Withdrawing from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term. Dropping refers to the dropping of one or more courses while remaining enrolled in at least one course for a given term. Consult the class schedule for grading regulations and deadlines relative to withdrawals and drops. Withdrawing or dropping courses may require students receiving financial aid to return a portion of the aid received. Students must check with their financial aid officer. [Graduate College Bulletin, Section 2.7.10]

Academic Misconduct

The policy regarding dishonest work is detailed in the Academic Misconduct Code, which describes academic misconduct as (a) cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examination), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and

all other actions that may improperly affect the evaluation of a student's academic performance or achievement; (b) assisting others in any such act; or (c) attempting to engage in such acts.

The code provides that the student's dean shall be notified of the charge and the dean shall notify the student. Notification of the dean shall be in writing with a brief description of the evidence, and shall be made within 10 University business days after discovery of the incident, exclusive of University breaks or academic inter- sessions. The code outlines possible disciplinary actions, the provisions for a conference with the Vice Provost for Educational Services, and the request for a hearing or appeal. A complete copy of the Academic Misconduct Code is available online at <http://www.admissions.ouhsc.edu/Admin/amc.htm>. [Graduate College Bulletin, Section 1.24]

Campus Maps

A detailed OUHSC campus map may be found at:

<http://www.ah.ouhsc.edu/main/hscmap/index.asp>

A map of the Tulsa Campus is located at: <http://tulsa.ou.edu/map.htm?a=24&z=1>

The Norman Campus map may be found at: <http://www.visit.ou.edu/HTML/map.htm>

Release of Student Information and Access to Student Records

Information about students and former students gathered by the University of Oklahoma is of two types: (1) directory and (2) confidential. Any office gathering such information and/or having custody of it shall release it only in accordance with this policy. When a student enters a university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the university as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes. The following policies adopted by the University can be found at the [Office of Admissions and Records Website](#) Directory Information, Disclosure of Education Records, Record of Requests for Disclosure, Procedures to Inspect Education Records, Correction of Education Records, Limitations on Right of Access, Refusal to Provide Copies, Fees for Copies of Records, and the Oklahoma Open Records Act. [Graduate College Bulletin, Section 1.29]

Directory Information

Directory information, that routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student, directory information will be treated as confidential and released only with the student's consent. Students may at any time request that directory information be treated as confidential and released only with their consent. Students should contact the Registrar at their specific campus location for the appropriate forms. Students should be advised that by withholding directory information, University officials are prohibited from releasing any form of information without their consent. This means the status of students, who apply for an auto loan, good student discount, apartment lease, employment verifications, enrollment verification, loan

deferments, etc., will only be verified by University officials when accompanied by a release from the student.

Directory Information Includes the Following

The University of Oklahoma, in compliance with the Family Educational Rights and Privacy Act (FERPA), has designated specific information as Directory Information:

- Name
- Address (physical and email)
- Telephone number
- Permanent address and/or parents' names, phone numbers and addresses
- Major field of study
- Class year
- Enrollment status
- Anticipated degree date
- Participation in officially recognized University activities
- Date and place of birth
- Photograph
- Degree and awards received (including outstanding or recognized academic achievement)
- Most recent previous educational institution attended.

Although not specifically included within the definition of directory information, the University permits faculty to post individual student grades and interim class evaluations provided the information is identified by code numbers and does not identify the student. Students who do not want this information released or posted must notify their instructor or the Registrar's office.

Confidential Information

This is all other information contained in the student's educational record that can be released only upon the written consent of the student, with the following exceptions defined in the Family Educational Rights and Privacy Act of 1974, as amended, which waive prior student consent.

Disclosure of Education Records

1. To school officials who have a legitimate educational interest in the records. School officials are defined as follows:
 - A person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
 - A person appointed to the Board of Regents.
 - A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.
 - A person who is employed by the University law enforcement unit.
 - A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his/her tasks

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract

- agreement
- Performing a task related to a student's education
 - Performing a task related to the discipline of a student
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
 - Maintaining the safety and security of the campus
2. To officials of another school, upon request, in which a student seeks or intends to enroll. Records will be forwarded upon request of the school official.
 3. To certain officials of the Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
 4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of the University.
 7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student who is claimed as a dependent for income tax purposes. (Proof of dependency is required.) Parents of international students are excluded.
 9. To comply with a judicial order or a lawfully issued subpoena, provided that the educational institution makes a reasonable effort to notify the student of such prior to compliance.
 10. To appropriate parties in a health or safety emergency.
 11. To individuals requesting directory information so designated by the University.
 12. To notify the alleged victim of the results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence.

Confidential information shall be transferred to a third party, however, only on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Record of Requests for Disclosure

The Registrar maintains a record of all requests for and/or disclosures of information from a student's education records. The record indicates the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record may be reviewed by the eligible student.

When a student signs a release authorizing another party access to his or her educational record, that signed release, including identification of the individual and organization to which access has been authorized and the use of the data gathered, is maintained by the Registrar. Student requests for copies of their own educational records (such as transcripts) are also retained by the Registrar simply as a record of the request having been completed.

Procedures to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian or appropriate University staff person. Refer to the section within this policy that defines the type of records along with the location and name of the custodian.

Student should submit to the records custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The records custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her. Information that identifies the other student must be redacted.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate University official of the University of Oklahoma to amend a record. (Type of records, location and custodians are listed later in this policy.) In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. The University may comply with the request or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the University will arrange for hearing and notify the student, reasonably in advance of the date, place and time of the hearing.
4. The hearing will be conducted by the Vice Provost for Academic Affairs. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney retained at his or her expense. The University may be represented by University Legal Counsel.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the University decides that the information in the student's record is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement from the student will be maintained as a part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the student's statement.

Limitations on Right of Access

The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were maintained before January 1, 1975.
3. Records related to an application to attend the University of Oklahoma or a component unit or campus of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

The University has a policy that under certain conditions, denies students copies of their educational records, including transcripts. While the University cannot deny students access to their education records, students will be denied copies of those records in the following situations.

1. The student lives within commuting distance of the University of Oklahoma Health Sciences Center.
2. The student has an unpaid financial obligation to the University.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions.

Parental Access to Student Academic Records

Parents of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student as an exemption on their federal tax return. Each request for parental access must include a copy of the top portion of the parent's most recent tax return, showing the student's name, social security number, and dependent status.

Requests for specific grade or other academic information can be addressed to the appropriate Registrar's Campus addresses are listed later in this policy.

Oklahoma Open Records Act

The University of Oklahoma follows the Oklahoma Open Records Act. The University of Oklahoma Board of Regents has approved a policy concerning the implementation of that act at the University. For information concerning that policy, contact the Norman campus Office of Legal Counsel or HSC Associate Vice President for Health Sciences.

Types, Locations & Custodians of Educational Records

Type	Campus	Location	Custodian
Admissions	OU-Norman	Admissions Office, BH 127, 1000 Asp Ave., Norman, OK	Registrar
	OUHSC	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OU-Tulsa	Registrar's Office, BSEB 200, 941 SL Young Blvd OKC, OK	Registrar
	OCCE	Registration/Records, Continuing Education, 1700 Asp Ave, Rm B-4, Norman, OK	Registrar
Enrollment	OU-Norman	Student Records, Buchanan Hall, 1000 Asp, Norman, OK	Registrar
	OUHSC	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OU-Tulsa	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OCCE	Registration/Records, Continuing Education, 1700 Asp Ave, Rm B-4, Norman, OK	Registrar
Transcripts	OU-Norman	Student Records, Buchanan Hall, 1000 Asp, Norman, OK	Registrar
	OUHSC	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OU-Tulsa	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OCCE	Registration/Records, Continuing Education, 1700 Asp Ave, Rm B-4, Norman, OK	Registrar
Financial Records	OU-Norman	Office of the Bursar, Buchanan Hall, 1000 Asp, Norman, OK	Bursar
	OUHSC	Office of the Bursar, SCB 118, 1100 N. Lindsey, OKC, OK	Bursar
	OU-Tulsa	Office of the Bursar, SCB 118, 1100 N. Lindsey, OKC, OK	Bursar
	OCCE	Continuing Education, 1700 Asp, B-4, Norman	Bursar
Progress Records	OU-Norman	Each Dean's Office and/or Instructor's Office	Dean and/or Instructor
	OUHSC	Each Dean's Office and/or Instructor's Office	Dean and/or Instructor
	OU-Tulsa	Each Dean's Office and/or Instructor' Office	Dean and/or Instructor

Type	Campus	Location	Custodian
	OCCE	Continuing Education, 1700 Asp, B-4, Norman, OK	Registrar
Disciplinary Records	OU-Norman	Office of Student Affairs and/or Dean	VP of Stu Affairs or Dean
	OUHSC	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OU-Tulsa	Registrar's Office, BSEB 200, 941 SL Young Blvd, OKC, OK	Registrar
	OCCE	Office of Student Affairs and/or Dean	VP of Stu Aff &/or Dean
Financial Aid	OU-Norman	Financial Aid Services, 731 Elm, Norman, OK	Director, Financial Aid
	OUHSC	Financial Aid Services, SU 301, 1106 Stonewall, OKC, OK	Director, Financial Aid
	OU-Tulsa	Financial Aid, BSEB 241, 941 S. L. Young Blvd, OKC, OK	Director, Financial Aid
	OCCE	Financial Aid Services, 731 Elm, Norman, OK 73019	Director, Financial Aid
Health Records	OU-Norman	Goddard Health Center, 620 Elm, Norman, OK 73069	Director, Stu Health Svc
	OUHSC	Stu Health Serv, FMC, 900 N. E. 10th, OKC, OK	Director, Stu Health Svc
	OU-Tulsa	Radiology, Roger C. Good, Ambulatory Care Center, 2815 S. Sheridan Rd, Tulsa, OK 74129	Coordinator, Tulsa Health Awareness Center
	OCCE	Goddard Health Center, 620 Elm, Norman, OK 73069	Director, Stu Health Svc

[OUCN student Bulletin, pp. 12-17]

Departmental Annual Student Reviews

Departments shall conduct an annual review and evaluation of their students' progress in meeting degree requirements. Each department shall establish a graduate student review procedure to coordinate and forward all reviews to the students and Graduate Dean. The review must be conducted by graduate faculty authorized to chair committees at the level of the students to be evaluated. Any exceptions to this requirement must receive prior written approval of the Graduate Dean. Annual reviews are to be conducted prior to fall semester.

(1) **Criteria.** The review may include, but is not limited to, considerations such as progress toward meeting conditions of admission; completion within the prescribed period of time of those courses in which the student has received the grade of I; completion of core course requirements; completion of research tool requirements; progress toward completing research requirements; timely filing of the prospectus; the general quality of research; and completion of the thesis or dissertation. The review also may encompass the student's broader scholarly capabilities and professional development.

(2) **Procedure.** The department will make this review annually and notify each student in writing of the student's progress and performance toward satisfying degree requirements. If there are deficient areas, the department must specify clearly what each student must do to receive a satisfactory evaluation and specify a time for a second review. A copy of this letter must be sent to the Graduate Dean. The Graduate Dean will review the student's total record and, if appropriate, the student will be placed on probation.

(3) **Second Review.** The Graduate Dean and the department will conduct a second review for all students placed on probation. In this second review, the department will determine if (a) the student is making satisfactory progress; (b) the student's level of performance is unsatisfactory and the student is ineligible for further enrollment; or (c) the department believes the student's progress is still unsatisfactory but wishes to petition the Graduate Dean to continue the student on probation for an additional semester or summer session. The student and the Graduate Dean will be notified in writing of the results of this second review. The Graduate Dean may either remove the student from probation, deny the student further enrollment, or continue the student on probation for an additional semester. When application of the above rules requires the student to go on probation a third time, the student will be denied further enrollment. [Graduate College Bulletin, Section 2.9.4]

Health Insurance

Health insurance is available to all College of Nursing students through a group policy arranged with other colleges through the Health Sciences Center Student Association. All new students are required to have health insurance. Students may either purchase the Student Health Policy provided by the University-approved vendor or show proof of acceptable insurance coverage by a recognized health insurance provider. Students should contact the College of Nursing Office of Student Affairs for more information. [OUCN Student Bulletin, p. 8]

Associations:

Opportunities for Student Involvement

Several on campus groups are available for graduate student involvement and can be found on the Graduate College website at http://w3.ouhsc.edu/graduate/student_organizations.htm.

Graduate Student Association

As part of the OUHSC Graduate College, all College of Nursing PhD students may belong to the Graduate Student Association. Annual events include the GREAT (Graduate Research Education and Technology) Symposium, an annual Spring Awards Banquet, and Grant opportunities. The GSA website is found at <http://w3.ouhsc.edu/gsa/default.asp>. GREAT is an acronym for Graduate Research Education and Technology Symposium which is sponsored by the Graduate College and the Graduate Student Association. The GREAT symposium provides an opportunity for graduate students to present their newest and most exciting scientific concepts and research findings through oral and poster presentations

Sigma Theta Tau International, Beta Delta Chapter-at-Large

Sigma Theta Tau International is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice. Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership. The Beta

Delta Chapter-at-Large includes six Colleges and Schools of Nursing located in the State of Oklahoma. The Chapter was established in 1970 at the [University of Oklahoma College of Nursing](#) with 61 members. In 1982, the [University of Central Oklahoma](#) and [Oklahoma Baptist University](#) joined the chapter. In 1999, [Oklahoma City University](#) and [Southern Nazarene University](#) joined the chapter. [Southwestern Oklahoma State University](#) became the latest nursing programs to join in 2007. The Beta Delta Chapter-at-Large now has over 800 active members. To learn about membership criteria and becoming a member, see the contact information on the Beta Delta website <http://betadelta.ouhsc.edu/>.

Regional Research Societies

Students are encouraged to participate in various professional organizations relevant to their areas of interest. Websites for the major regional research societies are listed below:

- Midwest Nursing Research Society (MNRS): <http://mnrs.org>
- Southern Nursing Research Society (SNRS): <http://snrs.org/>
- Western Institute of Nursing (WIN): <http://www.ohsu.edu/son/win/>
- Eastern Nursing Research Society (ENRS): <http://www.enrs-go.org/>
- Council for Advancement of Nursing Science (CANS):
<http://www.nursingscience.org/>
- Sigma Theta Tau International Honor Society of Nursing:
<http://www.nursingsociety.org/>

IX. Appendices

PhD Faculty Introductions

Faculty descriptions are available on the OUCN website.

http://nursing.ouhsc.edu/Faculty_Staff/Faculty/index.cfm

OUCN Staff Introductions (These are staff with whom you will likely have contact.)

Sharon Clark, PhD Program & Research Center Staff Assistant, Room 412
provides clerical support to faculty and PhD students in their research Ext. 49176
and grant applications.

Rosalyn Alexander, Coordinator for Admissions, coordinates the Room 127
Office of Student Affairs Ext. 49129

Trisha Wilhelm, Student Program Coordinator I, Office of Student Room 105
Affairs, is responsible for PhD student admissions, registering for Ext. 49212
classes, keeping PhD student files in the Admissions office and
keeping track of the credit hours you have accumulated toward
the degree.

John Jandebour, LAN Support Specialist IV Room 225
Area of expertise is in computer hardware and server support Ext. 49218

Heath Burge Room 127
Assistant Dean for Student and Alumni Affairs Ext. 49132

Laurie Price, Assistant Dean of Finance, assists faculty and students Room 112
in the development and oversight of their grant budgets, Ext. 49289
manages research database, oversees the grant production process,
interprets federal and institutional policies regarding research grants,
and serves as primary school liaison with the Campus Office of
Grants and Contracts.

Jesse Clark, Human Resource Manager, is responsible for Room 108
processing Graduate Research Assistants' paperwork and for Ext. 49105
assisting with obtaining student IDs, parking, and office keys.

Research Resources

<http://nursing.ouhsc.edu/Research/index.cfm>

Graduate College Enrollment Policies

Please go to <http://w3.ouhsc.edu/graduate/Enrollment.htm>.

Graduate College Student Forms for PhD Students

The following Graduate College student forms and policies can be found at http://w3.ouhsc.edu/graduate/Student_Forms.htm.

- Doctoral Degree Timeline
- Doctoral Advisory Conference Report
- Application for General Exam
- Thesis/Dissertation Guidelines
- Request for Approval of Doctoral Committee
- Committee Approval of Dissertation Date
- Dissertation Defense Announcement

PhD Program Forms

The following forms are available from the PhD Program Office:

- Academic Plan of Study Form
- Annual PhD Student Self-Assessment Form
- Directed Readings (NURS 6960) Learning Contract
- Research Practicum (NURS 6300) Learning Contract
- General Exam Contract for Completion
- Written Component Approval Form (General Examination)
- Results of the General Examination

Academic Plan of Study

Directions: Students are required to complete an Academic Plan of Study in consultation with their faculty advisor during the first semester. In addition, the program of study should be reviewed each semester and any modifications to the original plan must be submitted to the PhD Program Office.

Student Name: _____ Date Enrolled: _____

Faculty Advisor: _____ Committee Members: _____

Dissertation Chair: _____

Target Qualifying Exam: _____

Anticipated Grad: _____

Total Credits Transferred: _____

Core Courses Required for all PhD Students	Credit Hours	Semester/Year (Projected)	Semester/Year (Completed)	Comments/Grade
NURS 6102 Roles and Responsibilities of the Nurse Scientist Substitute:	2			
NURS 6103 Philosophy of Science Substitute:	3			
NURS 6111 Ethics in Research and Scholarship Substitute:	1			
NURS 6101 Responsible Conduct in Research Substitute:	1			
NURS 6203 Epistemology in Nursing Science Substitute:	3			
NURS 6303 Vulnerability & Disparity in Diverse Populations Substitute:	3			
NURS 6113 Quantitative Methods in Research Substitute:	3			
NURS 6213 Qualitative Methods in Research Substitute:	3			
NURS 6313 Research Measurement & Instrumentation Substitute:	3			
NURS 6401 Grant Writing Seminar Substitute:	1			
NURS 6123 Applied Statistics I Substitute:	3*			



Annual Student Self-Assessment

Annual Student Self-Evaluation

Student's Name:

Year of Evaluation:

The purpose of this form is to provide doctoral students an opportunity to document briefly their progress toward the PhD degree during the last academic year and then to have this documentation serve as the basis for an extended conversation (before May 8th each year) with their advisor about accomplishments and future plans. Student should complete **Section A** before the meeting, submit the form to their advisors, and make an appointment to discuss their evaluation. Advisors should complete **Section B** of the form with student input. Both the student and the advisor should sign the form at the end of the conference. One copy of the form will be given to the student, one to the advisor, and one copy will be sent to the Program Director to be placed in the student's file.

SECTION A. (To be completed by the Student)

I. PROFESSIONAL DEVELOPMENT

Write a brief narrative describing your professional development this year. This description should place the experiences you delineate in section II within the context of your overall professional goals and concerns.

II. ACCOMPLISHMENTS

In each of the following areas, please provide a brief description of experiences and examples of your accomplishments this school year. In the ensuing discussion, compare this year with your previous year in graduate school, if applicable.

A. Courses taken, comprehensive exams completed, or dissertation work in progress. Indicate grades received and status of incomplete or deferrals, if applicable. A brief plan of action for attending to the deferrals should be included.

B. Work-related experience

1. Assistantships:
2. Teaching:
3. Research:
4. Clinical Practice:
5. Professional Membership(s):
6. Other:

C. Papers, presentations, and publications this past year

D. Service (e.g., committee work within the university, community agencies, and professional organizations).

III. AREAS OF GROWTH AND DEVELOPMENT

A. What are the areas in which you have developed and grown this year?

B. What are some areas that need additional attention or development?

IV. FUTURE PLANS

A. Plans for the next year such as courses, etc. (see II A-D). How do these relate to your professional growth?

B. Pragmatic concerns.

SECTION B. Summary of Conference (To be completed by Advisor and Student):

STATUS: Progress Satisfactory Consultation Required (Describe):

Student Signature:

Advisor Signature:

Date:

**THE UNIVERSITY OF OKLAHOMA COLLEGE OF NURSING
PhD in Nursing Program**

NURS 6960 Directed Readings

Specific subtitle (may vary with topic): _____

Learning Contract

Student Name: _____

Semester/Year: _____

Credit Hours/Course: _____ (1-6 Credit hours)

Course Description (from syllabus):

Intensive directed readings in a specific area of interest. May be repeated with variable topics and content May be repeated; maximum credit six hours. Designed for each student with an extensive directed reading in a specific area of the student's interest and/or background.

1. **Provide an overview and brief description of the Directed Readings focus including how it relates to your academic plan/program of research.**
2. **List a minimum of two measurable objectives that you will accomplish as a result of this Directed Readings course. The Objectives must be specific and explain what you will accomplish by including clear expectations, a measurable level of achievement, and a schedule for accomplishment. Objectives need to describe your outcome – the intended knowledge and/or skills that should result from the learning experience.**
3. **List a minimum of one evaluation method to measure if you met your objectives.**

Signature of Student: _____ **Date:** _____

Signature of Faculty Member: _____ **Date:** _____

**THE UNIVERSITY OF OKLAHOMA COLLEGE OF NURSING
PhD in Nursing Program**

NURS 6301 Research Practicum

Learning Contract

Student Name: _____

Semester/Year: _____

Credit Hours/Course: _____ (1 credit hr required for degree. May be repeated 1-6 credit hrs.)

Note: 1 credit hr of Practicum = equivalent of 4 clock hrs of time commitment per week

Course Description:

This clinical research practicum is designed to give the student actual research experience and field work in their area of focus outside the dissertation. Students are assigned to existing research teams conducting clinical or applied research. Teamwork and collaboration are encouraged. Students may participate as a team member in their mentor's research.

1. **Provide a brief description of the learning activities and desired research competencies* agreed-on by mentor and student that will accomplish one or more of the following objectives (Regent-approved course objectives):**
 - a. Participate as a member of a research team.
 - b. Compare and contrast roles on a research project.
 - c. Discuss collaboration and teamwork among the research team.
 - d. Examine challenges and strategies for maintaining integrity of research design in a clinical setting.
2. **List evaluation methods to measure outcomes of the agreed-upon Research Practicum objectives.**
3. **Schedule student/faculty mentor meetings and deadlines for evaluation products.**

Signature of Student: _____ **Date:** _____

Signature of Preceptor Faculty Member: _____ **Date:** _____

***Examples of research competencies might include (but are not limited to) data collection, data entry, data analysis, training research assistants, performing intervention activities.**