



## PhD Student Handbook Supplement



August 2023

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## Introduction

This Handbook Supplement addresses some of the most common concerns of PhD students. Additional information concerning policies and procedures can be found at: University of Oklahoma Health Sciences Center Student Handbook [OUHSC Student Handbook](#)], University of Oklahoma Health Sciences Center Graduate College Bulletin [[Graduate College Bulletin](#)], University of Oklahoma Health Sciences Center Fran and Earl Ziegler College of Nursing Student Handbooks [[CON Student Handbooks](#)].

## Program Objectives, Core Values and Goals

**The mission of the Fran and Earl Ziegler College of Nursing** is to advance health in Oklahoma and beyond by educating future leaders, engaging in scientific discovery, translating evidence into practice, and driving innovation. The College 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. Towards these ends, the College strives to cultivate a community of diversity, equity, inclusion and belonging, that aims to provide a rich educational experience that promotes innovation and excellence in clinical practice, scholarship, service, leadership and personal growth. The Core values held by the CON and the PhD program are creativity; diversity, equity, and inclusion; excellence; financial stability; honesty; respect; and transparency.

**The PhD Program aims** to prepare faculty scholars, health care policy advocates, and clinical innovators who are highly capable and driven to engage in research and scholarly, scientific activities that enhance the health of individuals, families, and communities, increase the effectiveness of health care systems, and further the translation of research into practice.

The conceptual underpinnings of the Program focus on the integration of the social, biological, and behavioral sciences that drives the development and testing of evidence-based, theoretically grounded interventions aimed at enhancing health in underserved and/or vulnerable populations, managing chronic health conditions, and improving health care delivery and outcomes. In doing so, graduates of the program are prepared to advance the theoretical and empirical underpinnings of nursing science, engage in interdisciplinary inquiry, and disseminate knowledge.

The dissertation work of PhD students is expected to align with the expertise of one or more CON faculty with a focus on patient- and community-centered research to promote health equity and improve the health of Oklahomans across the lifespan. By working closely with their mentors on projects of mutual interest, students develop the skills and expertise needed to launch their program of research and pursue a successful career in academic and diverse health care settings. As the only nursing college housed

in a major research institution in the State (with the largest enrollment of nursing students), CON is proud to offer the PhD Program in Nursing.

## PhD Program Administration

The College of Nursing toll free number is 1-877-367-6876.

Julie A. Hoff, PhD, MPH, RN  
Professor & Dean 405-271-4927

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Professor and Associate Dean for Research, Scholarship, and PhD  
Studies 405-271-1491  
Ext. 49237

Emily J. Jones, PhD, RNC-OB, FAAN, FAHA, FPCNA  
Professor & Director, PhD Program 405-271-1491  
Chair, Department of Child and Family Health Sciences Ext. 491135

## CON Administrative Staff

Angela Kulhanek, Assistant to the Chairs Ext. 47474

Stephanie Ward, Senior Administrative Manager,  
Human Resources 405-271-1491  
Ext. 49105

Craig Wall and Michael Warmack, Information Technology Support  
Analysts 405-271-1491  
Ext. 49220

Maurissa Trujillo, Graduate Programs, Student Affairs Specialist 405-271-1491  
Ext. 49221

Reanna Luttrell, Business Manager, Finance Office 405-271-1491  
Ext. 49127

## PhD Program Faculty with Graduate Faculty Appointment and May Serve on a General Examination or Dissertation Committee

To contact faculty, dial (405) 271-1491 and the extension for the specific individual.  
1 = can chair general examination and dissertation committees, 2= can serve as a member only on general examination and dissertation committees

<sup>2</sup> Susan Bedwell, DNP, APRN-CNS, CCNS-N Clinical Assistant Professor	405-271-1491 Ext. 49185
<sup>1</sup> Kathleen Buckwalter, PhD, RN, FAAN Professor	319-321-4240
<sup>1</sup> Melissa Craft, PhD, APRN-CNS, AOCN Associate Professor	405-271-1491 Ext. 49120
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<sup>2</sup> Mark J. Fisher, PhD, RN Assistant Professor	405-271-1491 Ext. 49207
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<sup>1</sup> Julie A. Hoff, PhD, MPH, RN Dean & Professor	405-271-2420
<sup>2</sup> Megan Jester, PhD, RN, AHN-BC Assistant Professor	405-271-1491 Ext. 49204
<sup>1</sup> Emily J. Jones, PhD, RNC-OB, FAAN, FAHA, FPCNA Professor	405-271-1491 Ext. 49135
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<sup>1</sup> Anna Nguyen, PhD, RN, CPN Assistant Professor	405-271-1491 Ext. 49183
<sup>1</sup> Karina Shreffler, PhD Professor	405-271-1491 Ext. 49237
<sup>2</sup> Patsy Smith, PhD, RN, CNE Assistant Professor	405-271-1491 Ext. 49157
<sup>1</sup> Diana Sturdevant, PhD, GCNS-BC, APRN, CWS Research Assistant Professor	405-271-1491
<sup>1</sup> Issac Washburn, PhD Professor	405-271-1491 Ext. 49107

## Communication with Faculty

All students are responsible for checking their OUHSC email accounts regularly. The Graduate College and College of Nursing use this channel of communication for announcements and important messages. Please respect individual Faculty member's posted office hours in the syllabus 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. Communication about courses students are enrolled in should be done via OUHSC email (not the student's regular email).

## Academic Advisors/Research Faculty Mentors

Each student is assigned an academic advisor/research faculty mentor upon admission to the PhD program. The role of the advisor/mentor 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, at least monthly, 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 Doctoral Advisory Conference). **This report should be filed no later than the end of the student's first year in the program.** The Advisor should ensure 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.

- Review with students, their plan of study before registering for the next semester and report any incompletes and deviation from the students plan of study to the PhD director.
- 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 Advisory Committee.
- Help the student determine if a different dissertation advisor is needed.
- Review and update Course Plan of Study form at the end of each semester.

Identification of research mentors occurs 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, enabling the student to gain a context for coursework. The research mentor will logically be a member (possibly even the chair) of the General Examination 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 at OUHSC. Students may enhance their dissertation topic by interdisciplinary mentorship from faculty in disciplines other than nursing.

Five faculty serve as members of the student's general examination and dissertation committee. All must have at least a level 3 graduate college appointment. Three members, including the chair of the committee, must have a level 4 graduate college appointment.

### Changing Advisors/Research Faculty Mentors

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

### Student Responsibilities for maintaining records in the Doctoral Program

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

Students are expected to take charge of their education which includes maintaining electronic copies of academic records (i.e., plan of studies, enrollment forms). Students



are responsible to maintain dissertation related materials, including data collected (i.e., data sets, analysis files), IRB letters (approvals, modifications), manuscript drafts, research-related PowerPoint presentations, and regulatory records (i.e., HIPAA, CITI and RCR certificates) in individually assigned folders on the secure PhD office server.

## 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. Students are encouraged to check frequently as the information is updated as new information becomes available.

PhD students are also eligible for employment as Graduate Teaching Assistants and Graduate Research Assistants when positions are available. GTAs are employed 10-20 hours per week to assist with teaching in the baccalaureate program. GRAs are employed 10-20 hours per week to assist faculty with research studies. PhD students interested in employment as GTAs or GRAs should contact the PhD Program Director to inquire about currently available opportunities.

## Graduate College Bulletin

The Graduate College Bulletin contains the current policies and procedures for the Graduate College, including Doctoral Degree Programs - <https://graduatecollegebulletin.ouhsc.edu>. The Graduate College Bulletin is the primary source for policies that are described in the Nursing PhD Handbook and is to be considered the final authority for doctoral degree program policies and procedures.

## Student Resources

Student resources, including the writing center, parking, campus maps, health insurance and IT services can be found at [Student Resources](#).

## PhD Student Office Space/Computer

Shared computer workstations will be available for PhD students if you are on the OUHSC campus on the third floor, room 356. These computers have Microsoft Office, SPSS, SAS, and EndNote.

## Associations

Several on campus groups are available for graduate student involvement and can be found on the Graduate Student website at: [Student Organizations](#).

**OUHSC 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 Symposium, an annual Spring Awards Banquet, and Grant opportunities. The GSA website is found at

<https://graduate.ouhsc.edu/Information-For/Current-Students/Student-Organizations/Graduate-Student-Association>. 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.

**CON Masters and Doctoral Student Nurse Association (MDSNA)** In order to promote collaboration among the various roles of graduate level nurses, the MDSNA developed during the past few years. The group provides opportunities for dialogue, shared learning, advocacy, and support. In addition, life-long relationships and partnerships can be forged based on appreciation of one another's expertise. Whether in-person or through distance technology, you are invited to share your passion for the nursing profession and be a part of MDSNA. Contact Dr. Emily Jones for more information.

**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 program 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/>.

**International, National & Regional Research Societies** Students are encouraged to participate in various professional organizations relevant to their areas of interest. Each website will provide information for upcoming regional and national annual meetings. Websites for the major regional research societies are listed below:

Sigma Theta Tau International Honor Society of Nursing: <http://www.nursingsociety.org/>

Beta Delta Chapter at Large, Sigma Theta Tau International:

<https://thecircle.sigmanursing.org/betadeltachapter/home>

Midwest Nursing Research Society (MNRS): <http://mnrs.org>

Southern Nursing Research Society (SNRS): <http://snrs.org/>

Western Institute of Nursing (WIN): <http://www.winursing.org/>

Eastern Nursing Research Society (ENRS): <http://www.enrs-go.org/>

Council for Advancement of Nursing Science (CANS): <http://www.nursingscience.org/>

## 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 (ORA) website. These may be found at: <http://research.ouhsc.edu/>.

The College of Nursing's Research Office is CON's link with the University Health Science Center's Office of Research Administration and your faculty's intramural and extramural grant applications are processed and routed by this office. PhD students planning to submit NIH predoctoral applications (e.g. F31, NRSA grants) should make an appointment with the Associate Dean for Research to discuss these steps.

### Review for Protection of Research Subjects

The OUHSC Institutional Review Board (IRB) website for human subject research is found at <http://compliance.ouhsc.edu/hrpp/OUHSC.aspx/>. An online submission process is in place, called iRIS. Please review the processes for IRB approval at <https://iris.ouhsc.edu/> before submitting any proposal for research with human subjects. Doctoral students ***are not eligible*** to serve as the Principal Investigator (PI) on a research study submitted to the IRB unless they are currently faculty members. The student may serve as co-investigator with the Dissertation Chair serving as the PI. Information on training required for research involving human participants is found at <http://compliance.ouhsc.edu/hrpp/OUHSC/Education.aspx>.

### Human Subject Research and Responsible Conduct of Research Training

Prior to engaging in research activities as part of a graduate assistantship or enrolling in a research practicum or dissertation must complete three forms of human subject training.

The biomedical and social/behavioral modules (Group 3) of the online CITI Basic Course consists of 13 modules and addresses the key issues involved in the protection of Human Research Subjects. This training requires the student to log on to the CITI Website. To create a free account/register here: <https://about.citiprogram.org/en/homepage/>.

Graduate Student *Responsible Conduct of Research* training: 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. This is not the same training as the previously mentioned CITI Course.

Provost-required *Responsible Conduct of Research* training. A second CITI module entitled “Biomedical Responsible Conduct of Research” has been mandated by the Provost for all individuals at OUHSC who conduct or oversee research as well and individual who are eligible to conduct or oversee research. The course provides a summary of core topics in the Responsible Conduct of Research including collaborative research, fiscal responsibility, conflicts of interest, authorship, human subjects, research misconduct and more. This course can be accessed at the same site and using the same log on user/password as the CITI Basic Course.

### **Collection and Storage of PhD Student Research-Data Files**

Safe Data Practices: To be used throughout your tenure in the Ph.D. Program

Personal Mobile Devices that can access the web or OUHSC email (cellphones, notebooks) adhere to the OUHSC IT policy. Please see the policy here:

<https://it.ouhsc.edu/studentservices/>

Specifically, all students must:

Maintain the security policies intact on their Personal Computing Device –including Encryption, Agent, Antivirus, and Forced Encryption of Removable Media.

Smartphones and mobile devices used for University business must be enrolled in Secure Mobile. Secure Mobile enrollment is automated on mobile devices by establishing an ActiveSync connection with the OUHSC Exchange server (webmail.ouhsc.edu) for email synchronization. See

<http://it.ouhsc.edu/services/infosecurity/SecureMobileFAQ.asp>. e. Only encrypted USB flash drives are to be used for university business

All students, when on campus, must use the **HSCSTUDENT** wireless network to access the internet using their mobile device.

\*Policies are subject to change. Students should refer to the IT link above for current information.

### **Working with files with Protected Health Information (PHI)**

All students will submit to the CON Office of Research, Scholarship, and PhD Studies a data security protocol that is compliant with current federal, state, and University regulations. This document is to be prepared by the doctoral candidate in consultation with the chair of the dissertation committee and in conjunction with the IT supervisor.

The role of the IT supervisor is to ensure that the plan is compliant with current federal, state, and University regulations (including HIPAA). The document will be submitted to the IRB as part of the study protocol (under the section: database security).

Dissertations cannot be initiated until these documents are submitted to the CON Office of Research, Scholarship, and PhD Studies.

## Policy and Procedure to Obtain HIH eRA Commons User

The National Institutes of Health (NIH) has issued a notice regarding a new requirement for all graduate students who participate in NIH-funded projects for at least one person or more to obtain an eRA Commons User ID (also referred to as Username by NIH). Full notice can be found at: <https://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/registration/investigators-and-other-users/era-commons-user-registration.htm>

Graduate students supported on NIH-funded projects will be reported through the NIH progress report (whether PHS2590 or the RPPR format) by providing their NIH eRA Commons Username to the PI of the grant and reporting this on the All Personnel form of the progress report.

To obtain an eRA Commons Username and Password, the student will work with the research faculty mentor/dissertation chair and obtain staff support through the CON Office of Research, Scholarship, and PhD Studies. A Project Information Form (PIF), indicating the student's intent to submit a research project proposal, should be submitted via REDCap.

## Academic Calendar

The academic calendar for the current semester and future semesters is available at <https://admissions.ouhsc.edu/Academic-Calendar> and select "Academic Calendars" and the semester of interest.

## Academic Plan of Study and Requirements

### Purpose and Objectives of PhD Program

The PhD Program in Nursing aims to prepare faculty scholars, health care policy advocates, and clinical innovators who are highly capable and driven to engage in research and scholarly activities that enhance the health of individuals, families, and communities, increase the effectiveness of health care systems, and further the translation of research into practice.

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

- Research Investigator
- Educator
- Administrator
- Clinician
- Health care policy advocate

PhD preparation in Nursing promotes knowledge development, organization, and application of theory and evidence-based scholarly nursing practice. PhD students' program of study, including their dissertation research, will be congruent with the

expertise of one or more faculty members with a focus on health equity promotion in diverse populations. Working closely with their faculty mentors, students will gain experiences that promote socialization to the role of research scientist and acquisition of knowledge and skills for launching a successful program of independent research.



## 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 expected outcomes and the core curricular elements are consistent with *The Research-Focused Doctoral Program in Nursing: Pathways to Excellence* (American Association of Colleges of Nursing, 2022).

Table 1. Expected Outcomes and Curricular Elements of PhD Programs in Nursing

Role Domain	Expected Outcomes	Core Curricular Elements
I) Develop the Science	<ul style="list-style-type: none"> <li>• Master in-depth knowledge in a substantive area</li> <li>• Appreciate the history and philosophy of science</li> <li>• Understand the evolving nature of the nursing discipline</li> <li>• Critique and integrate different science perspectives in the conduct of research</li> <li>• Generate new ideas based on a critical evaluation of existing knowledge</li> <li>• Conduct original research</li> <li>• Utilize professional and research ethics and judgment in the conduct of research</li> <li>• Assume leadership in the conduct of culturally competent scholarship to improve nursing practice</li> <li>• Communicate research findings to lay and professional audiences and identify implications for policy, nursing practice, and the profession</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient formal and informal learning experiences to build scientific depth in an identified area of study</li> <li>• History and philosophies of science</li> <li>• Scientific methods, including team science</li> <li>• Advanced research design and statistical methods</li> <li>• Research ethics</li> <li>• Data, information and knowledge management, processing, and analysis</li> <li>• Ways of knowing and habits of the mind</li> <li>• Concepts and components of scholarship</li> <li>• Mentored research experiences, including interdisciplinary mentors</li> <li>• Preparation of research grants and manuscripts for publication</li> <li>• Structured/guided clinical or practice experiences as needed to inform one's area of science and its application</li> </ul>

<p>II) Steward the Discipline</p>	<ul style="list-style-type: none"> <li>• Integrate the components of scholarship: research, teaching, mentoring, and service to the profession</li> <li>• Communicate scholarship including peer-refereed publications and presentations for professional, interdisciplinary audiences</li> <li>• Understand the evolving roles and responsibilities of a nurse scholar</li> <li>• Integrate the components of scholarship: research, teaching, mentoring, and service to the profession</li> </ul>	<ul style="list-style-type: none"> <li>• Theoretical/scientific underpinnings of nursing and other disciplines</li> <li>• Practice knowledge that informs nursing science and its application</li> <li>• Culture of nursing and practice environments</li> <li>• Strategies to influence health policy</li> <li>• Professional values</li> <li>• Scholarly writing</li> <li>• Leadership related to health policy and professional issues</li> </ul>
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The desired **Expected Outcomes 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 outcomes will be evaluated through a PhD General Examination and defense of the dissertation.

## Overview of the PhD Program Curriculum

The PhD curriculum builds upon the content of the CON master's degree in science with a nursing major. Transfers of master's degrees from other accredited institutions must be approved by both the PhD Program's Graduate Advisory Committee and the Graduate College. 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 domains of coursework comprise the required courses for the OU PhD program with a nursing major. These domains and the approximate number of courses include: Nursing Science Core (5), Research Methods Core (8), and substantive 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, Special Studies in Nursing Science (N6990) courses, NEXus courses or non-Nursing 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

For course descriptions, visit the OUHSC Graduate Course Catalog at:  
<https://apps.ouhsc.edu/studentinfo/Courses.aspx?College=NURS>

Dept.	No.	Required Courses	Credit Hours
<b>Nursing Science Core (5 courses)</b>			
NURS	6101	<i>Responsible Conduct of Research</i>	1
NURS	6103	<i>Philosophy of Science and Ways of Knowing</i>	3
NURS	6153	<i>Foundations of Scientific Inquiry</i>	3
NURS	6302	<i>Advancing Health Equity in Diverse Populations</i>	2
NURS	6513	<i>Translational Science for Practice</i>	3
<b>Total Credit Hours</b>			<b>12</b>
<b>Research Methods Core (8 courses)</b>			
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	6123	<i>Applied Statistics I</i>	3
NURS	6223	<i>Applied Statistics II</i>	3
NURS	6402	<i>Community Engagement in Research with Diverse Populations</i>	2
NURS	6300	<i>Research Practicum (must take a minimum of 6cr)</i>	6
NURS	6502	<i>Prospectus Seminar</i>	2
<b>Total Minimum Credit Hours</b>			<b>25</b>
<b>Substantive Focus Area (3+ courses, variable)</b>			
Focus Area	varies	<i>Cognates: Coursework in the content, context, or methodology supporting the student's program of study.</i>	6
NURS		<i>Required methods cognate: (select one*)</i>	3
	6323 or 6423	<i>Special Focus in Applied Statistics or Special Focus in Qualitative Methods</i>	
<b>Total Minimum Credit Hours of Cognates</b>			<b>9</b>
Electives that can be used as one of the 9 credit hours of supporting substantive coursework:			
NURS	6960	<i>Directed Readings in Nursing Science</i>	1-6
NURS	6990	<i>Special Studies in Nursing Science</i>	1-4
<b>Dissertation</b>			
NURS	6980	<i>Dissertation Research (enroll in following admission to candidacy, 12 cr hrs. minimum)</i>	12
<b>Total Minimum Credit Hours for PhD coursework</b>			<b>58</b>
<b>Total Graduate College post-baccalaureate hours required for PhD inclusive of transfer hours from prior Masters degree and/or graduate courses taken during the PhD program.</b>			<b>90</b>

\* Students conducting a quantitative dissertation must complete Special Focus in Quantitative Methods; those conducting qualitative dissertations must complete Special Focus in Qualitative Methods.

## Minimum Credits Required

The minimum required number of semester hours for the PhD degree, combining both formal graduate level courses and hours of dissertation research hours is 90 (also referred to as post-baccalaureate hours). This includes hours transferred in from a prior master's degree. [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 [Graduate College Bulletin, 4.6.1]:

1. A maximum of 44 semester hours from individual graduate level courses and/or a completed master's 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.

**The coursework transferred must represent valid graduate credit earned in graduate level courses from an accredited college or university.**

2. The credit must carry a grade of A, B, or S.
3. The credit must be applicable to the degree program.
4. **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.
5. 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. **(Please note: Graduate College Bulletin, 4.6.3, clarifies that “no more than 23 credit hours [transfer credit and resident credit] applied toward a doctoral degree can be more than nine years old at the time of graduation for students entering with a master's degree”.)**
6. Credit from a professional degree program such as the M.D., D.D.S., or D.V.M. degree maybe 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.

7. 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.
8. 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.
9. Credit by correspondence or by advanced standing examination will not apply toward a graduate degree.
10. 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.
11. All transfer coursework must be approved by the department [by the Graduate Advisory Committee for Nursing] 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 Substitution and Transfer of Coursework

Students who have taken coursework at another institution that is similar to one or more of the required CON courses may request that the courses be reviewed for substitution and transfer credit. The CON Graduate Advisory Committee is responsible for determining the transfer AND substitution of non-CON coursework to the CON PhD program. Students who have taken doctoral level coursework at another institution may request evaluation of the course as a substitute for a required CON course.

### Steps for processing course transfer and Substitution

1. Once admitted to the CON PhD Program, the student may petition the Graduate Advisory Committee to accept a course for transfer AND substitution for a required CON course.
2. The petitioner secures the necessary form and returns it to the PhD Program Office. The application must be complete in order to have the petition considered (completed form for each course along with a copy of the course



- syllabus).
3. The PhD Program Director will review the petition and request a faculty member who is familiar with the CON course and/or is a content expert review the syllabus from the proposed substitute course. The faculty member will provide the PhD Program Director with a written memo documenting his/her review and recommendation to accept or reject the course as a substitute.
  4. The Graduate Advisory Committee will meet and review the petition and the faculty member's recommendation and make the final decision. For individual courses there is a time limit imposed per Graduate College Policy [Graduate College Bulletin, Section 4.6.1].
  5. If the petition is denied, the PhD Program Director informs the petitioner and notes the applicant's file as appropriate with a copy to Student Affairs.
  6. If the petition is approved, the PhD Program Director informs the petitioner, and Student Affairs.
  7. During the first year of study, the transfer and substitution will be documented on the "Report of the Doctoral Advisory Conference" and submitted for Graduate College approval.

### NEXus (Nursing Education EXchange Collaborative)

The University of Oklahoma College of Nursing is a member of [NEXus](#) (The Nursing Education Xchange). NEXus is collaboration between participating doctoral programs in nursing that allows doctoral students enrolled at member colleges and universities to take courses that may not be offered at his/her home institution for a common price. Our NEXus liaison, Maurissa Trujillo, Campus Staff Coordinator, facilitates the registration and transcription of these courses from partner institutions. You can view currently available courses in the [Course Catalog](#) at NEXus.

To learn more about the CON policies and procedures including registration deadlines, enrollment procedures, and transcript requests, please consult the OU CON website at:

<https://nursing.ouhsc.edu/Programs-Academics/PhD#937755350-nexus>

## Nursing PhD Courses and Prerequisites

Course #	Required Course	Prerequisites	Semester Offered
<b>Nursing Science Core</b>			
N6101	Responsible Conduct of Research (1cr)	None	Varies
N6103	Philosophy of Science and Ways of Knowing (3cr)	Graduate Standing	Fall
N6153	Foundations of Scientific Inquiry (3cr)	Graduate Standing	Fall
N6302	Advancing Health Equity in Diverse Populations (2cr)	<ul style="list-style-type: none"> <li>• Permission of instructor</li> <li>• Acceptance into doctoral program</li> </ul>	Summer
N6513	Translational Science for Practice (3cr)	<ul style="list-style-type: none"> <li>• Enrollment in PhD or DNP program</li> <li>• or permission of instructor</li> </ul>	Spring
<b>Research Methods Core</b>			
N6113	Quantitative Methods in Research (3cr)	<ul style="list-style-type: none"> <li>• Basic Stats Course</li> </ul>	Spring
N6213	Qualitative Methods in Research (3cr)	<ul style="list-style-type: none"> <li>• N6103 Philosophy of Science and Ways of Knowing</li> </ul>	Fall
N6313	Research Measurement & Instrumentation (3cr)	<ul style="list-style-type: none"> <li>• 3cr grad stats course</li> <li>• N6103 Philosophy of Science and Ways of Knowing</li> </ul>	Spring
N6123	Applied Statistics I (3cr)	<ul style="list-style-type: none"> <li>• Intro or Basic Stats Course</li> <li>• Admission to PhD or DNP program</li> <li>• or permission of instructor</li> </ul>	Fall
N6223	Applied Statistics II (3cr)	<ul style="list-style-type: none"> <li>• N6123 or permission of instructor</li> </ul>	Spring
N6402	Implementing Research with Diverse Populations (2cr)	<ul style="list-style-type: none"> <li>• N6302 Advancing Health Equity in Diverse Populations or permission of instructor</li> </ul>	Summer
N6300	Research Practicum (min of 6cr required/may take 1-6cr per semester)	<ul style="list-style-type: none"> <li>• Permission of faculty mentor</li> </ul>	Fall/Spring/Summer
N6502	Prospectus Seminar (2cr)	<ul style="list-style-type: none"> <li>• Last semester of coursework</li> </ul>	Spring/Summer
<b>Substantive Focus Area [need minimum of 9 credits of "cognates"]</b>			
N6323	Special Focus in Applied Statistics (3cr)	<ul style="list-style-type: none"> <li>• N6123</li> <li>• N6223</li> <li>(or 2 equivalent stats courses)</li> </ul>	Varies
N6423	Special Focus in Qualitative Methods	<ul style="list-style-type: none"> <li>• N6213 Qualitative Methods in Research or permission of instructor</li> </ul>	Varies
N6990	Special Studies in Nursing Science (1-4cr) [may take up to 9 cr]	<ul style="list-style-type: none"> <li>• Permission of instructor</li> </ul>	Fall/Spring/Summer
N6980	Dissertation Research (12cr minimum)	<ul style="list-style-type: none"> <li>• Candidacy</li> <li>• All required coursework must be completed. Per Handbook: Only students who have completed the General Examination and have been admitted to candidacy may enroll in N6980</li> </ul>	Fall/Spring/Summer

## Plan of Study

It is anticipated that full-time students entering with a MS or MSN degree in Nursing will take three to five years to complete the program. Coursework can be completed in two years of full-time study. [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.**
- 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. A **minimum** of 12 credits is required for dissertation research.

## PhD Nursing Curriculum Block Schedule

<b>Pink-offered every year, green-practicum, blank-individualized semester credit hours (SCH)</b>			
<b>(FULL TIME)</b>		<b>(PART TIME)</b>	
<b>Year 1 Fall</b>			
N6101 Responsible Conduct of Research	1	N6101 Responsible Conduct of Research	1
N6103 Philosophy of Science and Ways of Knowing	3	N6103 Philosophy of Science and Ways of Knowing	3
N6153 Foundations of Scientific Inquiry	3	N6153 Foundations of Scientific Inquiry	3
N6123 Applied Statistics I	3		
<b>SPRING</b>			
N6113 Quantitative Methods in Research	3	N6113 Quantitative Methods in Research	3
N6313 Research Measurement and Instrumentation	3	N6313 Research Measurement and Instrumentation	3
N6223 Applied Statistics II	3	N6300 Practicum - abstract/presentation, study protocols	2
<b>SUMMER</b>			
N6302 Advancing Health Equity in Diverse Populations	2	N6302 Advancing Health Equity in Diverse Populations	2
N6402 Implementing Research with Diverse Populations	2	N6402 Implementing Research with Diverse Populations	2
N6300 Practicum - abstract/presentation, study protocol	3		
<b>YEAR 2 FALL</b>			
N6213 Qualitative Methods in Research	3	N6213 Qualitative Methods in Research	3
Cognate	3	N6123 Applied Statistics I	3
Cognate	3		
<b>SPRING</b>			
N6513 -Translational Science for Practice	3	N6513 -Translational Science for Practice	3
Cognate	3	N6223 Applied Statistics II	3
N6300 Practicum outcome-manuscript/presentation (concept analysis, state of the science, review of literature, systematic review)	3		
<b>SUMMER</b>			
N6502 Prospectus	2	N6300 Practicum - outcome-manuscript/presentation (concept analysis, state of the science, review of literature, systematic review)	4
<b>Year 3 Fall</b>			
6980 Dissertation	3	Cognate	3
		Cognate	3
<b>Spring</b>			
6980 Dissertation	2	N6502 Prospectus	2
		Cognate	3
<b>Summer</b>			
6980 Dissertation	2	6980 Dissertation	3

Year 4 Fall			
6980 Dissertation	2	6980 Dissertation	2
Spring			
6980 Dissertation	3	6980 Dissertation	2
Summer			
		6980 Dissertation	2
Year 5 Fall (part time)		6980 Dissertation	3
Full Time Dissertation SCH	12	Part Time Dissertation SCH	12
Full Time Practicum SCH	6	Part Time Practicum SCH	6
Full Time Cognates SCH	9	Part Time Cognates SCH	9
Total SCH Full Time	58		58

## 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 three to 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.

- 90 credits overall required for the PhD degree
  - Minimum of 58 credit hours required PhD coursework
    - 46 credit hours of PhD courses in the Nursing curriculum
    - 12 credit hours is the minimum requirement for dissertation research
  - 32 credits of additional Graduate level coursework [Master's level or higher]
    - The BSN-to-PhD student will have an individualized Program of Study that may include courses from the existing Master's Program
    - To maintain an accelerated 3-year plan of study, the BSN-PhD student must maximize full time course credits per semester. Note: At this pace, students will be expected to enroll in an average of 12 credit hours each fall and spring, and 6 credits each summer for a total of 9 semesters (3 academic years).

## General Examination Guidelines

The Written General Examination is taken after completion, or during, the last enrolled semester of all required nursing courses [Nursing Science Core, Research Methods Core] and at least nine credit hours of substantive supporting courses. The General Examination Committee must be composed of five Graduate Faculty members with the majority authorized to chair a doctoral committee. The majority (3 of the 5) must be Level 4 Graduate Faculty. A list of Graduate Faculty Members for OUHSC, searchable by college, may be found at <http://apps.ouhsc.edu/newfacappt/>

These members may or may not continue on to be members of the Dissertation Committee. In order to meet the composition requirements for the Dissertation Committee, some changes may be required.

At least four members of the General Examination Committee must be faculty from the College of Nursing. There is no requirement for an external member on this committee. The length of time to complete the written General Examination will be 30 days. Following successful completion of the written examination, an oral examination will take place at a time determined by the Supervisory Committee/General Examination Committee.

Students may take the General Examination **two times** according to Graduate College Policy.

“If a student fails either the written or oral portion of the General Examination the examination is considered a failure. Students have the option of taking a second-Generation Examination if they fail the first attempt. The Chair of the General Examination Committee must provide the student with a critique of the failed exam; describe any further coursework, reading, etc. that the student is required to do prior to taking the second examination; and the proposed time for completion of the second General Examination. This must be provided as a written document to the student and a copy provided to the Graduate College Dean within 7 working days of the failed General Examination. To take a second General Examination the student must submit a new Application for the General Examination to the Graduate College following the above procedures. The second General Examination must be scheduled no later than one academic year after failure of the first exam. Failure of the General Examination for a second time will result in dismissal from the doctoral program.” [Graduate College Bulletin, Section 4.8]

Procedure to request approval to take the General Examination

1. As the student approaches the end of the required coursework, the student will consult with the advisor about which semester to take the General Examination.



2. Once the semester has been agreed upon, discuss other potential committee members with the Supervisory Chair of the General Examination Committee/Advisor. Four additional committee members who are eligible to serve on dissertation committees are needed. **At least four committee members must be from the College of Nursing with the majority holding Level 4 status in the Graduate College. While there is no requirement for an external member on the General Examination committee, one will be required later for the dissertation.** With agreement between student and Chair, the student approaches additional committee members to obtain their agreement to serve.
3. Finalize dates/time frames with the Chair and Committee members for completion of the CON General Examination Contract for Completion. **The dates must be agreeable to all committee members.** Students need to consider travel schedules when planning their General Examination dates.
4. Student completes the following paperwork:
  - a. A fillable application form for the General Examination form is available on the Graduate College Website at [https://graduate.ouhsc.edu/Portals/1056a/Assets/Documents/Current%20Students/Student%20Forms/App\\_Gen\\_Exam\\_Dec15Reader.pdf?ver=2022-08-08-160138-557](https://graduate.ouhsc.edu/Portals/1056a/Assets/Documents/Current%20Students/Student%20Forms/App_Gen_Exam_Dec15Reader.pdf?ver=2022-08-08-160138-557)
  - b. **Please note:** The student will be allowed thirty days to write the general exam. Additionally, there is a 90 calendar day limit on the time frame for completion of the general exam from when the Graduate College approves taking it. Failure to submit the written exam on or before that date counts as a failure.
  - c. Students must carefully review and update the “Report of the Doctoral Advisory Conference” submitted to the Graduate College with the most current transcript of their work. Contact the PhD Program Office if there are questions.
  - d. Students need to review their most recent transcript with the Report of the Doctoral Advisory Conference and **provide a table documenting any changes that have occurred.** Please contact the PhD Program Office if there are questions. This is critical – it will help ensure that when a student is ready to graduate, that there are no issues when the Graduate College completes the ‘credit check’.
5. Student obtains required signatures on the application for General Examination.
6. Student submits the completed forms to the PhD Program Office, **at least 4 weeks before proposed start date of the General Examination, to allow time to verify the information on the forms, check the transcript and Report of Doctoral Advisory Conference, and receive approval by the GAC and Graduate College.**
7. The PhD Program Office forwards approved application to the Graduate College.
8. Student will be notified by the Graduate College when he/she is approved to take the General Examination.

## 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 that General Examination is held. [Graduate College Bulletin, Section 4.8.1]

Students may not enroll in a Directed Readings course for the purpose of completing the General Examination. The General Examination **is distinct** from any courses the student may enroll in. If the student enrolls in Directed Readings, a very clear and distinct learning contract is required with activities and outcomes that are different from the General Examination.

## Description of the Written General Examination

Written General Examination documents the student's ability to create a **written argument** to support a scientific study. **Although it concerns the underlying competencies to argue and defend your topic selection and direction, it is not a dissertation proposal.** The written General Examination should demonstrate the application of a synthesis of 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.

Although each of the following components of the examination are related, they should be considered as separate competencies that can stand alone.

- The combined questions must be fully developed, fully documented, and logically summarized to demonstrate how well the student understands each element of competency. Therefore, the questions related to the examination should be submitted as one paper with three sections. The answers to all three questions are limited to no more than 30 pages (excluding the cover sheet, tables, figures, and references), typed with Times New Roman, 12-point font, double-spaced, with 1 inch margins. The examination consists of the following questions that are related to their phenomenon or problem of interest:

1. Introduction to the problem or phenomenon, documentation of its significance, and relationship to the health of individuals, groups, families, or communities.

**Students are expected to** make a convincing, logical a case for how the investigation of this problem will contribute to existing knowledge and advance nursing science and nursing practice and healthcare policy. **Students will be evaluated on** their ability to describe the societal impact of the problem and the selected aspect of the problem that they will focus on in the subsequent questions which will serve as a launching point for

future research investigations. The goal is to succinctly summarize the knowledge to date in anticipation for a deeper dive into this material in Question 2.

2. Critical evaluation of existing knowledge and identification of gaps in the scientific evidence.

**Students are expected to** develop a conceptual model based on their current understanding of the existing literature including theoretical or conceptual theoretical frameworks well as the gaps in knowledge and strengths and/or weaknesses in existing empirical evidence. Identification of relevant concepts and relational statements that define the selected aspect of the problem defined in Question 1 is key. **Students will be evaluated on** their depth of knowledge of the literature relevant to the population and problem of interest, their ability to critically analyze the state of knowledge, and demonstrate ability to write an integrated literature review. Student will also be 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. The section should end with a convincing argument as to how this model will further what empirical research that has come before it and further move the science forward.

3. Methodological Considerations: Identify a study purpose, proposed aims, and related hypothesis and/or research question[s] to justify a proposed study.

**Students are expected to** construct (with testable research aims, and related hypothesis and/or research question[s]) and defend a research design based on the current knowledge in the field. From the design, students will outline a study that would address the research questions or hypotheses of the study that they propose to conduct. Describe and map out in more detail a proposed study that would best achieve a study's aims. Demonstrate how the conceptual framework guides the aspects of sampling, selection of variables, and their measurement and analysis/interpretation of study findings. **Students will be evaluated on** their knowledge of design and their application of theory/conceptual models and their clinical expertise to make decisions regarding sampling, data collection, measurement, data management, data analysis, and associated 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. The entire paper is to be no longer than 30 pages in length, excluding references, tables, figures, and title page. They are to be double spaced, font size 12, Times New Roman with 1" margins.
2. Using established evaluation rubrics, the Supervisory Committee members will evaluate the student's 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. The Chair of the committee will convene a meeting with committee members and summarize committee members' feedback on the written component. The committee will make a final recommendation regarding satisfactory or non-satisfactory completion of the written examination. A copy of this feedback will be provided by the Chair to the student. The summary will identify potential areas the student should be prepared to address in the oral exam and provide suggestions for addressing deficiencies.
3. The written General Examination must be approved by the Supervisory Committee members. The approval form is submitted to the PhD Program Director.
4. Graduate College Bulletin Section 4.8 stipulates decision rules for the Written Examination:
  - If all 5 committee members agree that the student earned a satisfactory grade on the written component of the General Examination, the student may progress to the oral examination.
  - If 4 of the 5 committee members agree that the student earned a satisfactory grade on the written component of the General Examination, the student may progress to the oral examination.
  - If 3 of the 5 committee members agree that the student earned a satisfactory grade on the written component of the General Examination, a Majority report and a Minority report must be filed with the PhD Program Director within 48 hours of the exam. The reports are to describe the rationale behind the majority/minority decision. The Chair must also provide a copy of the summary feedback provided in writing to the student. The PhD Program Director will submit the materials to the Graduate College. The Dean of the Graduate College will investigate and make the final decision regarding the outcome of the written portion of the General Examination.
  - If 2 or less members of the committee agree that the student earned a satisfactory grade on the written component of the General Examination,

- the student has failed the General Examination and may not progress to the oral component.
5. The student must successfully pass the General Examination written component before progressing to the oral component.
  6. A student who fails the written component of the General Examination must have a remediation plan written by the Committee before this can be retaken.

## Oral Component of the General Examination

A student must first successfully pass the written component of the General Examination before progressing to the oral component. The oral examination requires the student to verbally defend the written examination before the General Examination Committee, but it is not limited to only that information on the written component.

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.**

Students may use this time to clarify key points in their written examination. They may also amplify the points they have made and focus on areas identified as deficiencies in the written exam.

1. Following the oral presentation, committee members will ask questions, drawing from the PhD coursework and selected substantive areas to clarify or justify.
2. **The oral examination 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 any time during the oral examination.
4. After the Supervisory 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 Supervisory Chair asks each committee member to voice opinion on the student's performance. This leads to 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.

Decision rules are as follows:

- ▶ All 5 committee members agree that the student earned a satisfactory grade on the oral component of the General Examination. The student has passed the General Examination.
- ▶ 4 of the 5 committee members agree that the student earned a satisfactory grade on the oral component of the General Examination. The student has passed the General Examination.
- ▶ 3 of the 5 committee members agree that the student earned a satisfactory grade on the oral component of the General Examination. A Majority report and a Minority report must be filed with the PhD Program Office within 48 hours of the exam. The reports are to describe the rationale behind the majority/minority decision. The Chair must also provide a copy of the summary feedback provided in writing to the student. The PhD Program Office will submit the materials to the Graduate College. The Dean of the Graduate College will investigate and make the final decision regarding the outcome of the oral portion.
- ▶ 2 or less members of the committee agree that the student earned satisfactory grade on the oral component of the General Examination. The student has failed the General Examination.

Once the decision about the outcome of the oral component is made, the student is asked to return to the room and the Supervisory Chair reviews the Committee's recommendations.

6. Each member of the Supervisory Committee must sign the approval form that advances the student to Candidacy. Once the forms are signed, submit them to the PhD Program Office. The PhD Program Office will take the signed forms to the Graduate College.
7. Successful completion of both the written and oral portions of the General Examination permits the student to be admitted to *candidacy*.
8. A student who fails the oral component of the General Examination must complete an individualized remediation plan (developed by the Supervisory Committee) in order to apply to take a second General Examination (Graduate College Bulletin, 4.8).

## **Dissertation Policies and Procedures**

Graduate College Bulletin Section 4.11 – The Doctoral Dissertation



## The Dissertation Committee

Once the General Examination is completed, the Dissertation Committee will be identified by the student with the guidance and approval of the Supervisory Chair and approved by the Graduate Advisory Committee for Nursing and Director of the PhD Program. **All dissertation chairs will be CON faculty members who meet OUHSC Graduate College requirements for the role.**

When a student has identified the members of their dissertation committee with the guidance of their Supervisory Chair, they must submit the following information to obtain approval of the dissertation committee membership by the Graduate Advisory Committee for Nursing (GAC):

- The list of members for their dissertation committee.
- A general description of their research focus.
- Brief description of how each of the members on the dissertation committee will contribute.
- Completed [“Request for Approval of Doctoral Committee”](#) form.

Once the GAC and Program Director have approved the dissertation committee, the PhD Program Office will then submit the completed forms to the Graduate College for final approval. The student’s Dissertation Committee will be established by the GAC in coordination with the student, 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 Supervisory 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.

## Dissertation Enrollment Requirements

The initial enrollment in NURS6980 (Research for PhD Dissertation) must be for at least two credits or more and **only students who have completed the General Examination and have been admitted to candidacy by the final date to enroll for the upcoming semester may enroll in NURS 6980.**

Subsequently, each graduate student must maintain continuous enrollment during each semester in at least two hours of NURS 6980 until the requirements for the degree are completed or candidacy for the degree is terminated.

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 NURS 6980 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 School Dean.

The faculty advisor will determine the number of NURS 6980 credit hours for each enrollment on the basis of the amount of faculty and University resources and services required by the individual student; each enrollment will be for two or more hours.

### **Dissertation Proposal Guidelines**

The College of Nursing has specific guidelines for what is expected in a dissertation proposal. Students are expected to review the guidelines with their committee and develop their proposal accordingly.

**Purpose** - The dissertation proposal is a formal proposal for a dissertation project; the purpose of the proposal is two-fold:

- a) Ensure that a candidate has a concrete, specific and workable plan for the dissertation.
- b) Allow the dissertation committee to offer constructive suggestions for improving the student's dissertation project prior to implementation.

The dissertation proposal serves as a contract between the student and the dissertation committee. The proposal should include sufficient detail for the committee to evaluate the student's knowledge and understanding of the science, the tools the student is planning to use to address the question, and the rigor and scope expected for a doctoral dissertation.

### **Instructions:**

1. Create a proposal following the outline below. Include references, tables, figures, and appendices as appropriate to the style manual of Student's choosing. Discuss style and page limitations with your committee.
2. With guidance from your Chair, obtain input from your committee members as you develop the proposal.
3. In advance of the final proposal defense, submit the proposal and the GAC Review coversheet to the PhD Program Office.
4. Once the proposal has been reviewed and feedback provided by the GAC review committee, meet with your Chair to determine the time for the formal proposal defense meeting.
5. At a proposal defense meeting of your PhD Dissertation Committee, obtain approval of the proposal, with signatures of ALL your Committee members on the PhD Dissertation Proposal Meeting Outcome Form.
6. Submit the signed form to the Director of the PhD Program.

## **Elements of the Written Proposal- Traditional Format**

**Title:** Create a title that reflects the specific aims/research questions.

### **Chapter 1: Statement of the Problem, Specific Aims, and Introduction of the Conceptual Model**

- Describe a situation or problem that needs solution, improvement, or alteration, identifying gaps in knowledge addressed by this study.

The primary function of the opening section of the proposal is to build a rationale for the proposed study. In this section, the purpose of the study is explained and its relationship to the relevant scholarship is described. In addition, this section establishes the conceptual or theoretical framework for the study.

- The research purpose statement: Include a purpose statement that is specific and concise and serves as a preview of the more detailed specific aims, hypotheses, and/or research questions.
- Specific aims are the actual steps that must be done to achieve the study purpose. They are directly linked to the hypotheses or research questions that will achieve each specific aim. The aims and questions should also guide the data collection and analyses. The variables to be studied should be included in these specific aims, hypotheses, or questions.

### **Chapter 2: Literature Review, Conceptual Model, and Innovation of the Proposed Work**

This section links the project with the body of knowledge in which it is grounded. Although this review of the literature is not expected to be as extensive as the review in the dissertation itself, it should be thorough enough to demonstrate the connections between the proposed study and related scholarship and empirical research. The review of the literature ends with a robust discussion and argument for how the proposed study is innovative in its approach and will advance nursing knowledge and practice.

### **Chapter 3: Methods**

- Research design and approach: Describe the project design. If you will use existing data, name the investigator with whom you worked and briefly describe the primary study.
- Population setting and sample: Describe the target population, setting and accessible population from which the sample was or will be obtained. State criteria used for selection of participants (inclusion and exclusion criteria).

- Describe selection of sample (participants), including number and rationale for sample size
- Describe measures taken to protect human subjects: Include plan for the Institutional Review Board (IRB) approval
- Data collection procedures: Describe data collection procedures related to quantitative, qualitative, or mixed methods approaches
- Study procedures: Explain the systematic steps that will be taken to implement the study methods. This will vary, depending on whether the investigator uses an existing data set or gathers original data.
- Data analysis methods, including computer software, that will be used to analyze your results
- Role of the researcher in the data collection and data analysis procedures is described. The role of the researcher is described in terms of past/current professional roles at the setting, past/current professional relationships with the participants, how these past/current roles and relationships are likely to affect data collection.
- Discuss the significance of your proposed study for nursing and health care. Reiterate how the proposed research and findings will add to the existing knowledge base and/or solve a health care problem.

## Elements of the Written Proposal- Alternative (Multiple Manuscript) format

The alternative, multiple manuscript option for proposals/dissertations permits students to organize the Methods/Materials and Results chapters from the traditional dissertation format into independent chapters, each comprised of a publishable manuscript.

**Publication of the manuscripts is not required.** At least one manuscript must be data-based. Discuss selection of the 3 manuscripts with your committee before you submit your proposal.

Within the OUHSC Graduate College document, [Guidelines for the Preparation of the Dissertation](#), the section, “Organization of Theses and Dissertations” outlines the approach to the multiple manuscript dissertation. The outline for the proposal related to multiple manuscript dissertations will generally follow the outline presented for the traditional format above with the understanding that an introduction chapter will stand in for the traditional chapter 1 and introduce how the three proposed manuscripts fit together conceptually. The three manuscripts typically mirror the traditional chapters 2 (literature review), 3 (methods), and 4 (results/discussion). The dissertation concludes with a conclusion chapter that synthesizes the work and findings represented across all three manuscripts. **The proposal for the multiple manuscript dissertation, at a minimum, should address the following:**

- **Introduction chapter:** Statement of the Problem, Specific Aims, and Introduction of the Conceptual Model with a clear description of how the three proposed manuscripts fit together.
- **Manuscript 1:** Literature Review
- **Manuscript 2:** Theoretical or Methods Paper or could also be data based
- **Proposed outline for Manuscript 3 (Data-Based):** This manuscript will include methods, results, and discussion of primary study

## Dissertation Proposal Review Requirement

“The doctoral dissertation is the final and most important component of the series of academic experiences which culminate in the awarding of the Ph.D. degree. Three major functions are fulfilled by the dissertation experience: (1) It is a work of original research or scholarship which makes a contribution to existing knowledge; (2) It is an educational experience which demonstrates the candidate’s mastery of research methods and tools of the specialized field; and (3) It demonstrates the student’s ability to address a major intellectual problem and arrive at a successful conclusion.” [Requirement for the Ph.D. A Policy Statement. (1979). Washington, D.C.: The Council of Graduate Schools in the United States. (pp. 7-8)]

“The Graduate College awards the doctoral degree for excellence in research and scholarship, not merely because the student completes a program of courses or spends a given time in its pursuit. The doctorate signifies the attainment of independently acquired and comprehensive knowledge and attests to the general

professional competence of the recipient.” [OUHSC Graduate College Bulletin, 4.1]

Procedure:

1. It is expected that the student will develop the written proposal with the input of the dissertation committee and recommended consultants.
2. **Adequate Analytic Support:** Early during the proposal development stage, the student and the Dissertation Chair will identify or engage a consultant with expertise in the proposed quantitative or qualitative analytic methods to aid in the development of the proposal. Expert consultation can be obtained through a request to the PhD Office.
  - a. The Dissertation Chair will address the plan or need for consultation through the PhD Program Director.
  - b. Feedback from the consultant will be provided to the student, the Chair and the PhD Program Director.
  - c. The student may identify a dissertation committee member with expertise in the proposed quantitative or qualitative analytic method to serve **in lieu of a consultant** with approval of the GAC.

At the time that the student’s Dissertation Committee determines the proposal is ready to send to the GAC for review and feedback, the proposal will be forwarded to the GAC at least 2 weeks before the next GAC committee meeting. The proposal for GAC Review should include a completed cover sheet and forms and submitted electronically to the PhD office. The purpose for GAC review is to facilitate, support, and provide feedback to the student.

### **Defense of the Dissertation Proposal**

The dissertation proposal is a product of the student’s work with the Dissertation Committee. Students will orally defend the dissertation proposal to the Dissertation Committee.

1. **The meeting must be scheduled at a time when the full committee is available to participate.** Participation by telephone or IPV is permitted. The outcome of the Dissertation Proposal Defense meeting must be documented in writing and submitted with a copy of the approved written proposal to the PhD Program Office. The form is available on the CON website.
2. The director will forward the form to the Graduate College. The dissertation proposal may then be submitted to the IRB.
3. After IRB approval is received by the student and dissertation chair, a copy of the IRB approval will be submitted to the PhD Program Director to be placed in the student's file.

### **Dissertation Committee Meetings**

Students are expected to meet with their Chairs and/or committee members on a regular basis. **The PhD Program requires a full committee meeting to be held a minimum of once a semester.**

Members may participate remotely as needed. Documentation of all meetings is important to track student progress. The student is expected to document all meetings with his/her Chair and committee members. **It is expected that full committee meetings will be scheduled at a time when all committee members are available to meet.** Full committee meeting reports are due to the PhD Program Office on December 15<sup>th</sup>, April 15<sup>th</sup> and July 15<sup>th</sup>.

### **Preparing the Dissertation**

Students are to adhere to the Graduate College policies and procedures governing completion of the dissertation located at <https://graduate.ouhsc.edu/Information-For/Current-Students>

The PhD candidate should prepare and distribute reading copies of the dissertation to each PhD committee member. **The Committee should be given at least 2 weeks to review the Dissertation Reading Copy.** 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 dissertation chair, it should be submitted to the Graduate College along with a memorandum from the dissertation chair 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 dissertation chair in a memorandum. [Graduate College Bulletin, Section 4.10.2]

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 4.10.2 and 4.10.3]

## Authority for the Defense of the PhD Dissertation

This form and others related to the dissertation defense are mailed to the student's dissertation chair before the final oral examination. All members of the committee must sign the form and signify whether the examination was satisfactory or unsatisfactory. The rules for who must be in attendance at the dissertation defense are regulated by those of the Graduate College [Graduate College Bulletin, Section 4.10.3]. The rules are as follows:

- The final oral examination is a defense of the dissertation and is open to the public. The student must be enrolled in at least two hours the semester he/she is to take the final oral examination. Any changes in the doctoral 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.
- At least 10 days before the defense, the candidate must submit to the Graduate College an Announcement for the Final Examination and a double-spaced abstract of no more than 350 words. The Dissertation Defense Announcement form is located on the Graduate College website under Current Students\Graduate Student Forms. Authority for the Defense of the Doctoral Dissertation and other forms are mailed to the student's dissertation chair before the final oral examination. All members of the committee must sign the form and signify whether the examination was satisfactory or unsatisfactory.
- Advances in electronic media have made it possible for the oral defense to be held without the presence of every member at the same location. The student, the committee chair, and the majority of the dissertation committee must be physically present at the same location. The Graduate College must be notified of remote participation in advance of the defense. Other committee members may participate remotely via audio or video conference.
- Copies of electronic signatures for committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Dissertation Defense. Original signatures from all members are required on the final written dissertation signature page.

The defense will be open to the scholarly community, the GAC and other PhD students will be encouraged to attend. 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.



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 OUHSC.

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

Electronic versions of dissertations are required. The final version of your dissertation should be converted to a PDF document and submitted to the Graduate College on a CD, DVD or USB stick. Include on each CD/USB stick a separate file of your abstract. The Graduate College will make a final check. If all is in order, the files will be given to the student to be deposited with the library on two duplicate CD/DVDs.

The dissertation must be delivered to the Graduate College within 60 calendar days of the final defense. Students planning to graduate in a particular semester must meet specific academic deadlines and may not have 60 calendar days available. University graduate deadlines are listed in the OUHSC Academic calendar. [Graduate College Bulletin, Section 4.11]

Failure to submit the final copy within 60 days will cause the results of the defense to be set aside, whereupon the student must offer the Graduate College a new reading copy of the dissertation that carries preliminary approval of the dissertation chair. When the committee has accepted this new reading copy, the student may schedule the defense of the dissertation, according to the policies and procedures defined above.

It is essential that all dissertation candidates make themselves responsible for the complete and accurate collation of their materials before turning them in to the Graduate College. If utilizing copyrighted material in the dissertation, students must obtain permission from the holder of the copyright for such reproduction; without permission, the author of the dissertation is liable to prosecution once the dissertation has been made a published document. The student must complete and submit the form "Permission to use Published Material in Dissertation/Thesis"

available on the Graduate College website under Current Students/Graduate Student Forms.

## Academic Progression

Grades [Graduate College Bulletin, Section 2.10] can be found in the University of Oklahoma Health Sciences Center Graduate College Bulletin [<https://graduatecollegebulletin.ouhsc.edu>], University of Oklahoma Health Sciences Center Fran and Earl Ziegler College of Nursing Student Handbooks [<http://nursing.ouhsc.edu/CurrentStudents/StudentHandbooks.aspx>].

## 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.

**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.

The Nursing PhD Program has implemented the following procedure to complete the annual reviews:

1. Faculty advisors meet with the advisees and instruct advisees to complete self-evaluation document during the Spring Semester. **The student self-evaluation must be submitted to the faculty advisor no later than May 8<sup>th</sup> each year.**
2. Faculty advisors complete their portion of the annual evaluation.
3. Faculty advisor and student meet to review the annual evaluation and recommendations for the next year.
  - a. Specific information will improve the usefulness of the form. The goal of the summary  
is to help the student identify strengths and weaknesses in their

- program of study and address areas of need for optimal progression.
- b. The secondary goal of the form is to assist with program evaluation.
4. Completed annual evaluations are due to the PhD Program Office by **June 1<sup>st</sup> each year**.
  5. The Graduate Advisory Committee [GAC] reviews each student's annual evaluation, transcript, dissertation committee meeting documentation for students in dissertation phase, and recommendations for the future. The GAC will evaluate each student as "making satisfactory progress" or "unsatisfactory progress".
  6. The PhD Program Office submits the report of the GAC to the Graduate College prior to the start of the Fall Semester each year.
    - a. The PhD Program Director notifies each student who is deemed 'unsatisfactory' by the GAC review. 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.
  7. **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. Student is making satisfactory progress.
    - b. Student's level of performance is unsatisfactory, and the student is ineligible for further enrollment.
    - c. 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 2.12.4]

## Procedures for Handling Breaches of Ethical and Professional Behavioral Standards

Violations of this Policy will be handled as follows:

### **1. Who May File**

Complaints about possible breaches of ethical and professional behavior may be initiated by individuals within the College or Department/Section (students, faculty, staff, and administration) or by external sources (patients, families, visitors, extramural rotation sites, other agencies with which a student has had contact). If reported elsewhere, the initial complaint should be promptly forwarded to the student's program director or assistant/associate dean of student affairs or directly to the Dean of the College. The formal complaint must be in writing, with a brief description of the evidence, and submitted within 10 University business days after discovery of the incident, exclusive of University breaks and academic intercessions.

### **2. Complaints Review and Investigation, Sanctions**

Any egregious unethical or unprofessional behavior must be reported to the Dean and could result in the student's being immediately suspended or dismissed from the program. Examples of egregious or unprofessional behavior would include but are not limited to patient endangerment, unacceptable patient management, and inappropriate alteration of patient records, or behavior that poses a danger to persons or property or an ongoing threat of or disruption of the academic process. The Dean must consult with the Vice Provost for Academic Affairs, Legal Counsel and other officials as appropriate to determine if the matter should proceed under other applicable University policies. Should the Dean take the immediate action of suspending or dismissing a student from the program, the student may request a hearing under the Academic Appeals Board process, as described in Section 3 below.

For less egregious unethical and unprofessional behavior, rather than filing a formal complaint about professional behavior, the faculty member or program director may conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. In such cases, the faculty member or program director will contact the student directly to discuss the issue, provide feedback, and make suggestions for how the behavior at issue can be improved. If the faculty member or program director believes that an effective resolution resulted from meeting with the student, no further action is required. The incident shall be documented in the student's file and may be used in the future, where applicable, to indicate a pattern, practice, failure to benefit from redirection.

In the event that the faculty member or program director determines that giving the student feedback about issues of concern was not successful in resolving the issue or if the behavior is of a significant or serious nature (but not warranting immediate suspension or dismissal), a Professionalism Concerns Report (PCR) will be completed by the faculty member or program director. The focus of this

PCR process is educational, with the goal of helping the health professions student move forward successfully in coursework, clinical practice experience, and interactions within the Health Sciences Center community.

A PCR must be filed with the college's assistant/associate dean of student affairs within 10 University business days from the time the behavior was observed or reported, exclusive of University breaks and academic intercessions.

Following receipt of the PCR, the college's assistant/associate dean of student affairs will meet with the student to discuss ways in which the unprofessional behavior can be improved, thus allowing the student adequate opportunity to make appropriate behavioral changes. The student will be asked to sign the PCR to acknowledge that the PCR has been reviewed and may respond to the PCR by providing additional written information. The college's assistant/associate dean of student affairs may require remedial action, such as a corrective action plan, mandated counseling, or probationary status, which shall be noted on the PCR. The PCR is then forwarded to the college Dean and to the Graduate College Dean, if applicable.

In the event that a student fails on three occasions to meet the expected standards of ethical and professional conduct as documented by PCRs and/or documentation in the student's file, the assistant/associate dean of student affairs or if appropriate, the Graduate College Dean, has the option to place the student on probation, suspend the student, or dismiss the student, depending on the nature of the student's behavior. Prior to any such action, the student affairs dean, Graduate College Dean, or other appropriate administrator will meet with the student, identify the concerns, identify the anticipated action, and provide the student an opportunity to present his/her version of events leading to the situation. Within 3 days of such meeting, the student will be provided notice of the action taken. If dissatisfied with the action taken, the student may request a hearing in accordance with Section 3 below.

### **3. Appeal Process**

Students who are dismissed or suspended from their program may request a hearing under the OUHSC Academic Appeals Policy (Section 4.16 of the OUHSC Faculty Handbook).

A student may not appeal an action taken simply because he/she does not agree with it. (Regents, 12-1-11)

For more information, please consult the OUHSC Student Handbook at:

<https://studenthandbook.ouhsc.edu/>

## Appendix

Links to Full Handbooks

[Graduate College Bulletin](#)

[OUHSC Student Handbook](#)

Graduate College Student Forms for PhD Students

<https://graduate.ouhsc.edu/Current-Students/Forms-and-Guidelines>

For broken links please contact [gradcollege@ouhsc.edu](mailto:gradcollege@ouhsc.edu)

CON PhD Program Forms

<https://nursing.ouhsc.edu/Student-Resources/Forms>

For broken links please contact [Nursing-ITStaff@ouhsc.edu](mailto:Nursing-ITStaff@ouhsc.edu)