

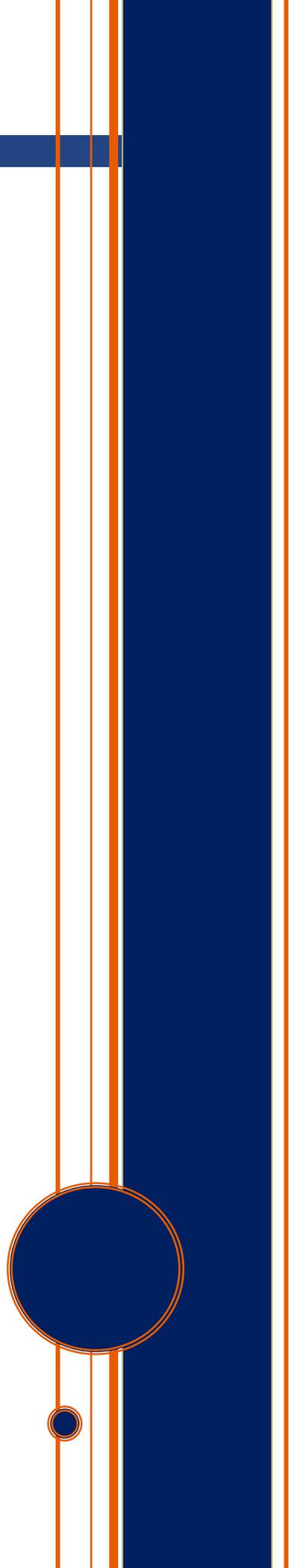


PHD STUDENT HANDBOOK

University of Florida College of Nursing

In this handbook, PhD students and mentors will find information related to admissions, academic progression, and graduation from the University of Florida College of Nursing doctoral program.

University of Florida College of Nursing



PhD Student Handbook

University of Florida College of Nursing

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Admission Information

Criteria for Admission:

1. A BSN or master's degree in nursing from a CCNE/NLN AC accredited program.
2. A master's program GPA of 3.2 on a 4.0 scale and a score of 500 or higher on each of the verbal and quantitative sections in the prior version of the Graduate Record Examination (GRE) General Test. In the current version of the GRE, a minimum score of 153 in the verbal section and 144 in the quantitative section are required for program admission.
3. Completion of the GRE Analytic or the Analytical Writing Measure.
4. Proof of English language proficiency. In order to demonstrate proficiency in the English language, international students or students who speak English as a second language must pass one of the following tests, with a satisfactory score of:
 - **Test of English as a Foreign Language (TOEFL):**
 - Computer-based: 213
 - Paper-based: 550
 - Web-based: 80
 - iBT Speaking Component: 26
 - **International English Language Testing System (IELTS):**
 - Overall score: 6.5
 - Speaking Component: 7
 - **Michigan English Language Assessment Battery (MELAB):**
 - Overall score: 79

OR

Students may successfully complete the English language learning program at the University of Florida English Language Institute.

OR

Students must receive a minimum score of 153 in the verbal part of the Graduate Record Examination (GRE).

OR

Students must achieve an acceptable score on an essay administered by the Academic Written English Program at UF.
5. Current licensure (or eligibility) as a Registered Nurse in the State of Florida.

6. Availability of a primary mentor who is a College of Nursing faculty member with expertise consistent with the students' research focus area.
7. Students must be either a U.S. citizen, legal U.S. resident or hold a valid visa.

BSN/PhD Applicant Criteria:

1. A baccalaureate degree in nursing from a nationally accredited program.
2. A baccalaureate degree GPA of 3.5 on a 4.0 scale in the most recent 60 credits taken toward the bachelor's degree.
3. A score of 600 or higher on each of the verbal and quantitative sections in the prior version of the GRE General Test. In the current version of the GRE, a minimum score of 160 in the verbal section and 148 in the quantitative section are required for program admission.
4. Numbers 4-8 the General Criteria section above.

Non-MSN Applicant Criteria:

1. A baccalaureate degree in nursing from a nationally accredited program.
2. A master's degree in an area relevant to health care and/or health care delivery systems with a GPA of 3.5 on a 4.0 scale.
3. A score of 500 or higher on each of the verbal and quantitative sections in the prior version of the GRE General Test. In the current version of the GRE, a minimum score of 153 in the verbal section and 144 in the quantitative section are required for admission to the program.
4. Numbers 4-8 in the General Criteria section above.

Additional Requirements for All Applicants:

1. Three professional/academic references attesting to the applicant's potential for graduate study.
2. An essay (double-spaced, 1500 word maximum, using current APA guidelines) describing the following:
 - a. Your academic expectations of the program
 - b. How earning a PhD will affect your future research career
 - c. The experiences that you feel have best prepared you for doctoral study (e.g., clinical, educational, or leadership experiences)

- d. A clinical problem or area in which you are interested in developing your dissertation research, and how that interest aligns with a College of Nursing faculty member's research area. It is important here to identify one or more faculty who could potentially mentor you based on your and their research interests.
 - e. What are the most difficult issues that you anticipate you may encounter in the PhD program? How do you plan to handle each issue?
3. Resume/curriculum vitae. Please include Awards, Honors, and Academic Scholarships.

Procedures:

1. Applications are submitted electronically using the CAS system and are screened by the Office of Academic and Student Affairs. Preference is given to applicants who submit all application materials by November 30th. Deadline for completion of applicant file is March 1st. Applications will be accepted after the March 1st deadline on a space-available basis. The PhD Program Director reviews the completed application and in collaboration with the department chairs determines who might be a suitable mentor(s).
2. Potential mentors are notified and if interested and able to accept a new student, the file is sent for their review.
3. The Program Director assembles an admissions advisory group comprised of the mentor(s), the ADR, and other GFS faculty who have expressed interest in being part of an advisory group.
4. The group reviews the application and sets up a Skype or in person interview. Following the interview, the advisory group determines if admission is recommended. If there is uncertainty, the application is taken to the PhD program meeting for discussion by the larger group of GFS faculty.
5. If a recommendation for admission is made, the PhD Program Director will email the potential mentor and copy the Department Chair on the admission recommendation.
6. After admission decisions are finalized, the PhD Program Director, Associate Dean for Research, and the Associate Dean for Student Affairs will meet to discuss awarding of scholarships.
7. Applicants are notified about admission decisions, their mentor, and financial awards by the Office of Student Affairs.
8. Students denied admission who have a GPA or GRE below the established criteria for admission may complete the Petition Form), which will be reviewed by a faculty committee.

Petition Form- PhD

Student Name: _____

Address: _____

Phone: _____

To petition for re-consideration of denial of admission, respond to the questions listed and submit this form along with your responses to the questions below to the College of Nursing Admissions Office.

1. Please describe how your previous clinical, research, educational, and/or leadership experiences will facilitate your ability to be successful in the PhD program.
2. PhD students often have multiple responsibilities. Given the limited number of hours in a day, and the time commitment required to complete the program, describe at least three (3) strategies that will help you manage your personal responsibilities so that you can focus on your studies.
3. Are you the first generation of your family to attend college?
4. Are you a member of a group under-represented in the nursing profession? If yes, please explain.

Funding for CON PhD Students

Procedures:

Teaching Assistantships

1. Teaching Assistantships (TAs) are mentored teaching experiences. TAs are appointed based on College teaching needs as determined by Department Chairs. TA positions in the College are UF OPS appointments (as a student assistant), which do not include tuition support or benefits such as health insurance.
2. A PhD student interested in a TA position should first confer with her/his advisor/mentor, and then inform the appropriate Department Chair of his or her interest in the position.
3. If the Department Chair has the resources and a teaching need that matches the doctoral student interest, the Department Chair will arrange the TA appointment. Per UF regulations, TA appointments may not exceed .5 FTE per semester.
4. TAs must complete UF FERPA training within two weeks of beginning work and submit certificates of completion to faculty supervisors. The faculty supervisor forwards the certificate to the Office of Student Affairs for filing in the student record.
5. TAs must complete College of Nursing Privacy, Security, and Compliance Training within two weeks of beginning work and inform the CON IT staff when this is completed. The CON IT staff will send verification of the completion of training to the faculty supervisor who will forward verification to the Office of Student Affairs for filing the student record.
6. The TA will be supervised by the course faculty member as assigned by the Department Chair. The students and faculty member should meet regularly for mentoring sessions.
7. Student progress and accomplishments in the TA role should be reflected in the Annual Progression Report for the PhD students.

Research Assistantships

1. Research Assistantships (RA) are mentored research experiences. RAs are appointed based on College research needs as determined by the Associate Dean of Research (ADR). RA positions in the College are UF OPS appointments (as student assistants) which do not include tuition support or benefits such as health insurance.
2. A PhD student interested in a RA position should first confer with her/his advisor, and then inform the PhD Program Director of his or her interest in the position.
3. If the PhD Program Director is aware of a research need that matches the doctoral student interest, and funds are available, the PhD Program Director will arrange the RA appointment in consultation with the relevant faculty member and Department Chair.

NOTE: The Request for Letter of Appointment form for an RA must include the approval signature of the PhD Program Director.

4. RAs must complete College of Nursing Privacy, Security, and Compliance Training within two weeks of beginning work and inform the CON IT staff when this is completed. The CON IT staff will send verification of the completion of training to the faculty supervisor who will forward verification to the Office of Student Affairs for filing the student record.
5. The RA will be supervised by the research faculty member. The student and the faculty member should meet regularly for mentoring sessions.
6. Student progress and accomplishments in the RA role should be reflected in the Annual Progression Report for the PhD students.

Graduate School Fellowships (For Full-Time PhD Students Only)

1. The Graduate School Fellowships (GSFs) are administered by the University and the Graduate School and are intended to recruit outstanding PhD students. Available fellowships vary each year as determined by the Graduate School; generally only a small number are available.
2. Applicants will be considered for the GFS based on their GRE scores, GPA, letters of recommendation, and evidence of leadership and/or scholarly work.

- GSFs in the College are appointed as pre-doctoral fellows or GTAs or GRAs (see Table below). These appointments include full tuition support, health insurance benefits and an annual stipend for up to four years.

Sample Appointment Table

Calendar Year	FTE / Appointment
One	Pre-doctoral Fellow
Two	GTA or GRA (.25 - .50 FTE) – Fall, Spring, Summer
Three	GTA or GRA (.25 - .50 FTE) – Fall, Spring, Summer
Four	Pre-doctoral Fellow

NOTES:

Graduate School Regulations:

>College of Nursing GSFs are not appointed as GTAs or GRAs in Year One.

>GTA and GRA appointments must occur for two of the four years of the GSF appointment in the College of Nursing (per UF Graduate School regulations)

>GSFs must carry credit loads of 12-12-8 (Fall-Spring-Summer) for tuition reimbursement in years when they are not holding a GTA or GRA appointment. The credit load requirement for tuition reimbursement in years when holding a GTA or GRA appointment is 9-9-6 (Fall-Spring-Summer) (per UF Graduate School regulations)

- The PhD Program Director will meet annually (June-July) with the Associate Director of Finance to clarify upcoming appointments for GSFs. The PhD Program Director will solicit Department Chairs and faculty members for appropriate GTA and GRA appointments for GSFs.
- Each GSF should consult with her/his mentor regarding the plan for the four year GSF appointment. Ideally, the GSF should include both GTA and GRA experiences.
- Student progress and accomplishments in GTA and GRA roles should be reflected in the Annual Progression Report (See Policy S-4.02).

PhD Student Individual Development Plans and Mentoring

The University of Florida Graduate School considers the Individual Development Plan (IDP) a Best Practice for high quality graduate education. An individual development plan

(IDP) helps students to align personal and professional goals with academic expectations and responsibilities. All PhD students must complete an IDP template upon admission and update it on an annual basis. Students and faculty advisors* must meet to discuss the IDP and the CON curriculum plan at least once per academic year for annual evaluation and once per semester to review IDP progress.

Procedures:

Year 1: IDP Development and Mentoring

1. In the first semester of PhD studies, the student will prepare a preliminary IDP and curriculum plan and submit them to his/her advisor at least one week prior to initial meeting that is described in #2 below.
2. The student will schedule a meeting with his/her advisor during the first two weeks of class to review the IDP and curriculum plan.
3. Following the initial meeting with the advisor, the student will make revisions, if necessary, complete the signature page on the IDP, and submit an electronic copy of the entire IDP AND the curriculum plan documents to the (Responsible Party) in the Office of Student Affairs.
4. The student and advisor will meet at least 1 time per semester to review progress towards IDP goals.
5. At the end of the spring semester, the student will complete a self-evaluation of progress towards achieving IDP goals and submit it to his/her advisor at least one week prior to meeting with the advisor. The student and advisor will review the self-evaluation, plan goals, and discuss progression in the PhD program. (Refer to policy S 4.02: Progression and Annual Evaluation).

Year 2 through end of program: IDP Development and Mentoring

Year 2: IDP Development and Mentoring

1. In the first semester of the second year, the student will prepare the Year 2+ IDP (Attachment #3) and update the curriculum plan (Attachment #2)
<https://myidp.sciencecareers.org/>
2. The student will follow instructions from #2-5 from Year 1 IDP Development and Mentoring section above.

Progression and Annual Evaluation of PhD Students

A. Progression Requirements

1. Students must maintain at least a 3.00 truncated GPA and have passing grades in all course work (passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S).
2. Students who receive an incomplete (I), which has zero grade points, for any course must be assigned a grade prior to completion of the next semester. Otherwise, the student will not meet criteria for progression in the program.
3. Students with less than a 3.00 truncated GPA or receiving a U in NUR 7979 or NUR 7980 may not hold an assistantship or fellowship per UF Graduate School Policy.
4. Students must have on file in the Office of Student Affairs (OSA) evidence of compliance with Student Health Policy (S-1.01) and Security Requirements Policy (S-1.17) and current CPR certification (if required).

B. Annual Evaluation of Progression

1. An annual evaluation will be conducted by the Faculty Adviser or Supervisory Committee Chair during the summer semester of each year. The student and student's faculty adviser or supervisory committee chair will meet for an evaluation of program progression annually or additionally if necessary (see numbers 4 and 5 below).
2. The student will be given a copy of the written evaluation (see Attachment #1).
3. A copy of the written evaluation (see Attachment #1) will be sent to the OSA to be placed on file as part of the student's academic record.
4. When an evaluation results in a Satisfactory evaluation but with revisions to the program of study, copies of the evaluation form (see Attachment #1) need to be sent to the Program Director (PD), the Associate Dean of Student Affairs (ADSA) and the Associate Dean of Academic Affairs (ADAA) should be notified. A follow-up evaluation should be conducted as deemed appropriate by the faculty adviser or the supervisory committee chair.
5. When an evaluation results in an unsatisfactory progress rating, there will be an

additional form (see Attachment #2) completed and the PD, ADSA and ADAA will be notified immediately.

6. The Comments or Requirements section of Attachment #2 must be completed and a rationale must be offered. If the evaluation is unsatisfactory, then administrators must decide whether or not to recommend student removal from the program.
7. The PD and ADSA (with consultation from the ADSA if required) will meet to make a final decision if the recommended course of action noted on the evaluation form (see Attachment #2) is for student removal from the program.
8. The ADSA will notify the student of the outcome of the meeting.
9. If the student disagrees with an evaluation, the student may request in writing that the evaluation be reviewed by the PD and the ADSA. This review is recorded (see Attachment #3).

Attachment #1



UNIVERSITY OF
FLORIDA

Progression in Doctoral Studies

College of Nursing—Evaluation Form

Date: _____

Student: _____

UFID _____

Mail _____

Mentor/Supervisory Committee

Chair: _____

Committee Member(s) _____

This is to verify that an Annual Evaluation has been conducted for the above student including review of grades, scholarly productivity, adherence to the program of study, adherence to health, security, and CPR requirements, and progress toward dissertation completion.

The following action is recommended:

- ___ 1. Satisfactory progress—proceed as planned.
- ___ 2. Satisfactory progress, however, some improvements or changes are recommended for satisfactory progress. See comments below.
- ___ 3. Unsatisfactory progress— Revise program of studies (curriculum plan) and/or other requirements (see Attachment #2).
- ___ 4. Unsatisfactory progress—Recommend that the student be withdrawn from doctoral Nursing (see Attachment #2).

*Satisfactory progress is noted in Section A, numbers 1 and 4 of Policy S-4.02

Comments or Requirements:

Signatures:

Student: _____ Date: _____

Faculty Adviser/Supervisory
Committee Chair: _____ Date: _____

Program Director: _____ Date: _____

*Distribution -- Copy Center's Use Only -- Copy sent to: ___ Student Record ___ Student ___ Mentor/Committee Chair ___ Ph D
Program Director*

Attachment #2



UNIVERSITY OF
FLORIDA

Progression in Doctoral Studies

College of Nursing—Review of Unsatisfactory Evaluation Rating

Date: _____

Student: _____ UFID: _____

Conducted By: _____

Department Chair

Mentor/Supervisory Committee Chair

This is to verify that an Unsatisfactory Annual Evaluation Review has been conducted for the above student including a review of grades, scholarly productivity, adherence to the program of study, adherence to CON student health, security, and CPR requirements, and progress toward dissertation completion.

Outcome / Recommendations:

- ___ 1. Unsatisfactory progress; Revise program of studies (curriculum plan) and/or other requirements.

Revisions and rationale: _____

- ___ 2. Unsatisfactory progress; withdrawal.

Rationale: _____

Signatures:

Program Director: _____ Date: _____

Mentor/Supervisory Chair:: _____ Date: _____

Student: _____ Date: _____

Distribution -- Copy Center's Use Only -- Copy sent to: ___ Student Record ___ Student ___ Mentor/Committee Chair (5 copies) ___ Department Chair

Supervisory Chair and Committee for PhD Students

PROCEDURE: After successfully completing the first year of core courses including the research synthesis course, , the student is responsible for arranging a meeting with the supervisory chair to refine the focus of the student's plan for research and review *Student Checklist for PhD Program Planning* regarding PhD student responsibilities.

1. The student and mentor will develop a list of potential faculty members who are conducting research in the area of the student's research focus.
2. The student and mentor will arrange a meeting with the PhD program director and relevant department chair to identify potential supervisory committee chairs.
3. The student works with the mentor and department chair until a suitable supervisory committee chair is identified and appointed.
 - The department chair and PhD Program Director nominate supervisory committee chair and members
 - As per the UF Graduate Catalog, the College of Nursing dean approves the nominations and the dean of the Graduate School appoints the supervisory committee chair and members.
4. The student and supervisory chair develop a list of potential committee members who meet criteria listed on *Criteria for Selection of Supervisory Chair and Committee Members* (Attachment #3).
5. Following selection of the supervisory chair and members, the student will:
 - A. Complete *Supervisory Committee Appointment Form* (Attachment #3).
 - B. Turn the completed form into the Office of Academic and Student Affairs (OASA) for entering into the Graduate Information Management System (GIMS) system.
6. Any changes in supervisory committee member(s) must be approved by Supervisory chair, department chair, and PhD Program Director and submitted to the OASA office³ for transmission to the UF Graduate School.

Student Checklist for PhD Program Planning

I. Supervisory Committee Appointment

- Arrange meeting with mentor and relevant department chair to identify potential supervisory chair and members. _____
- Obtain consent of chairperson and faculty members to serve on committee. _____

Committee Membership:

- ✓ No less than four members.
- ✓ At least two members from College of Nursing (including chair).
- ✓ One external member from a UF college other than the College of Nursing.. _____
- Complete *Supervisory Committee Appointment Form* by printing chairperson and committee members' names, department, UFID, and Graduate Faculty Status (GFS). _____
- Submit completed form to Office for Academic and Student Affairs (OASA) and an optional copy to each committee member. _____

II. Other Activities

- Convene first meeting of Supervisory Committee. _____
- Finalize *Individual Program of Study* (Attachment #4). Turn completed form into OASA office for placement in student record. _____

For additional information, refer to University of Florida Graduate Catalog on Doctor of Philosophy requirements: http://gradcatalog.ufl.edu/content.php?catoid=4&navoid=905#Doctor_of_Philosophy

Criteria for Selection of Supervisory Committee Chair and Members

Criteria for faculty members selected for Supervisory Committee chair are:

1. Conducting research in content area of student research focus.
2. Graduate Faculty Status.
3. Record of achievement to support development of NRSA application.
4. Research program.

Criteria for faculty members selected for Supervisory Committee members are:

1. Expertise in research methodology or content.
2. Representation from minor area of study (at least one member).
3. Graduate Faculty Status.

Attachment #3

Supervisory Committee Appointment Form

Student's UFID	Student's Last Name	Student's First Name	Student's Middle Name

Check one:

This form is being submitted for: a new supervisory committee a change in supervisory committee

Degree	Minor

	UFID	GFS	Name	Department
Chair				
Co-Chair				
Member				
External				

APPROVAL:

Department Chair

PhD Program Director

Date

Date

Attachment #4

**DOCTOR OF PHILOSOPHY IN NURSING SCIENCE:
INDIVIDUAL PROGRAM OF STUDY**

NAME: _____ SUPERVISORY CHAIR: _____

LIST COURSES FOR PHD PROGRAM IN NURSING BELOW. DO NOT USE REVERSE SIDE.

Course & Category (minimum)	Course No.	Title of Course (Abbreviate as Needed)	Sem. Hrs.	Institution (Abbreviate)	Yr. & Term Taken	Grade Rec'd
Core Theory (9)	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

Research (15)	_____	_____	_____	_____	_____	_____

Minor (12)	_____	_____	_____	_____	_____	_____

Electives (6)	_____	_____	_____	_____	_____	_____

Dissertation (var)	_____	_____	_____	_____	_____	_____

Anticipated Date of Qualifying Exam _____ Anticipated Date of Graduation _____

Approved _____ Committee Members _____
 Supervisory Committee Chair _____ Date _____

 Graduate Coordinator _____ Date _____

C 102 9/98

Distribution Copy to: ___ Supervisory Chair ___ Committee Members ___ Student ___ Student Record

PhD Qualifying Examination and Admission to Candidacy

Students request the examination by initiating and obtaining signatures on the appropriate form: Qualifying Examination: Request to be Examined form (Attachment #1) and submitting it to the Office of Student Affairs. The Office of Student Affairs will notify the PhD Program Director and provide the Supervisory Chair with the Candidacy form at least one week prior to the oral exam.

1. Eligibility Criteria. To be eligible for the qualifying examination, the student must have:
 - a. Successfully completed all of the required nursing core coursework as well as area of concentration requirements without any existing incomplete grades
 - b. Received a satisfactory rating on the most recent annual evaluation
 - c. Received the approval of the supervisory chair and committee to proceed to the qualifying exam
 - d. Registered for a minimum of three credit hours or as required by the terms of a scholarship or fellowship during the term the examination is administered.

2. Time Schedule

The examination is typically taken after the second year of full-time study or equivalent part-time study. There must be a minimum of two semesters between the date of the qualifying examination and date of the degree. All work for the PhD degree must be completed within five calendar years after admission to candidacy or the examination must be repeated.

3. PhD Qualifying Examination

Students request the examination by initiating and obtaining signatures on the appropriate form: Qualifying Examination: Request to be Examined form (Attachment #1) and submitting it to the Office of Student Affairs. The Office of Student Affairs will notify the PhD Program Director and provide the Supervisory Chair with the Candidacy form at least one week prior to the oral exam.

In consultation with the supervisory chair, the student schedules a meeting of the supervisory committee to review the focus of the dissertation, determine completion of all other eligibility criteria and to discuss the written exam options and projected oral exam

dates. The written Exam Options include (a) Written Questions Option and (b) Grant Application Option.

A. Written Question Option

By the predetermined date, the student will submit to the chair of the supervisory committee four (4) questions accompanied by a comprehensive reading list (in APA format). The questions should reflect the synthesis and integration of the student's individual program of study and cover:

- a) Theoretical issues and research findings that pertain to the student's area of research, including analysis of ethical, social, political, economic, and/or cultural issues
- b) Methodological issues that pertain to the student's area of research, including analysis of how a variety of research approaches have been used, or could be, used to expand the scientific knowledge base in the area of the dissertation proposal.

The chair and supervisory committee will discuss the questions prepared by the student and may select or modify these questions or add alternative questions. The final two (2) questions will be provided to the student two (2) weeks after the committee receives the student's proposed questions.

Once the student has received the questions, the student will proceed independently to prepare responses. All answers are to be typewritten, double-spaced, APA format in 12 pt or equivalent font. Each answer may be no more than 10 pages in length, excluding references, tables, and figures.

B. Grant Application Option

The student will independently write a 7-10 page grant application focused on the dissertation topic following current NIH guidelines for R21 applications. The sections to be included are the:

- I. Specific Aims
- II. Research Strategy
 - A. Significance
 1. Theoretical/practical/methodological significance of your topic
 2. Possible contribution to the field and to your future program of research

3. Conceptual/theoretical framework (or justification for not using a framework)
 - a. Scientific premise for the research (general strengths and weaknesses of the prior research with consideration of rigor of prior research)
 - b. Describe what is known about the key concepts, any hypothesized relationships among them, with your critical analysis of the strengths/weaknesses in prior research
- B. Innovation
 1. Gaps in this area of research and how your study will contribute to filling at least one of these gaps
 2. Novel aspect of your study compared to previous studies in this area
- C. Approach
 1. Preliminary studies you conducted or participated (if applicable)
 2. Design
 - a. Research approach and specific design
 - b. Brief discussion of reasons for choosing this design rather than alternative approaches
 3. Setting and Sample
 - a. Inclusion and exclusion criteria
 - b. Determination of the appropriate sample size
 - c. Plan for recruitment of participants (or access to data as relevant) and any anticipated difficulties.
 - d. Strengths and limitations of the proposed sample for answering your research question
 4. Measures
 - a. For a quantitative study:
 - i. Operationalization of the variables
 - ii. Validity, reliability, responsiveness of the instruments
 - iii. Rationale for choice of the instruments
 - b. For a qualitative study: interview guide to capture the concepts of interest
 5. Procedures
 - a. Description of study data collection process or data preparation and processing
 - b. Procedures to maximize the integrity and rigor of the study (e.g., random assignment and blinding for experiments, ensuring participant comfort to maximize disclosure)
 6. Analysis
 - a. Data analysis methods planned to achieve the study

- b. Explain how relevant biological variables, such as sex, are factored into research design and analysis.
7. Time line
8. Potential problems, alternative strategies, and benchmarks for success
9. Summary of strengths and fit with the student's philosophical perspective(s)

Questions regarding procedural issues related to either option are to be addressed to the Associate Dean for Research and Scholarship and PhD Program Director. Violation of rules will constitute failure of the examination.

The completed examination is to be delivered electronically or by hard copy by the student to each member of the Committee. Hard copies should be on plain white 8.5 x 11 inch paper, securely clipped together but not stapled or bound. The student will have two weeks (14 days) to deliver the completed examination to the committee. Committee members will acknowledge receipt. Students will adhere to the UF honor code (4.9). No decision on pass/fail will be made until after the oral portion of the examination.

The Supervisory Committee evaluates the written exam document using the following criteria:

- 1) The written document reflects in-depth knowledge and synthesis of relevant theory and research.
- 2) The written document reflects a comprehensive review of literature in the student's area of research.
- 3) The written document reflects knowledge of the type of research the student proposes (qualitative, quantitative, or mixed methods).
- 4) The written document reflects an understanding of the student's area of concentration/supporting courses and their relevance and/or application to the student's dissertation proposal.
- 5) The written document give evidence of scholarly thinking appropriately reflected in scholarly writing.

Within two (2) weeks after submission of the written portion, an oral examination will be held. The student is responsible for arranging the time and date of the exam which must be

agreed upon by all committee members. It is the responsibility of the supervisory chair to secure a location for the oral examination and to notify the student.

Members of the Supervisory Committee must participate in the oral examination. The student may not change membership of the supervisory committee between the time of written and oral portions of the qualifying examination. The oral examination may be conducted using video and/or telecommunication. However, the student and chair or co-chair must be in the same location. All other members may participate from remote sites via tele-communications.

The oral examination provides opportunity for the student to amplify, clarify, and verify written responses. The focus is on the student's ability to communicate orally and substantiate integration of knowledge. The oral examination normally requires approximately two hours.

4. PhD Qualifying Examination Outcome

At the conclusion of the oral examination, the Supervisory Committee shall assign a grade of pass or fail and complete the Graduate School Form: Admission to Candidacy (which is sent to the Supervisory Chair by the Office of Student Affairs), including necessary changes in student's program or special conditions. The Admission to Candidacy Form is submitted to the College Office of Student Affairs who will then submit the form electronically to the Graduate School. A failing grade is also recorded and submitted on the Admission to Candidacy Form. A failing grade on the examination results in one of the following recommendations:

- Dismissal from the PhD program in nursing, or
 - Petition of re-examination, with a change in program of studies and additional coursework, or request to further develop dissertation proposal. (See Attachment #2: Qualifying Examination; Preparation for Re-Examination).
- a. If re-examination is recommended, it must be requested in writing by the supervisory chair and committee through the College Associate Dean for Student Affairs and approved by the UF Graduate School. At least one semester of additional course work must be completed before re-examination (per UF Graduate Catalog). The required date of reexamination is reset by the supervisory chair and committee.
 - b. If permission for re-examination is granted, the student must re-initiate the examination process as in #3 above

- c. If a failure occurs at the time of a second examination, the student will be dismissed from the PhD program in nursing. The supervisory committee records the outcome and the committee chair submits the forms: Graduate School Admission to Candidacy and the College of Nursing, Qualifying Examination: Dismissal or preparation for Re-Examination, to the Office of Student Affairs (See Attachment #5).
- d. If the Qualifying Examination is passed, the student may proceed to the dissertation proposal preparation, refinement, and approval process with supervisory chair and committee's input. The supervisory chair and committee will review the final dissertation proposal and grant approval for the student to proceed. Once authorization from the chair and committee is obtained, the student may apply for Institutional Review Board approval and begin to conduct the dissertation study.
- e. Review [UF Graduate School](#) University of Florida - Acalog ACMS™ deadlines.
- f. There must be at least two semesters between the oral part of the qualifying exam and the date of the degree. The term in which the qualifying examination is passed is counted, if the exam occurs before the mid-point of the semester. If the oral exam is passed prior to mid-point of the semester, NGR 7979 will be converted to NGR7980.

Anticipated date for re-examination _____

(At least one full semester of additional work is required before re-examination). Requires resubmission of form Qualifying Examination: Request to be Examined (Attachment #1).

Signatures:

Typed or Printed Names

Supervisory Chairperson: _____

External Member: _____

Distribution: Original Copy to: ___ Student Record
Copy to: ___ Student ___ Supervisory Chair ___ Committee Members ___ Program Director - ___ ADSA

Candidacy Checklist - Instructions for PhD Students

- 1 Review Graduate School deadlines—
 - (UF Graduate School)
- 2 Confirm that the College's Office for Student Affairs (OSA) has your supervisory committee information.
- 3 Please complete Attachment #1 from Policy S-4.04 and submit to OSA so that staff know the date of your oral exam.
- 4 A week prior to your exam, the OSA will provide your supervisory chair with the "admission to candidacy" form. After the exam is completed, the form must be submitted to OSA in the College of Nursing. The information will then be entered into the Graduate Information Management System.
 - There must be at least two semesters between the oral part of the qualifying exam and the date of the degree. The term in which the qualifying examination is passed is counted, if the exam occurs before the mid-point of the semester. If the oral exam is passed prior to mid-point of the semester, NGR 7979 will be converted to NGR 7980, and these credits will count toward the required 14 credits of NGR 7980.

Dissertation Options and Requirements

DISSERTATION FORMAT SELECTION

The PhD student will consult with the dissertation committee and either a traditional or manuscript option for the dissertation format will be identified. The research comprising the dissertation is similar for each option and the format differs only in organization. The student may refer to the [UF Graduate School Handbook](#) for information about the dissertation, which will follow [UF Graduate School guidelines](#) for format and content.

A. Option I. Traditional Dissertation

The traditional dissertation is an integrated, scholarly report. The student consults the dissertation chair on the appropriate format for the dissertation based on the research study type, e.g., quantitative or qualitative.

B. Option II. Non-Traditional Dissertation

The non-traditional dissertation is often referred to as the “manuscript option.” This option allows for submitted, accepted, or published manuscripts to become part of the doctoral dissertation. The student negotiates with the supervisory committee regarding the focus and content of 2-3 manuscripts and the peer-reviewed journals to which the manuscripts will be submitted, accepted or published before the final defense date. One manuscript must be databased and report the results of the student’s dissertation research. Publications authored by the student prior to passing the qualifying exam may be included with the committee’s approval.

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2. The PhD student must be the lead author on each manuscript. Dissertation committee members who made contributions to the manuscripts should be included as co-authors.

3. The manuscripts are directly related to the student's dissertation research. The dissertation committee approves each manuscript prior to submission. One manuscript must be databased and report the results of the student's dissertation research. The second or third manuscripts may be databased or focused on a related scholarly topic such as an integrative literature review, conceptual analysis or theoretical development process; methodological issue; instrument development process; or clinical application of the research findings to practice.

4. At the time of publication, the student assigns copyrights to the publishing journal. The student must obtain written permission from the copyright holder to include the material in the dissertation. Failure to do so would be an infringement of United States copyright laws. Students who publish in Open Access journals retain copyrights to the manuscript.

REQUIRED MINIMUM DISSERTATION CREDITS AND TIMING

1. All doctoral candidates who are doing dissertation work must register for NGR 7980 at minimum of three credits per semester.
2. There must be at least two semesters between the oral part of the qualifying exam and the date of the degree. The term in which the qualifying examination is passed is counted, if the exam occurs before the mid-point of the semester. If the oral exam is passed prior to the mid-point of the semester, NGR 7979 will be converted to NGR7980.