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.
Welcome to your doctoral studies at the University of Florida’s College of Nursing! Our goal is to provide you with a rich educational experience that will provide you with the foundational skills and knowledge to be a leader in the development of nursing science, academia and policy to positively influence health outcomes. As a community of scholars, our program welcomes and promotes diversity at all levels, including but not limited to diversity of thought, skills, background, representation, abilities, and beliefs. We sincerely hope that your time as a graduate student is rewarding!

Table of Contents

PhD Program Purpose and Objectives .......................................................................................... 1
Admissions Information ........................................................................................................... 3
Funding for CON PhD Students .............................................................................................. 6
PhD Student Individual Development Plans and Mentoring ................................................... 9
Progression and Annual Evaluation of PhD Students .......................................................... 11
Supervisory Chair and Committee for PhD Students ............................................................. 13
Individual Plan of Study ......................................................................................................... 15
PhD Qualifying Exam and Admission to Candidacy ............................................................... 16
Dissertation Options and Requirements ................................................................................ 24
PhD Program Purpose and Objectives

The UFCON PhD program prepares nurse scholars to develop and conduct scientific research that advances the theoretical foundations of nursing practice and health care delivery. The curriculum is organized around three pillars to prepare graduates to assume roles as: stewards of the discipline, members of the community of scholars, and leaders in innovation and discovery. Graduates are prepared with knowledge and skills necessary to generate new nursing knowledge that will allow them to advance the theoretical foundations of practice and health care delivery.
Upon completion of the doctoral program, the PhD graduate is expected to engage in the following activities:

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<td>1. Research</td>
<td>Synthesizes and generates knowledge for the discipline of nursing.</td>
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<td>2. Scholarly Activity</td>
<td>Disseminates findings to researchers, practitioners and other stakeholders in health care.</td>
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<td>3. Leadership</td>
<td>Assumes leadership and advocacy positions to advance health care through nursing science.</td>
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<td>4. Ethics</td>
<td>Synthesizes ethical issues and standards related to science and knowledge development.</td>
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<td>5. Collaboration</td>
<td>Develops and engages in interdisciplinary teams within the scientific and health care practice communities.</td>
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Preface

The PhD in Nursing Science degree is conferred by the University of Florida Graduate School, and is subject to all policies described in the Graduate Catalog (https://catalog.ufl.edu/graduate/) and Graduate Student Handbook (http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf). This handbook is designed as a resource guide providing information specific to the College of Nursing PhD program. The Graduate Catalog is the official University of Florida (UF) publication for graduate policies and procedures, and will take precedence if there are any discrepancies between the two publications.

General Admission Requirements

Criteria for Admission:

1. A BSN or master’s degree in nursing from a CCNE/NLN AC accredited program.
2. Current licensure (or eligibility) as a Registered Nurse in the State of Florida (waived for international students).
3. Availability of a primary mentor who is a College of Nursing faculty member with graduate faculty status and expertise consistent with the students’ research focus area.
4. Students must be either a U.S. citizen, legal U.S. resident or hold a valid visa.
5. International students have additional requirements for admission as defined by the University of Florida Graduate School detailed here: http://graduateschool.ufl.edu/admissions/international-applicants/
BSN/PhD Applicant Criteria:

In addition to the general admission requirements listed:

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. Numbers 3-5 from the General Criteria section above.

MSN/PhD Applicant Criteria:

In addition to the general admission requirements listed:

1. A baccalaureate degree in nursing from a nationally accredited program.
2. A master’s degree in nursing or an area relevant to health care and/or health care delivery systems, with a GPA of 3.5 on a 4.0 scale.

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. What impact you hope to achieve through your research after earning a PhD
   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 research area. It is important to identify one or more faculty who could potentially mentor you based on your and their research interests. Contact with and support of the potential mentor prior to application is required. Research faculty profiles are accessible here: https://nursing.ufl.edu/research/research-faculty/
e. What are the most difficult issues that you anticipate encountering 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 Student Services. 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 (See https://nursing.ufl.edu/admissions/ for additional details.).

2. In conjunction with input from the identified mentor, College of Nursing Graduate Faculty discuss offering admission to the applicant.

3. If additional information is needed, the applicant will be contacted by the proposed mentor or Associate Dean for Research/PhD Program for an interview. Information from the interview is brought back to the graduate faculty for consideration and vote on offering admission.

4. If a recommendation for admission is made, the Office of Student Services will email the potential mentor and copy the Department Chair on the admission recommendation.

5. After admission decisions are finalized, the Associate Dean for Research/PhD Program and the Assistant Dean for Student Services will meet to discuss awarding of scholarships and other funding.

6. Applicants are notified about admission decisions, their mentor, and financial awards by the Office of Student Services.
Funding for CON PhD Students

Teaching Assistantships

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, and do not include tuition support or benefits such as health insurance.

- 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.

- If the Department Chair has the resources and a teaching need that matches the doctoral student’s interest, the Department Chair will arrange the TA appointment. Per UF regulations, TA appointments may not exceed .5 FTE per semester.

- 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 Services for filing in the student record.

- TAs must complete the 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 Services for filing in the student record.

- The TA will be supervised by the course faculty member as assigned by the Department Chair. The TA and faculty member meet regularly for mentoring sessions.

- Student progress and accomplishments in the TA role are recorded in the Annual Progression Report for the PhD student TA.
Research Assistantships

Graduate Research Assistantships (GRA) are mentored research experiences. GRAs are appointed based on College research needs and available resources as determined by the Associate Dean for Research /PhD Program. GRA positions in the College conform to UF Human Resources polices (https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/) and Office of Research Graduate Research Assistant reasonable compensation for work performed regulations (https://research.ufl.edu/dsp/proposals/budgeting/graduate-student-salary-tuition-costs.html)

- A PhD student interested in a RA position should first confer with her/his advisor and then inform the Associate Dean for Research /PhD Program of his or her interest in the position.

- If the Associate Dean for Research /PhD Program is aware of a research need that matches the doctoral student interest, and funds are available, the Associate Dean of Research 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 Associate Dean of Research.

- RAs must complete the 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 Services for filing in the student record.

- The RA will be supervised by the research faculty member. The student and the faculty member should meet regularly for mentoring sessions.

- Student progress and accomplishments in the RA role are recorded in the Annual Progression Report for the PhD students.
Additional Funding Opportunities

The Graduate School lists a number of opportunities to fund graduate study at the following URL: http://graduateschool.ufl.edu/prospective-students/funding/. College of Nursing-specific funding opportunities can be found here: https://nursing.ufl.edu/phd/.

Other sources of support for PhD education and/or dissertation work include various foundations and the National Institutes of Health (F31 Ruth L. Kirschstein Predoctoral Individual National Research Service Award).
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 IDP helps students align personal and professional goals with academic expectations and responsibilities. All PhD students must complete an IDP template as described in the Graduate School IDP policy (http://graduateschool.ufl.edu/faculty-staff/resources/individual-development-plan-idp-policy/). 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 (http://graduateschool.ufl.edu/media/graduate-school/images/IDP-Year-1-Template---Final.docx) and curriculum plan and submit them to his/her advisor at least one week prior to initial meeting 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 Graduate Programs Advisor in the Office of Student Services.
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: Mentoring and IDP Review

1. In the first semester of the second year, the student will prepare the Year 2+ IDP (http://graduateschool.ufl.edu/media/graduate-school/images/IDP-Year-2-4-Template---Final.docx) and update the curriculum plan.

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 Services 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 Progress

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.

3. A copy of the written evaluation will be sent to the OASA to be placed on file as part of the student’s academic record.

4. When an evaluation results in an unsatisfactory progress rating, the Associate Dean for Research /PhD Program will be notified immediately.

5. The Comments or Requirements section 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.

6. The Assistant Dean for Student Services will meet with the Program Director to make a final decision if the recommended course of action noted on the evaluation form is for student removal from the program.

7. The Assistant Dean for Student Services will notify the student of the outcome of the meeting.
Supervisory Chair and Committee for PhD Students

Appointment of the supervisory committee conforms to Graduate School policy as described in the Graduate Student Handbook. The deadline date for formalizing a supervisory committee for dissertation students is at the end of the term in which the student has accumulated 12 or more credits, or at the end of the second semester.

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 the 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. If required, the student and mentor will arrange a meeting with the Associate Dean for Research /PhD Program and relevant department chair to identify potential supervisory committee chairs.

3. The student works with the mentor and department chair to structure a suitable supervisory committee.
   - 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.
   - The department chair and PhD Committee chair will nominate supervisory committee members.

4. Following selection of the supervisory chair and members, the student will:
   A. Complete Supervisory Committee Appointment Form ([https://nursing.ufl.edu/wordpress/files/2021/07/Supervisory-Committee-Form.pdf](https://nursing.ufl.edu/wordpress/files/2021/07/Supervisory-Committee-Form.pdf))
   B. Turn the completed form into the Office of Student Services (OSS) for entering into the Graduate Information Management System (GIMS) system.

5. Any changes in supervisory committee member(s) must be approved by the supervisory chair, department chair and Associate Dean for Research /PhD Program and submitted to the OSS office for transmission to the UF Graduate
Criteria for Selection of Supervisory Committee Chair and Members

Criteria for faculty members selected for Supervisory Committee chair are as follows:

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. An established program of research.

Criteria for faculty members selected for Supervisory Committee members are:

1. Expertise in research methodology or content.
2. Representation from area of concentration (at least one member).
3. Graduate Faculty status.
Developing and Maintaining an Individual Plan of Study

1. Each student and advisor-supervisory chair will refer to the established curriculum plans for either the BSN/PhD or MSN/PhD and develop a written plan in the format shown.

2. This curriculum plan should meet the credit criteria set by the Graduate School, include all College of Nursing core courses, and have a minimum of three courses in the student’s identified area of concentration.

3. It should be noted that course credit hours for NGR 7979 and NGR 7980 may vary depending on the student’s research and other planned coursework. Most important is the total number of credit hours (MSN/PhD = 69, BSN/PhD = 90).
PhD Qualifying Examination and Admission to Candidacy

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 and submitting it to the Office of Student Services. The Office of Student Services 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 Question 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 by the student to each member of the Committee. 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 gives 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 gained throughout the program. 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 Services), including necessary changes in student’s program or special conditions. The Admission to Candidacy Form is submitted to the College Office of Student Services 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 [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 Assistant Dean for Student Services 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 the “PhD Qualifying Examination and Admission to Candidacy” section 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 Services.

d. If the Qualifying Examination is passed, the student may proceed to the dissertation proposal preparation or 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 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.
Candidacy Checklist - Instructions for PhD Students

Review Graduate School Deadlines

1. Confirm that the College’s Office for Student Services has your supervisory committee information.

2. Please complete the Progression in Doctoral Studies Evaluation Form from Policy S-4.04 and submit to OSS so that staff know the date of your oral exam.

3. A week prior to your qualifying exam, the OSS will provide your supervisory chair with the “admission to candidacy” form. After the qualifying exam is completed, the form must be submitted to OSS in the College of Nursing. The information will then be entered into the Graduate Information Management System.
   a. 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.
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. 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. 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.

   • In order to receive a ‘Satisfactory’ grade for NGR7980 credits taken during the term in which the defense takes place, all of the negotiated manuscripts must have been submitted for publication.

   • 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.
• 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.

• 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
• All doctoral candidates who are doing dissertation work must register for NGR 7980 at a minimum of three credits per semester.

• 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.