

PHD IN NURSING PROGRAM HANDBOOK

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Notice

This handbook is not a contract; it is a convenience, consolidating information concerning common practices in the Ph.D. in Nursing program. Newly developed policies, procedures, and guidelines may supersede those found in this handbook. The Ph.D. Program Director will inform all doctoral students, candidates, and faculty of policy changes, and state whether policy changes apply to current students and candidates. Requests for exceptions to program policies must be submitted to the Doctoral Program Director in advance. Exception requests are the responsibility of the student or candidate and should be submitted in consultation with the educational advisor or major professor.

Contents

DOCTORAL PROGRAM DESCRIPTION	6
MISSION STATEMENTS	6
MISSION STATEMENT OF THE FSU COLLEGE OF NURSING	6
ADMISSION TO THE PH.D. PROGRAM	8
APPLICATION DEADLINE, REVIEW, AND ADMISSION DECISION	9
TRANSFER CREDITS	10
READMISSION PROCESS	10
APPLICATION PROCESS QUESTIONS	11
ACADEMIC STANDARDS	11
CREDIT HOURS	11
MINIMUM CREDIT HOURS AND UNDERLOAD	11
SCHOLARLY ENGAGEMENT.....	12
GRADES	14
CLASS ATTENDANCE POLICY	14
ADVISING AND FACULTY SUPERVISION	14
MAJOR PROFESSOR.....	15
COLLEGE OF NURSING MAJOR PROFESSOR REQUIREMENTS	16
SUPERVISORY COMMITTEE	16
UNIVERSITY REPRESENTATIVE	16
COLLEGE OF NURSING COMMITTEE COMPOSITION	17
REMOVAL OF COMMITTEE MEMBERS.....	19
PROGRAM OF STUDIES	20

COURSE DESCRIPTIONS	29
STATISTICS COURSES	32
PROGRAM OF STUDIES APPROVAL	33
RESEARCH/TEACHING ASSISTANTSHIPS	33
ASSISTANTSHIP ANNUAL REVIEW.....	34
RESEARCH ASSISTANTSHIP ANNUAL REVIEW PROCEDURES.....	34
TEACHING ASSISTANTSHIP ANNUAL REVIEW PROCEDURES.....	34
ACADEMIC ANNUAL REVIEW.....	35
PROCEDURE FOR PROBATION OR DISMISSAL	36
SUSPENSION, DISMISSAL, AND REINSTATEMENT	36
COLLEGE OF NURING PROBATION AND DISMISSAL PROCEDURES	36
] GRADE APPEALS SYSTEM.....	37
TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS	38
THE STANDARDIZED, WRITTEN, AND ORAL COMPONENTS OF THE PRELIMINARY EXAMINATION	39
EXAMINATION PROCEDURES	39
Standardized Component	39
Written and Oral Components	40
PRELIMINARY EXAMINATION FORMS	42
ADMISSION TO CANDIDACY	42
PROSPECTUS	43
DISSERTATION	44
DISSERTATION CREDIT HOURS AND REGISTRATION FOR FINAL TERM	45
EXAMINATION IN DEFENSE OF DISSERTATION.....	45

FEES	48
PUBLICATION OF THE DISSERTATION	48
Guidelines for Restrictions on the Release of Theses and Dissertations ...	48
Applying for Graduation.....	49
COLLEGE OF NURSING POLICY FOR STUDENT SANCTIONS FOR ACADEMIC AND PROFESSIONAL REASONS	50
Academic Performance Standards	50
Procedures for Imposing Sanctions for Violations of these Expectations ...	50
FSU ACADEMIC HONOR POLICY	52

Ph.D. Program Description

The Ph.D. program will include a single major area of study, Nursing Science. It includes a total of 78 credit hours of study for nurses entering with baccalaureate degrees, and 68 credit hours for nurses who hold a Master's degree in Nursing (M.S.N. or M.N.) or a Doctor of Nursing Practice (D.N.P.) degree.

The emphasis of the program is on health disparities and health equity for a range of populations. We have a particular focus on rural populations given our location in the State of Florida. Currently the FSU College of Nursing includes three major research centers focused on populations experiencing health disparities. Most major professors within the program are affiliated with these Centers. Thus, they reflect the focus of health disparities inherent to the program. These include:

- 1) The Center for Population Health and Health Equity. This NIH-funded Center focuses on research meant to improve health equity for highly vulnerable populations. This center includes studies of African Americans, indigenous people (including internationally), people living with HIV/AIDS and sexual minorities. Current projects include a heavy focus on HIV prevention in adults and minority youth.
- 2) The Center for Brain Science and Symptom Management has a strong focus on the development of symptom management interventions for individuals from diverse populations suffering pain. This center includes NIH-funded studies of African Americans living with pain and the accompanying psychosocial distress.
- 3) The Center for Digital Health Innovation is our newest center. The focus of the center is on the development of digital health approaches to HIV/AIDS prevention among minority populations, including sexual minorities. This center is the most heavily NIH-funded center of its kind.

In addition to the aforementioned centers, the College has a large group of researchers focused on cardiovascular health in diverse populations. Much of this work includes rural populations including low-income individuals, many of whom are African American.

Mission Statements

Florida State University, College of Nursing educates clinicians, leaders, scholars, and advanced practitioners who can enhance the quality of life for people of all cultures, economic levels, and geographic locations. The CON integrates the liberal arts and sciences with the knowledge, skills, and attitudes essential for lifelong learning, personal responsibility, and sustained achievement in the nursing profession and the communities in which our graduates reside.

Doctoral Program Mission and Goals

The mission of the Ph.D. in Nursing program is to prepare nurse scholars and academic faculty who will contribute significant new knowledge to nursing science. This knowledge will improve our understanding, generate theory, and lay the foundation for culturally sensitive interventions to address a broad range of phenomena that influence the health of diverse populations. The

program will prepare nurses for faculty roles that include research-intensive work and teaching in post-secondary, practice-based programs. While the program's primary focus is on the training of nurse scientists, students will receive advanced training in nursing which will facilitate their teaching endeavors in addition to their scholarly work. All students may elect to take coursework in various educational disciplines (see our collaboration with the College of Education). Students who receive funding will serve in teaching roles in the undergraduate nursing program, which will further prepare them for teaching roles in clinically focused programs. The program is vital to the workforce needs of Florida, as the COVID-19 pandemic has emphasized the potential adverse effects of the nursing shortage on the health of Floridians. Ensuring an adequate supply of Ph.D. prepared nurses is essential to maintaining the nursing workforce in our state. The goals of the program fall under the following content areas:

Research and Knowledge Development:

- Integrate nursing and other healthcare theories into the student's program of research.
- Conduct original research
- Critique and integrate different scientific perspectives in the conduct of original research
- Lead research teams and participate in team science in collaboration with other disciplines.

Leadership

- State the evolving roles and responsibilities of a nurse scholar
- Assume leadership in the conduct of culturally appropriate scholarship that integrates Social Determinants of Health.
- Lead in advancing the discipline through scholarly contributions and science
- Provide career and research mentorship to others

Research Dissemination and Grantsmanship

- Communicate research through publications and presentations for professional, interdisciplinary, and lay audiences

Health Policy

- Generate and disseminate knowledge and theory relevant to health policy
- State the influence of politics and policy on knowledge generation

Values

- Apply the history and philosophy of science during the development of research deliverables.
- Structure research deliverables that include the evolving nature of the nursing discipline
- Utilize professional and research ethics and judgment in the conduct of research

Admission to the Ph.D. Program in Nursing

The application for admission to the Ph.D. Program in Nursing is completed online.

The admission standards for the program are as follows:

- 1) A Bachelor of Science degree in nursing with a minimum undergraduate GPA of 3.5.
- 2) M.S.N./ D.N.P. with a minimum graduate GPA of 3.0. All transfer courses require a grade of B or greater. Students will complete, in collaboration with their major professor, a plan of study. As the Ph.D. in Nursing exceeds the 32-credit threshold, courses may be applied to the study plan as appropriate (e.g. courses are either duplicated in the required courses delineated in the curricular plan, or directly support the area of study selected for the Ph.D.). These courses may not have been used to meet the requirements for another FSU degree. Students must complete the majority of course work at FSU (51%). The Ph.D. committee will approve each student's plan of study including transfer credit. Further, all changes to the study plan will be approved in a similar manner.
- 3) There will be no GRE/GMAT requirement. A GRE waiver application is pending with the Graduate School/GPC.
- 4) Eligibility for licensure in Florida. Unencumbered RN licensure prior to candidacy.
- 5) Evidence of writing skill based on the applicant's admission essay reflecting on the student's reasons for seeking a Ph.D. in Nursing and their associated aspirations related to contributions to nursing science.
- 6) Evidence of skill in oral communication based on interview by the potential major professor and Ph.D. committee.
- 7) Three professional letters of reference which reflect on the applicant's potential for a career as a Nurse Scientist.

Admission and Progression Standards for International Students (F-1 Visa Holders)

While this is an online program, international students may enroll with the following additional requirements to meet the statutory requirements of their visa:

- 1) International students from non-English speaking countries require an Internet based Test of English as a Foreign Language (IBTOEFL): 100. Paper based TOEFL: 550. International English Language Testing (IELTS) with a score of 7 is acceptable as well.
- 2) While this is an online program, international students must meet the following face-to-face requirements for immigration purposes (F-1 Visa). For fall and spring semesters students must enroll in a minimum of 6 hours of face-to-face course work. There is no summer requirement, However, all students must enroll in a minimum of 2 credits during the final semester.
- 3) J-1 Visa holders are not eligible for online classes.

Required Materials for All Applicants

1. Transcripts from all previous undergraduate and graduate academic work
2. Resume/Curriculum Vitae that documents your:
 - a. Education
 - b. Substantive areas of expertise or interest
 - c. Professional positions, publications and presentations
 - d. Research experience, grant awards, etc.
 - e. Teaching or training experience
 - f. Professional affiliations, honors, awards
 - g. Service
3. A personal statement describing:
 - a. Your professional goals
 - b. Previous professional/academic experience that provides evidence of your potential for engaging in doctoral-level scholarship
 - c. The factors related to your decision to apply to the FSU College of Nursing Ph.D. program
 - d. The research interests you would like to pursue in the doctoral program and a tentative plan to conduct this research
4. A writing sample such as a research proposal, a grant application, a professional report, or a publication that demonstrates intellectual potential (e.g., critical thinking skills, analytical ability). Applicants may include a maximum of two writing samples.
5. Three letters of reference (minimum) – Letters from three academic references or two academic references and one professional reference that, at a minimum, provide an evaluation of your overall academic and/or professional performance, your professional characteristics that support your potential for success in doctoral-level study, and your intellectual/academic capacity for doctoral-level work. You will be asked to enter contact information for recommenders into “Recommenders” section of the online application. The Recommenders will receive an email with directions to upload his or her letter. A maximum of five letters may be requested. We suggest that you create and save these documents on your personal computer prior to completing this part of the online application.

Application Deadline, Review, and Admission Decision

The College of Nursing’s Ph.D. Program Committee reviews only completed application files that meet the minimum admission requirements. Incomplete applications will not be reviewed. All portions of the application must be completed by July 1st for fall admission; however, admissions decisions are made on a rolling basis. Applicants are notified either electronically or by mail of the admissions decision by the FSU College of Nursing Student Services Office.

Transfer Credits

Transfer credit decisions will depend on when the coursework was completed and on its relevance to the student's program. Transfer credit will not be given for courses completed in receipt of another degree. A maximum of 12 graduate credit hours may be transferred from an accredited institution or program. Only those credit hours that resulted in a grade of "B" or better will be considered. The Ph.D. Program Director and the FSU Office of Records and Registration will be responsible for determining whether the credit hours can be transferred.

Readmission Process

Applicants who have received degrees from Florida State University within the last seven years should apply for readmission to the university when seeking admission to the Ph.D. program. To apply for readmission, students should open the online application for admission, and when prompted, indicate that they have received a degree from Florida State University.

Readmission application submissions must include:

1. College of Nursing Department Application
2. A master's or DNP degree with a Grade Point Average of at least 3.0 (on a 4.0 scale) from a graduate school of nursing accredited by the AACN.
3. Foreign applicants must have completed degree work that makes them eligible to sit for the US NCLEX examination during their first year of study.
4. "Good standing" status at the last school attended
5. For International Applicants, including those with a graduate degree from a U.S. university, evidence of English language proficiency is required as demonstrated by acceptable scores on the Test of English as a Foreign Language (TOEFL) Internet Based Test or Paper Based Test, or the International English Language Testing System (IELTS). The minimum scores required are as follows:
 - a. TOEFL:
 - i. Applicants who take the internet-based TOEFL must score a High (22-30) in Reading, High (22-30) in Listening, Good (26-30) in Speaking, and Good (24-30) in Writing.
 - ii. Applicants who take the paper-based TOEFL must score at least a 57 in Reading Comprehension, at least 57 in Listening Comprehension, and at least a 64 in Structure/Written Expression.
 - b. IELTS:
 - i. Applicants who take the IELTS must score as a "good user" through "expert user" (7.5-9.0) in each section of the exam (Listening, Reading, Writing, and Speaking).
6. Transcripts from all previous undergraduate and graduate academic work. Applicants who received their undergraduate degree from Florida State University only need to send transcripts from any other university attended after they received their degree from FSU.
7. Resume/Curriculum Vitae*

8. A personal statement*
9. A representative writing sample*
10. Three letters of reference*

Application Process Questions

For further information about the application process, contact the Ph.D. Program Director James Whyte IV, at jwhyte@fsu.edu or (850) 644-5359.

Academic Standards

The program offers a Doctor of Philosophy degree. This is a research degree designed to produce a critical scholar. The degree is granted only to students who :1) have mastered definite fields of knowledge so that they are familiar not only with what has been done in their specific fields but also with the potential and opportunity for further advances; 2) have demonstrated capacity to engage in original and independent scholarly investigation or creative work in their selected fields; and 3) have the ability to integrate their selected fields of specialization with the larger domains of knowledge and understanding (Graduate Bulletin).

Credit Hours

Because the Doctor of Philosophy degree represents the attainment of independent and comprehensive scholarship in a selected field rather than the earning of a specific amount of credit, there is no University-wide minimum course requirement beyond that implied by the residence requirement (Graduate Bulletin).

The College of Nursing requires students to complete courses in the College of Education (stats core). These courses constitute the “program of studies,” which is described in the section entitled “Program of Studies” of this handbook.

Minimum Credit Hours and Underload

University policy generally requires doctoral students to enroll in a minimum of three credit hours. All CON doctoral students must comply with the three-hour requirement. NOTE however, that students are required to maintain full-time status if they are being funded by the CON through assistantships, waivers, etc. Please see the “Research/Teaching Assistantships” section of the handbook for more information.

To maintain full time status, students are required to enroll in the following minimum of 9 credits per semester during coursework and continual enrollment thereafter in dissertation credits.

Students may be permitted to enroll in a reduced “underload” status of two hours in the semester in which they are defending their dissertations. Underload enrollment status requires advance permission of the Doctoral Program Director. Note that students are only granted underload status once. Students should email the Program Director confirming the following requirements:

1. You must have already satisfied the 24-hour dissertation rule. This means you have previously completed 24 credit hours of dissertation work.
2. You must be in good standing such that you were “retained” without probation during your most recent annual review.

Additionally, students must submit a clear work plan showing how you will defend your dissertation during the semester. The Sr. Academic Program Specialist must be copied on this email.

Scholarly Engagement

We are conscious of the need for intense scholarly engagement as required by the University. More importantly, we realize that interaction with faculty and students is a key component of the socialization of Nurse Scientists. Thus, our approach is heavily focused on fully engaging learners in this regard. Our plan for ensuring scholarly engagement includes:

- 1) Students will be required to attend a two-day, on-campus orientation at the beginning of the program. During this orientation students will be heavily oriented to the academic and research resources that they will access through throughout the program.
- 2) The Associate Dean for Research currently holds monthly research presentations designed to broaden faculty and graduate student knowledge of interdisciplinary research topics. The Ph.D. students will be required to attend these sessions.
- 3) The College of Nursing will facilitate student attendance at research conferences across the state and nationally. This will include conference attendance with the major professor.
- 4) Each student will work to select a major professor (with mutual approval). Following selection of a major professor, the students will be members of the major professor’s laboratory and/or research team. Major professors will hold a minimum of one lab meeting per month to ensure scholarly engagement. This will facilitate the student’s engagement with their major professor’s work and will facilitate interactions and collaboration with their student colleagues. This experience, whether local or completed at a distance, will be negotiated with the major professor.

Summer Intensives:

Summer intensive sessions will be structured as follows. Each will span five days and will include extensive class work, presentations and opportunities for direct faculty and student contact.

- 1) Year 1: This session will center around the course entitled “Literature Synthesis for Nursing Science”. The goal will be that students will receive classroom sessions and direct interactions with faculty to facilitate their compilation of the beginning stages of the literature review that will eventually support the dissertation.
- 2) Year 2: This session will focus on the course entitled “Preliminary Exam Preparation”. During this intensive session students will receive classroom sessions and guided faculty support as they prepare for their preliminary examination.

- 3) Year 3: This session will be centered around a minimum of two dissertation hours. During this session, students will present their prospectus for the dissertation to their committee and student colleagues. This is meant to be a formal presentation but will be attended by all of the students to build a sense of academic community and facilitate academic engagement.

Program Milestones for Academic Engagement:

- 1) Each student will develop a CV prior to their preliminary examinations. This document will be updated and provided to faculty prior to each step in the dissertation process.
- 2) Each student will complete Collaborative Institute Training Initiative (CITI) training prior to preliminary examinations. CITI training may have to be engaged earlier if students are working actively on projects as members of the academic community in the College.
- 3) Students will attend each of three summer intensive sessions.
- 4) Students will attend a minimum of one academic conference annually during coursework. The conference should focus on their area of scientific inquiry or general methodologic approaches to research. The major professor will approve these conferences.
- 5) Students will present the dissertation prospectus during the third summer. Students are encouraged to make at least one more academic or practice-based research presentation prior to graduation.
- 6) Students are required to submit one paper for publication prior to graduation. The major professor will approve the journal and topic for the publication. The student may co-publish with the major professor to meet this requirement. Students are encouraged to seek publication in high-quality journals in nursing or related fields.

Leave of Absence

Under special circumstances, graduate students may apply for a leave of absence from the University for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request. Please contact the College of Nursing Office of Student Services for more information.

Continuous Enrollment

Continuous enrollment at Florida State University is defined as enrollment without an interruption of two or more consecutive semesters (including summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Students who are not enrolled at the University for two or more consecutive semesters (or consecutive semester and summer term), and who are not on approved leave of absence, must apply for readmission before resuming their studies (Graduate Bulletin).

Student Loan Requirements

Students who take out loans are responsible for ensuring that they meet the minimum credit hour requirements of their lender. In many instances, students are required to maintain full-time status. They are responsible for signing up for the correct number of credit hours.

Grades

At FSU, a graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average (Graduate Bulletin). Additionally, doctoral students at the College of Nursing must earn a grade of "B" or better in every course and maintain a minimum overall GPA of 3.0 in all doctoral level classes in order to be retained in the program. "Incompletes" must be completed successfully by the end of the following semester in which the student is registered. If a student enrolls in a defense course and is unable to defend, the course must be dropped from the student's transcript. Students should only be enrolled in the defense courses during the semester they actually defend; they cannot have a defense course with an "Incomplete" grade on his or her transcript.

Class Attendance Policy

University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted. Please refer to 'Class Attendance' in the "Academic Regulations and Procedures" chapter in the Graduate Bulletin for additional information.

Advising and Faculty Supervision

Upon admission, each student will be assigned an educational advisor who will serve as a resource as the student develops a program of studies. The educational advisor will work with the student until the student identifies a major professor (MP), which must occur no later than the end of the final semester of the first year (summer). The major professor must indicate his or her agreement to fulfill this role by signing the Doctoral Supervisory Committee form. The student is responsible for obtaining the MP's signature. The student should then submit the form to the doctoral program director to obtain his or her approval. Additional information about the role of the major professor is provided in the subsequent section.

The student must identify and have approved a supervisory committee by the end of the spring semester of their second year of studies. The supervisory committee, which is chaired by the major professor, supervises and evaluates the student's written and oral preliminary examinations and guides the development of the prospectus and dissertation. All members of the

supervisory committee must indicate their agreement to their membership on the student's supervisory committee by signing the Doctoral Supervisory Committee form. The student is responsible for obtaining supervisory committee members' signatures. The student should then submit the form to the Doctoral Program Director to obtain his or her approval. The student will not be allowed to register for future courses until these requirements are met and will be unable to start his or her written/oral preliminary examination.

Major Professor

Determining a major professor is an important decision in one's doctoral education, as the major professor has primary responsibility for guiding the student through all phases of doctoral work until the requirements of the Ph.D. have been completed. During their first year in the program, doctoral students should consult with members of the doctoral faculty with Graduate Faculty Status whose areas of competency and expertise are congruent with the student's dissertation interests. These informal conversations are an opportunity for students to determine who might be a good choice for their major professor.

The major professor:

- Approves and regularly reviews the program of studies;
- Prepares the student's annual review;
- Serves as the chairperson of the student's supervisory (i.e., dissertation) committee;
- Directs the student's preparation for the preliminary examinations;
- Advises the student in developing a prospectus;
- Guides the student's work in the design and development of a dissertation.

Points to consider when selecting your major professor include:

- Does the faculty member have expertise in your substantive, methodological or statistical areas of interest?
- Does the person have Graduate Faculty Status and enough experience to guide your work?
- Does the person have the ability to ensure harmonious committee functioning?
- Will the person have enough time to mentor your work? What are the person's obligations to other students, grant work, journal editorship, book contracts, etc.?
- Will the person be available during summers? Is the person planning a sabbatical, appointment to an administrative post, or retirement?
- Does the person have a compatible conversational and working style?
- What are the person's beliefs about the dissertation process, i.e., hands-on or simply advisory? Are multiple drafts of each chapter expected and approved before the defense? Is the defense a discussion among colleagues or a test of knowledge?
- What do advanced students and other faculty members say about working with this person?
- Does this person have a record of success with doctoral students? Timely graduations? Collaborative work on publications and presentations?

The major professor may or may not be the faculty member initially assigned as the educational advisor. After a faculty member has agreed to serve as your major professor, you must complete that portion of the Doctoral Supervisory Committee form (available from the Sr. Academic Program Specialist) by the end of the fall semester of the second year of full-time study, and submit it to the Ph.D. Program Director and Dean for their approval.

College of Nursing Major Professor Requirements

The major professor serves as the chair of the student's supervisory committee. At the time of committee appointment, the faculty member chairing the supervisory committee must have:

1. Graduate Faculty Status;
2. Served on one completed dissertation committee; and
3. Successfully completed the second -year review by the College of Nursing Promotion and Tenure Committee

Exceptions to this policy may be approved on a case-by-case basis by the Dean of the College of Nursing with the advice of the Phd Program Director.

Supervisory Committee

Upon the request of the major professor, the Dean, or his or her designate, will appoint the supervisory committee which will be in charge of the work of the student until the completion of all requirements for the degree. The supervisory committee will consist of a minimum of four members of the faculty who have Graduate Faculty status, one of whom serves as the university representative. All additional members of the committee must hold Graduate Faculty status or (in the case of non-tenure track faculty) co-doctoral or co-master's status. Under special circumstances persons external to the University may be appointed as Courtesy Faculty with co-doctoral or co-master's status and serve on a student's supervisory committee. The university policy on Graduate Faculty Status and Graduate Teaching Status has been incorporated into the Faculty Handbook, Section 5: Faculty Development; Graduate Faculty Membership.

Each year the supervisory committee, the major professor, or the student's educational advisor (prior to selection of a major professor) will assess the progress of the student in writing and will make available copies of the annual review to the student, the departmental chair, and the academic dean. The Dean of the Graduate School, as well as the CON Dean and Doctoral Program Director may attend committee meetings as nonvoting members. Notification of the supervisory committee membership will be reported to the Dean of the Graduate School in a timely manner after its formation. Only members of the supervisory committee may vote and sign the dissertation (adapted from the Graduate Bulletin).

University Representative

The university representative is drawn from outside the student's department, as well as outside the student's degree program for interdisciplinary programs. The university representative must be a tenured member of the faculty with Graduate Faculty status and should be free of conflicts

of interest with other members of the supervisory committee. The university representative is responsible for ensuring that the student is treated fairly and equitably in accordance with University, College, and Departmental guidelines and policies, and that decisions made by the supervisory committee reflect the collective judgment of the committee (Graduate Bulletin). This responsibility begins with appointment to the supervisory committee and ends with the defense of the dissertation. The university representative should verify that the defense is conducted appropriately. Content knowledge in the subject of the dissertation is valuable for the university representative, but not required. In addition, the university representative represents the University's interest and is responsible for ensuring that our doctoral graduates are of high quality. If questions or irregularities arise that cannot be resolved within the college, the university representative should contact the Dean of the Graduate School for resolution (Graduate Bulletin).

In the College of Nursing, students should seek supervisory committee members who cover the breadth and depth of their needs to complete a successful dissertation. At a minimum, this means that members must cover the student's needs for substantive, methodological, and statistical expertise. Therefore, it is sometimes necessary to select five or more committee members. In addition, it is useful to choose members who are compatible, available to meet and to contribute, and who agree on the level of expertise that is required for a doctoral student to be successful in completing the program. Students should interview potential committee members in the same way they interview potential major professors.

Fully retired faculty (includes Emerita/Emeritus status) may continue to serve as major professors for those students who have already begun their thesis/dissertation at the time of the professor's retirement. Fully retired faculty, however, may not accept additional students in this capacity. Fully retired faculty may serve as an additional member beyond the minimum number required on Master's and Doctoral committees of new students if they choose. Appointment to courtesy is not necessary, but department chairs must send a memo to The Graduate School indicating the names of the student committees on which the professor serves and the approval of this continued service.

For faculty who depart the University for any reason other than retirement, the department or program that wishes to continue the faculty member in some or all of these roles may provide a courtesy appointment and nominate the faculty member for master's or doctoral co-directive status, as needed, so the faculty member may continue as co-chair or an additional member for those students who have already begun their thesis/dissertation at the time of the faculty member's departure. If the faculty member is serving as committee chair, the department will then designate a current or new member of the committee with appropriate directive status as co-chair of the committee. Faculty members who depart the University may not accept additional students in this capacity, nor may they serve as the University Representative on committees.

College of Nursing Committee Composition

In the College of Nursing, the doctoral supervisory committee serves as the written/oral preliminary examination and dissertation supervisory committee. Doctoral supervisory

committees shall have four members of the graduate faculty with Graduate Faculty Status, including:

1. at least two voting committee members from the College of Nursing faculty with Graduate Faculty Status; and
2. at least one voting member from outside of the College of Nursing to serve as the university representative, who is tenured and has Graduate Faculty Status.

The composition of all supervisory committees is subject to approval by the Doctoral Program Director and the Dean of the College of Nursing.

After faculty have agreed to serve as members of your supervisory committee, you should complete that portion of the Doctoral Supervisory Committee form by the end of the spring semester of your second year of full-time study, and submit it to the Sr. Academic Program Specialist who will route it to the Doctoral Program Director and Dean for their approval. You can obtain a form from the Sr. Academic Program Specialist. You will not be allowed to register for future courses until this deadline is met.

Once committee members are approved, changes in the major professor or supervisory committee members are expected to be rare and must be enacted according to established policy (see below). Students may not change committee members during the written/oral preliminary examination process. Students should discuss any concerns that arise about the functioning of the supervisory committee after it is appointed with the Ph.D. Program Director.

Conflict of Interest Policy

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal or financial relationships (e.g., involving the major professor, committee members, and/or student) that may create the perception of bias in that process must be avoided. This would not include the typical practice of hiring a student on a university assistantship in the home unit, but would include the student being hired by the major professor's private company. If any such conflicts of interest could exist, they should be reported to the administrative head of the student's academic unit, who will evaluate same for potential harm and take appropriate action (Graduate Bulletin).

The following policy concerning conflicts of interest applies to graduate students who are being supervised or evaluated by faculty. The applicability of this policy to graduate students who are serving as teaching assistants is subject to the terminology of the UFF Collective Bargaining Agreement. Sexual relationships between faculty members and students where a direct supervisory or evaluative relationship exists are fraught with the potential for exploitation. The respect and trust accorded a faculty member by a student, as well as the power exercised by the faculty member in a direct supervisory or evaluative role, make voluntary consent by the student suspect. In their relationships with students, faculty members are expected to be aware of their professional responsibilities and to avoid conflict of interest, favoritism, or bias.

1. When any direct supervisory or evaluative role exists, a consensual sexual relationship between a student and a faculty member is a conflict of interest.
2. Any situation of direct supervision or evaluation will be ended immediately when a consensual sexual relationship between a student and a faculty member exists.
3. Any such relationship must be disclosed to the faculty member's supervisor immediately.

Direct supervision includes any type of evaluative role. Examples of direct supervision of the student include teaching the student's class and serving as one of the following: thesis or dissertation director, instructor of record, member of the student's thesis or dissertation committee, member of the student's comprehensive or doctoral exam committee, member of other committees where the focus is evaluation or supervision of the student's academic competence or the student's assistantship.

Removal of Committee Members

With careful consideration and under specifically delineated circumstances, you may request supervisory committee members (including the major professor) be removed from your committee. Generally, you should carefully study why you are considering the removal of faculty members you sought out to be on your committee. The question you must answer is, what events have changed to make you reconsider your original choice of committee members? Good reasons for reconsideration are professors' increased work demands leading to unavailability, relocation, personal emergency, or capricious actions that are not in keeping with the letter and the spirit of the provisions of this document. Unacceptable reasons include lack of progress on dissertation, committee members' high expectations, or committee members' unwillingness to approve dissertations that are problematic, inconvenient time frames, and conflicts with major professors.

The procedure for pursuing a change in supervisory committee membership follows the sequence below, progressing successively only until a decision can be achieved:

Step 1: The student meets with the major professor to discuss the concerns leading to the request for change in supervisory committee membership. The student and MP make a joint determination about moving forward with the change in MP and what the next steps will be. If the requested change involves replacing the major professor, the student meets with the Doctoral Program Director to discuss the concerns leading to the request. The student and Doctoral Program Director make a joint determination about moving forward with the change in MP and what the next steps will be.

Step 2: The student notifies the Doctoral Program Director in writing that a request for change in supervisory committee membership is being proposed.

Step 3: The Doctoral Program Director pursues consensus among the various parties involved and acts as mediator if conflicts ensue. The Director has the prerogative of either expediting a decision or submitting a student's request to review of the doctoral program committee (DPC) for a vote. The student may be asked to appear before the DPC.

Step 4: The Director notifies the student and supervisory committee in writing of the final decision, taking into account the contributing discussion and vote of the DPC.

Step 5: The Director forwards the recommended change to the Dean for approval.

Step 6: The student and Director notify the Dean of Graduate Studies of any approved changes, including proper paperwork, documentation, and signatures.

Note: If the student and major professor do not agree on changes to the supervisory committee membership, the student can bring concerns directly to the Doctoral Program Director.

Program of Studies

Curricular Outline for B.S.N.-Ph.D. Students:

The curricular outline for students with an earned B.S.N. includes a total of 78 credit hours. The outline of the program is as follows.

Nursing Science

Course Number	Course Title	Credit Hours
TBD	Philosophical Foundations, Theories, Models and Frameworks of Nursing Science	3
TBD	Special Populations Research /Social Determinants of Health	3
TBD	Literature Synthesis for Nursing Science	3
TBD	The Nurse Leader in Research and Health Policy	3
TBD	Grant Writing	3
		15

Research Methods

Course Number	Course Title	Credit Hours
TBD	Responsible Conduct of Research	2
TBD	Quantitative Research Methods	3
TBD	Qualitative Research Methods	3
TBD	Mixed Research Methods	3
TBD	Nursing Research Practicum (Beginning in year 2. A total of 6 practicum hours are required prior to candidacy)	1-3 (6 total)
		17

Statistics

Course Number	Course Title	Credit Hours
EDF 5400	Descriptive/Inferential Statistics Applications	4
EDF 5401	General Linear Models Applications	4
TBD	Statistics Elective	3
TBD	Statistics Elective	3
		12

Electives-Contracted with Advisor to Support Dissertation (9 credits required)

Course Number	Title	Credit Hours
TBD	TBD	3
TBD	TBD	3
TBD	TBD	3
		9

Candidacy and Dissertation

Course Number	Title	Credit Hours
TBD	Dissertation Prospectus Intensive	1
TBD	Preliminary Exam Preparation (Written component)	1-3 (3 total)
TBD	Preliminary Exam (Oral component)	0
TBD	Dissertation Preparation	24
TBD	Dissertation Defense	0
		28

Total Program Credits: 78**Proposed Electives**

Course Number	Course Title	Credit Hours	Proposed Faculty Expert
EDF 5432	Measurement Theory I	3	College of Education
EDF 5448	Scale and Instrument Development	3	College of Education
EDF 5484	Educational Data Analysis	3	College of Education
EDF 7418	Multilevel Modeling	3	College of Education
EDF 5409	Causal Modeling (SEM)	3	College of Education
EDF 5402	Advanced Topics in ANOVA	3	College of Education
EDF 5406	Multivariate Analysis	3	College of Education
TBD	Measurement in Health Research (to include hospital and community-based interventions)	3	TBD
TBD	Introduction to Data Science	3	Dr. Miao
TBD	Intervention development and analysis	3	Drs Graven, Hall, Abbott
TBD	Directed Independent Study (With approval of chair to support dissertation).	3	TBD according to topic

The program will focus on the recruitment of full-time B.S.N.-Ph.D. students due to the urgency of the nurse faculty and staff nursing shortage. The full-time course of study is presented below.

Full-Time Student: Sample Course of Study B.S.N.-Ph.D.

Year-1 fall (10 Credits)

- Philosophical Foundations, Theories, Models and Frameworks of Nursing Science (3 Cr)
- EDF 5400 Descriptive/Inferential Statistics Applications (4 Cr)
- **The Nurse Leader in Research and Health Policy (3 Cr)**

Year-1 spring (9 Credits)

- Quantitative Research Methods (3 Cr)
- Ethics and the Responsible Conduct of Research (3 Cr)
- Special Populations Research /Social Determinants of Health (3 Cr)

Year-1 summer (10 Cr)

- Qualitative Research Methods (3 Cr)
- EDF 5401 General Linear Models Applications (4 Cr)
- Literature Synthesis for Nursing Science (3 Cr) (Summer Seminar Course)

Year-2 fall (10-12 Credits)

- Mixed Research Methods (3 Cr)
- Stats Elective (3 Cr)
- Grant Writing (3Cr)
- Nursing Research Practicum (1-3 Cr)

Year-2 spring (7-10 Cr)

- Stats Elective (3 Cr)
- Elective (3 Cr)
- Nursing Research Practicum (1-3 Cr)

Year-2 summer (8-11 Cr)

- Preliminary Exam Preparation (2 Cr) (Summer Seminar Course)
- Elective (3)
- Elective (3)
- Nursing Research Practicum (1-3 Cr)

Year-3 fall (2-6 Cr)

- Preliminary Exam Preparation (written) (1-3 Cr)
- Preliminary Exam (oral) (0 Cr)
- Dissertation Preparation (1-3 Cr)

Year-3 Summer (2-6 credits)

- Dissertation Prospectus Intensive (1 Cr)
- Dissertation Preparation (x Cr)

Dissertation Preparation (x Credits) (Note-student must enroll in 2 credits during the final semester of enrollment.

Part-Time Student: Sample Course of Study B.S.N.-Ph.D.

Year-1 fall (7 Credits)

- Philosophical Foundations, Theories, Models and Frameworks of Nursing Science (3 Cr)
- EDF 5400 Descriptive/Inferential Statistics Applications (4Cr)

Year-1 spring (6 Credits)

- Quantitative Research Methods (3 Cr)
- Special Populations Research /Social Determinants of Health (3 Cr)

Year-1 summer (7 Credits)

- Qualitative Research Methods (3 Cr)
- EDF 5401 General Linear Models Applications (4 Cr)

Year-2 fall (6 Credits)

- Mixed Research Methods (3 Cr)
- The Nurse Leader in Research and Health Policy (3 Cr)

Year-2 spring (5 Cr)

- Stats Elective (3 Cr)
- Ethics and the Responsible Conduct of Research (2 Cr)

Year-2 summer (6 Cr)

- Literature Synthesis for Nursing Science (3Cr) (Summer Seminar Course)
- Stats Elective (3 Cr)

Year-3 fall (3-6 Cr)

- Grant Writing (3Cr)
- Nursing Research Practicum (1-3 Cr)

Year-3 summer (6-9 Credits)

- Preliminary Exam Preparation (2 Cr) (Summer Seminar Course)
- Elective (3 Cr)
- Nursing Research Practicum (1-3 Cr)

Year-4 fall (1-3 Credits)

- Preliminary Exam Preparation (written) (1-3Cr)

- Preliminary Exam (oral) (0 Cr)

Year-4 Spring (3 Credits)

- Elective (3 Cr)

Year-4 Summer (1 Credit)

- Dissertation Prospectus Intensive (1 Cr)
- Dissertation Preparation (x Cr)

Year-4 Summer through Graduation (Credits TBD)

- **Dissertation Preparation (x Credits) (Note-student must enroll in 2 credits during the final semester of enrollment.**

Curricular Outline for M.S.N./D.N.P.-Ph.D. Students:

The curricular outline for students with an earned M.S.N./D.N.P. includes a total of 68 credit hours. The outline of the program is as follows.

Nursing Science

Course Number	Course Title	Credit Hours
TBD	Philosophical Foundations, Theories, Models and Frameworks of Nursing Science	3
TBD	Special Populations Research /Social Determinants of Health	3
TBD	Literature Synthesis for Nursing Science	3
TBD	Grant Writing	3
		12

Research Methods

Course Number	Course Title	Credit Hours
TBD	Responsible Conduct of Research	2
TBD	Quantitative Research Methods	3
TBD	Qualitative Research Methods	3
TBD	Mixed Research Methods	3
TBD	Nursing Research Practicum (Beginning in year 2. A total of 3 practicum hours are required prior to candidacy)	1-3 (3 total)
		14

Statistics

Course Number	Course Title	Credit Hours
EDF 5400	Descriptive/Inferential Statistics Applications	4
EDF 5401	General Linear Models Applications	4
		8

Electives-Contracted with Advisor to Support Dissertation

Course Number	Title	Credit Hours
TBD	TBD	3
TBD	TBD	3
		6

Candidacy and Dissertation

Course Number	Title	Credit Hours
TBD	Dissertation Prospectus Intensive (1 credit)	1
TBD	Preliminary Exam Preparation (Written component)	1-3 (3 total)
TBD	Preliminary Exam (Oral component)	0
TBD	Dissertation Preparation	24
TBD	Dissertation Defense	0
		28

Total Program Credits: 68

Proposed Electives

Course Number	Course Title	Credit Hours	Proposed Faculty Expert
EDF 5432	Measurement Theory I	3	College of Education
EDF 5448	Scale and Instrument Development	3	College of Education
EDF 5484	Educational Data Analysis	3	College of Education
EDF 7418	Multilevel Modeling	3	College of Education
EDF 5409	Causal Modeling (SEM)	3	College of Education
EDF 5402	Advanced Topics in ANOVA	3	College of Education
EDF 5406	Multivariate Analysis	3	College of Education
TBD	Measurement in Health Research (to include hospital and community-based interventions)	3	TBD
TBD	Introduction to Data Science	3	Dr. Miao
TBD	Intervention development and analysis	3	Drs Graven, Hall, Abbott
TBD	Directed Independent Study (With approval of chair to support dissertation).	3	TBD according to topic

The program will focus on the recruitment of full-time Ph.D. students due to the urgency of the nurse faculty and staff nursing shortage. The full-time course of study is presented below.

Full-Time Student: Sample Course of Study M.S.N./D.N.P.-Ph.D.

Year-1 fall (10 Credits)

- Philosophical Foundations, Theories, Models and Frameworks of Nursing Science (3 Cr)
- EDF 5400 Descriptive/Inferential Statistics Applications (4Cr)
- Elective (3)

Year-1 spring (9 Credits)

- Quantitative Research Methods (3 Cr)
- Ethics and the Responsible Conduct of Research (3 Cr)
- Special Populations Research /Social Determinants of Health (3 Cr)

Year-1 summer (10 Credits)

- Qualitative Research Methods (3 Cr)
- EDF 5401 General Linear Models Applications (4 Cr)
- Literature Synthesis for Nursing Science (3Cr) (Summer Seminar Course)

Year-2 fall (6-9 Credits)

- Mixed Research Methods (3 Cr)
- Grant Writing (3Cr)
- Nursing Research Practicum (1-3 Cr)

Year-2 spring (7-10 Credits)

- Elective (3 Cr)
- Nursing Research Practicum (1-3 Cr)

Year-2 summer (8-11 Credits)

- Preliminary Exam Preparation (2 Cr) (Summer Seminar Course)
- Elective (3 Cr)
- Nursing Research Practicum (1-3 Cr)

Year-3 fall (2-6 Credits)

- Preliminary Exam Preparation (written) (1-3Cr)
- Preliminary Exam (oral) (0 Cr)
- Dissertation Preparation (1-3 Cr)

Year-3 spring and summer through Graduation

Dissertation Preparation (x Credits) (Note-student must enroll in 2 credits during the final semester of enrollment.

Year-3 Summer (2-6 credits)

- Dissertation Prospectus Intensive (1 credit)
- Dissertation Preparation (x credits)

Dissertation Preparation (x Credits)

Part-Time Student: Sample Course of Study M.S.N./D.N.P.-Ph.D.

Year-1 fall (7 Credits)

- Philosophical Foundations, Theories, Models and Frameworks of Nursing Science (3 Cr)
- EDF 5400 Descriptive/Inferential Statistics Applications (4 Cr)

Year-1 spring (6 Credits)

- Quantitative Research Methods (3 Cr)
- Special Populations Research /Social Determinants of Health (3 Cr)

Year-1 summer (7 Credits)

- Qualitative Research Methods (3 Cr)
- EDF 5401 General Linear Models Applications (4 Cr)

Year-2 fall (6 Credits)

- Mixed Research Methods (3 Cr)
- Elective (3 Cr)

Year-2 spring (5 Credits)

- Ethics and the Responsible Conduct of Research (2 Cr)
- Elective (3 Cr)

Year-2 summer (6 Credits)

- Literature Synthesis for Nursing Science (3 Cr) (Summer Seminar Course)

Year-3 fall (3-6 Credits)

- Grant Writing (3 Cr)
- Nursing Research Practicum (1-3 Cr)

Year-3 summer (6-9 Credits)

- Preliminary Exam Preparation (2 Cr) (Summer Seminar Course)

Year-4 fall (1-3 Credits)

- Preliminary Exam Preparation (written) (1-3Cr)
- Preliminary Exam (oral) (0 Cr)

Year-4 Spring (3 Credits)

- Nursing Research Practicum (1-3 Cr)

Year-4 Summer (1 Credit)

- Dissertation Prospectus Intensive (1 Cr)
- Dissertation Preparation (x Cr)

Year-4 Summer through Graduation (Credits TBD)

- Dissertation Preparation (x Cr) (Note-student must enroll in 2 credits during the final semester of enrollment.)

Contents of the preliminary examination

- 1) Satisfactory completion of the preliminary examination shall be required for admission to candidacy for the doctoral degree.
- 2) The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study.
There are two components to the preliminary exam, including a standardized written examination. A written and oral examination component are prepared and graded by the student's supervisory committee. This will include problem conceptualization, statistical analysis, and research methodology competencies
- 3) Typically, the examining committee will be identical with the supervisory committee.
- 4) Before students begin the written or oral section of their preliminary exam, they must have all of the committee members sign the Committee Form, and it must be approved by the Ph.D. Program Director.

Course Descriptions

Nursing Science

Course Number	Course Title	Course Description
TBD	Philosophical Foundations, Theories, Models and Frameworks of Nursing Science	This course focuses on the philosophical and theoretical bases underlying concepts and operations inherent to nursing. Synthesis of theories from behavioral, natural, social, and applied sciences is emphasized as it relates to nursing and practice. There is an investigation of the intersections between system science and organizational science. Nursing, ethical, and scientific theories are used to analyze clinical problems, illness prevention, and health promotion.
TBD	Special Populations Research /Social Determinants of	Students will explore social, psychological, and cultural determinants of health behavior and consider their meaning for

	Health	health professionals in rural and urban community settings during this course. The course addresses conditions and phenomena that affect people's understanding, acceptance, and use of health information and, therefore, the design, implementation, and evaluation of health interventions.
TBD	Literature Synthesis for Nursing Science	This course integrates the dynamic elements of clinical practice, theory, and research to prepare doctoral students to function effectively synthesizing and applying knowledge. This course provides guided direction to develop a synthesis of the literature used for dissertation development and grant application proposals.
TBD	The Nurse Leader in Research and Health Policy	Focus on principles of leadership, change management, health care policy, and systems theory to improve health care outcomes within complex systems. The role of the nurse scientist in a variety of settings will be included.
TBD	Grant Writing	This course explores the current innovation in nursing research, as well as other significant research and funding trends in nursing and health care. Emphasis is placed on preparing a fundable grant application for dissertation study. A variety of pre-doctoral funding sources are explored. NIH-NINR mechanisms are addressed. Importance is also placed on developing a fundable program of research and understanding ethical issues related to research.

Course Number	Course Title	Course Description
TBD	Responsible Conduct of Research	Topics covered through the course include good practices and dilemmas/issues of data fabrication, data falsification, and plagiarism, confidentiality and data protection, responsible authorship, publication and mentorship practices, conflicts of interest, data management, and the use of human and animal subjects in research.
TBD	Quantitative Research Methods	Provides an overview of quantitative methods that researchers widely use. Students will have an opportunity to understand and apply sophisticated statistical techniques to formulate and test relevant research hypotheses; conduct rigorous data analysis; interpret results; report and present research findings; and evaluate existing quantitative research.
TBD	Qualitative Research Methods	The purpose of this course is to introduce doctoral students to the field of qualitative research and prepare them in the skills, techniques, and knowledge necessary to undertake independent research using this methodology.
TBD	Mixed Research Methods	This course is designed to introduce the benefits, and limitations, of mixed methods research and includes appropriate research problems for the application of a mixed methods approaches to research, designs for data collection, and integration within the broader field of basic and applied social science research.
TBD	Nursing Research Practicum (Beginning in year 2. A total of 6	The research practicum integrates the student into the research team in the faculty mentor's lab. The primary purpose is to build skills in engaging in the research team to broaden

	practicum hours are required prior to candidacy)	the individual student's skill set.
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Course Number	Course Title	Course Description
EDF 5400	Descriptive/Inferential Statistics Applications	This course prepares students to read and write papers covering fundamental statistical analyses. Topics covered include descriptive statistics, basic plots and graphing, hypothesis testing, confidence intervals, correlational techniques, and introduction to the general linear model.
EDF 5401	General Linear Models Applications	In this course, general linear model applications including multiple regression, ANOVA, ANCOVA, aptitude-treatment-interaction analysis, and other techniques are introduced.
EDF 5402	Advanced Topics in ANOVA	This course explores multiway ANOVA, covariance, repeated measures designs, nested designs, and generalizability theory.
EDF 5406	Multivariate Analysis	This course examines the design and analysis of research studies with multiple independent and dependent variables, including path analysis, confirmatory factor analysis, and exploratory factor analysis.

Candidacy and Dissertation

Course Number	Title	Course Description
TBD	Preliminary Exam Preparation (Written component)	Preparation includes literature review, reading and writing exercises in preparation for the preliminary examination, supervised by the major professor.
TBD	Preliminary Exam (Oral component)	The oral examination component of the preliminary exam; will follow the required written component.
TBD	Dissertation Preparation	Dissertation preparation is focused on the development, execution, evaluation, and write up of student's dissertation project.
TBD	Dissertation Defense	The oral presentation and defense of student's written manuscript.

Proposed Electives

Course Number	Course Title	Course Description
EDF 5432	Measurement Theory I	This course introduces test theory, mathematical bases for operational procedures, and practical applications of theory.
EDF 5448	Scale and Instrument Development	This course provides the skills essential to conceptualizing, designing, producing, administering, and interpreting educational and psychological scales and instruments. Focuses upon measures of achievement, aptitude, attitude, and interest.
EDF 7418	Multilevel Modeling	This course introduces multilevel models. Through this course, students learn about various multilevel or hierarchical models appropriate for a broad range of applications. Topics discussed within the context of each multilevel model include hypothesis testing, evaluation of model fit, and computer packages that can be used to

		estimate the various multilevel models.
EDF 5409	Causal Modeling (SEM)	This course considers causal modeling techniques, including structural equation modeling, longitudinal growth modeling, multiple-sample structural equation modeling, and assumptions underlying causal modeling.
EDF 5484	Educational Data Analysis	This course provides students with practice in applying linear and generalized linear models to educational data sets. The focus is not on specific methods, but rather on identifying which methods are appropriate for a given data sets, interpreting the results and writing up reports summarizing the results.
TBD	Measurement in Health Research (to include hospital and community-based interventions)	This course will assist the student to design, implement, and analyze health outcomes studies, using outcomes research data for clinical decision making, health care planning, and technology development, and understand the statistical methods used in this research.
TBD	Introduction to Data Science	The course addresses the key knowledge domains in data science, including data development and management, machine learning and natural language processing, statistical analysis, data visualization, and inference. The course includes case studies that require students to work on real-life data science problems.
TBD	Intervention development and analysis	This course focuses on analyzing the relationship between intervention theory and the development of intervention protocols. In-depth exploration of selected programs of research will be used to generate and evaluate theories and intervention protocols. Methodological and practical issues in the design and implementation of theory-based intervention studies will be examined.
TBD	Directed Independent Study (with approval of chair to support dissertation).	This course is designed to allow for independent study under the direction of a content area expert to support the dissertation of the individual student. This course is appropriate when new skills not delineated in other courses are required.

Statistics Courses

The statistics courses for the program will be offered by the FSU College of Education as a component of their online EdD program. Other statistics courses can be added to the plan of study consistent with the demands of the selected area of inquiry.

Course Number	Course Title	Course Description
EDF 5400	Descriptive/Inferential Statistics Applications	This course prepares students to read and write papers covering fundamental statistical analyses. Topics covered include descriptive statistics, basic plots and graphing, hypothesis testing, confidence intervals, correlational techniques, and

		introduction to the general linear model.
EDF 5401	General Linear Models Applications	In this course, general linear model applications including multiple regression, ANOVA, ANCOVA, aptitude-treatment-interaction analysis, and other techniques are introduced.
EDF 5402	Advanced Topics in ANOVA	This course explores multiway ANOVA, covariance, repeated measures designs, nested designs, and generalizability theory.
EDF 5406	Multivariate Analysis	This course examines the design and analysis of research studies with multiple independent and dependent variables, including path analysis, confirmatory factor analysis, and exploratory factor analysis.

Program of Studies Approval

Each Ph.D. student follows a program of studies that includes the required courses and is developed to meet the student's particular needs and interests. The program of studies is developed with the advice and approval of the educational advisor or major professor and the Ph.D. Program Director. The Program of Studies provides the basis for each student's annual review and charts the projected path for the student through completion of all degree requirements. The Program of Studies becomes a provisional agreement between the student and the College of Nursing regarding minimum requirements that the student must complete in order to take the preliminary examination. The Program of Studies, along with all other pertinent materials, is included in the student's academic annual review.

Outside Coursework Feedback

At the end of each semester students will be given the opportunity to provide anonymous feedback for courses they took outside of the College of Nursing (primarily stats classes). The Ph.D. Program Director will send the students a link to an anonymous survey and will compile the results.

Research/Teaching Assistantships

As a condition for receiving a stipend and tuition waiver from the College of Nursing, selected full-time students will work with a faculty member for 10 hours per week (.25 FTE) in their first and second years in the program as teaching or research assistants. Before the first semester begins, students will be asked to provide a brief statement of their clinical, research and teaching experience and interests; faculty will be asked to provide a brief statement describing their current research and need for assistance. In consultation with faculty, the Ph.D. Program Director will match each student with a faculty member. Most students remain with their assigned faculty for the duration of their assistantships. Requests for change are honored when possible. The availability of funding will determine the number of assistantships available to Ph.D. students.

In addition, we require all TAs to attend FSU's Program for Instructional Excellence (PIE) training, which is provided immediately prior to the beginning of the fall semester. Teaching Assistant – Instructors are also strongly encouraged to attend university-wide training opportunities offered throughout the year. Assistantships are assigned on an annual basis. Thus, students are expected to work 10 hours per week in their assistantships throughout the calendar year. There are two exceptions. Students are not expected to work during the university-wide winter break (between the Christmas and New Year holidays) and during spring break. Research assistantship assignments begin on the first day of fall semester classes for incoming students and run continuously throughout the first and second years of students' programs. Research assistantship assignments end on the last day of the summer semester, at the end of the student's second year. Teaching assistantship assignments for rising third-year students begin on the first day of the fall contract, which is two weeks before classes start. Teaching assistantship assignments end on the last day of the summer semester.

Assistantship Annual Review

The FSU Graduate Student Collective Bargaining Agreement requires that all graduate students who are assigned as research and/or teaching assistant receive an annual evaluation of their performance. The Ph.D. Program supports the importance of providing structured opportunities for students to receive feedback regarding their efforts as teaching and/or research assistants. The Assistantship Annual Review provides an opportunity for faculty research and teaching mentors to provide this feedback. Separate evaluation procedures for research assistants (RAs) and teaching assistants (TAs) are provided. A copy of the teaching standards for TAs is provided as an appendix to this handbook.

Research Assistantship Annual Review Procedures

1. At the BEGINNING OF THE ACADEMIC YEAR (i.e., the point of initial RA assignment or renewal), the Ph.D. program office sends a copy of the Research Assistantship Planning & Evaluation form to RA faculty mentors and their RAs.
2. The RA faculty mentor and RA develop work plan for the research assistantship for the coming year (August to August). They complete the first section of the Research Assistantship Planning & Evaluation form, including signatures and dates.
3. The RA distributes copies of the completed Research Assistantship Planning & Evaluation form by the END OF SEPTEMBER to the RA faculty mentor and the doctoral program office for approval and inclusion in the student's file. The RA retains a copy for his or her files.
4. At the beginning of the summer, the doctoral program office sends a notice to RA faculty mentors and RAs indicating that the annual evaluation is coming due.
5. By the END OF JUNE, the RA faculty mentor and RA meet to discuss the RA's performance and accomplishments. They complete the second section of the Research Assistantship Planning & Evaluation form, including signatures and dates.
6. The RA distributes copies of the completed Research Assistantship Planning & Evaluation form to the RA faculty mentor and the doctoral program office for approval and inclusion in the student's file. The RA retains a copy for his or her files.

NOTE: RAs may provide written comments to the evaluation, to be attached to the Research Assistantship Planning & Evaluation form and placed in their file. As stated in the Collective Bargaining Agreement, "written student comments or evaluations need not be signed to be used for evaluation purposes".

Teaching Assistantship Annual Review Procedures

1. Beginning about the 5th week of the first semester of independent teaching (typically the spring semester during the third year of study), the Ph.D. Program Director will arrange for TAs to administer the Teaching Assessment by Students (TABS) to their classes. The results will be given to the TAs.
2. By the END OF THE first semester of independent teaching, the Ph.D. Program Director will attend one of the TA's classes to observe and evaluate the TA performance using the CON evaluation form.

3. At the end of the semester the TA will administer the Student Perception of Courses and Instructors (SPCI) evaluation to students, as required by the university.
4. The Ph.D. Program Director and TA meet within two weeks of the end of the semester to discuss the teaching assistantship performance. This review will include a discussion of the TABS and the SPCI results and observation of teaching based on the CON Teaching Checklist.
5. The TA distributes copies of the completed TABS, SPCI results, and CON Teaching Checklist to the Ph.D. Program Director for inclusion in the student's file. The TA retains a copy for his or her files.

Academic Annual Review

The Ph.D. Program recognizes the importance of providing structured opportunities for students to receive feedback regarding their academic progress through the program. The Academic Annual Review is a collaborative process in which students and their educational advisors or major professors discuss the student's academic status in the program and potential for successful completion of the Ph.D.

Academic Annual Review Procedure

1. In the spring semester of each academic year, the Ph.D. Sr. Academic Program Specialist will send a request to all doctoral faculty members to provide a brief evaluation of doctoral students' academic performance with whom they have had contact since the last evaluation period. Faculty members may have taught a student in class, supervised a teaching assistant or research assistant, served on a student's dissertation committee, etc. The Sr. Academic Program Specialist will assemble the results and provide them to each student's Major Professor or Educational Advisor for review and inclusion in the student's file.
2. The students will receive an annual review evaluation form that is specified to his or her Program of Studies. The students must complete their portion of the written annual evaluation form, including a statement that summarizes their progress toward fulfilling their program requirements as well as major accomplishments. After that, students should schedule an appointment to meet with their major professor/educational advisor to complete the evaluation by the due date.
3. The major professor/educational advisor and student discuss the student's academic progress, and together develop goals for the upcoming academic year. The major professor/educational advisor then adds the annual evaluation forms to the student file, and forwards a recommendation to the Sr. Academic Program Specialist, who coordinates a review with the Doctoral Program Committee (DPC).
4. The DPC reviews each student's overall academic performance during the preceding year. If the committee is in unanimous agreement during discussion, the student will be retained, placed on probation, or recommended for dismissal accordingly. If the DPC does not reach unanimous agreement, each DPC member will recommend retention, probation, or dismissal on a written, private ballot, including a brief description of reasons for the vote. If the vote does not result in a majority opinion, the student will be placed on one-year probation, and the major professor/educational advisor and DPC will re-evaluate the student's progress after that year. During the probation period, the major professor/educational advisor will meet regularly with the student and implement remedial interventions, as necessary. The Doctoral Program Director will

send annual review letters to all students and inform the Dean of all DPC actions. NOTE: The DPC review meeting typically occurs during the last month of the academic year. Because final grades for the spring semester have not been determined yet, it may be necessary to modify DPC decisions once final grades become available. If this is necessary, the Doctoral Program Director will coordinate these any necessary modifications with DPC members.

5. The Sr. Academic Program Specialist will notify the Graduate School (through GST) of the Annual Review outcomes.

Procedure for Probation or Dismissal

Suspension, Dismissal, and Reinstatement (Graduate Bulletin)

The University reserves the right to exclude at any time a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard. A graduate student whose cumulative grade point average for courses taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full semester of enrollment, the student will not be permitted to register for graduate study, including registering as a special student.

However, at the time of dismissal the major professor may petition the academic dean and the Dean of the Graduate School for consideration of special circumstances which the professor thinks constitute justification for an exception to this regulation, but under no circumstances will a student be allowed more than one additional semester of probation. Owing to the differential uses of the designation, “academic probation” shall not appear on permanent records of regular graduate students. After one probationary period, however, a student whose average falls within the probationary range will receive automatic dismissal.

College of Nursing Probation and Dismissal Procedures

During the annual review process, or on an as-needed basis, doctoral faculty will have the opportunity to advise the DPC and/or the Director of the Doctoral Program of any student who would warrant probation or dismissal because of inadequate progress or unsatisfactory performance in meeting program requirements. The basis for a recommendation of probation or dismissal may include one or more of the following:

- Failure to maintain a minimum GPA of 3.0 beyond one semester during the student’s program of study
- A pattern of incomplete (“I”) or unsatisfactory (“U”) grades (i.e., 2 or more “I” or “U” grades during the student’s program of study)
- A pattern of unsatisfactory performance in research and/or teaching assistantships
- Falling one year or more behind the expectations and timeline for completion agreed upon in the student’s most recent annual review or action plan
- An inability to substantially improve quality of work after a year on probation;
- Violation of the Florida State University Academic Honor Policies; and/or

- Exhibiting behaviors that are judged to hinder the student's performance as a professional nurse. Such behaviors might include violation of College and University policies, aggressive statements or acts, disruptive behavior, fraud, dishonesty, or any forms of harassment of other students, faculty, or staff. A recommendation of dismissal requires a unanimous vote of the DPC. The Doctoral Program Director will immediately inform the student, the student's major professor/educational advisor, and the Dean of the recommendation. Students who wish to appeal a dismissal decision will have two weeks to respond in writing and/or in a meeting with the DPC and the student's major professor/educational advisor. If the student's major professor/advisor is not on contract or is otherwise unavailable, the student will meet with the Director of the Ph.D. Program and available members of the DPC. After considering the DPC recommendation, the student's response, and review of all information in the student's file, the Ph.D. Program Director shall (1) recommend dismissal of the student from the doctoral program to the Dean or (2) retain the student in the program on a one-year probationary status. In the latter instance, the student and the student's major professor/educational advisor have four weeks to prepare an action plan to overcome the deficiencies in the student's performance within one year of the decision, and then submit the plan to the Doctoral Program Director for approval. If, in a subsequent annual performance review, the major professor/educational advisor determines that the student is not adequately meeting expectations of this action plan, the major professor/educational advisor should clearly document this in the written annual review form that will be reviewed by the DPC. The Ph.D. Program Director shall bring dismissal recommendations to the Dean for approval. Students who have been dismissed have the right to use the subsequent approved appeals procedures as described in the FSU Bulletin. Note: dismissal procedures related to failure to meet preliminary examination expectations are addressed in the section of this manual entitled, "The Standardized, Written, and Oral Components of the preliminary examination".

Grade Appeals System (Graduate Bulletin)

The purpose of the grade appeals system is to afford an opportunity for a graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Dean of the Faculties.

Step 1. Within 30 calendar days following the date that final grades are made available to students, the student must contact the instructor in question to discuss the grade and attempt to resolve any differences. The student should document any attempts to contact the instructor in order to establish that the appeal was begun within this 30-day period. In the event that the instructor is not available, the student should provide that documentation to the instructor's program or department chair. It is expected that the student will first attempt to resolve the grade

dispute with the instructor; however, either the student or the instructor may consult with the appropriate program or department chair during this process.

Step 2. If no resolution is reached within this 30-day period, after the student's documented attempt, the student has an additional 15 calendar days to submit a written statement to the program or department chair. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal. Within 20 calendar days thereafter, the department or program chair will arrange for a meeting of a grade appeals screening committee composed of three students enrolled in the academic unit offering the course to review the appeal. Appropriate students who have no conflict of interest will be chosen to serve on this screening committee by a student organization associated with the program or department, if such an organization exists. If none exists or if members of such an organization are not available, the department or program chair will select appropriate students who have no conflict of interest. Both the student and the instructor may attend the meeting. The role of the screening committee is solely to determine whether the student has presented sufficient evidence to warrant further review. Within five calendar days after this meeting, the screening committee will render its decision in writing (recommend/do not recommend further review) to the program or department chair, the student, and the instructor. A negative decision will end the appeal. A positive decision will trigger the next step in the process.

Step 3. Within 20 calendar days of a positive decision from the grade appeals screening committee, the program or department chair will appoint and arrange for a meeting of a grade appeals board. This board is composed of three faculty members and two students other than those who served on the screening committee. The purpose of this board is to determine whether or not to uphold the final grade assigned by the instructor. The board will consider only the evidence provided by the student and the instructor in making the determination. Both the student and the instructor may attend the meeting.

The grade will be upheld unless the evidence shows that the grade was awarded in an arbitrary, capricious, or discriminatory manner, as a result of a gross violation of the instructor's own evaluation (grading) statement. If the original grade is not upheld, the board will recommend that an alternative grade be assigned by the program or department chair.

If the student has evidence that this grade appeals process has deviated substantially from these established procedures, resulting in a biased decision, the student may consult with the Dean of the Faculties regarding referral to the Student Academic Relations Committee.

Time Limit for Completion of Degree Requirements

All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the written and oral portions of the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed (Graduate Bulletin).

In the College of Nursing, students renewing their doctoral candidacy by retaking their preliminary exams after the five-year period for completion of a dissertation has expired may do

so a maximum of one time. After passing all components of the preliminary examination a second time (standardized exam, written and oral), students who have not successfully defended a dissertation within five years will be dismissed from the program.

The Standardized, Written, and Oral Components of the Preliminary Examination

Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the doctoral degree. The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study (Graduate Bulletin).

There are three components to the preliminary exam, including a standardized written examination of problem conceptualization, statistical analysis, and research methodology competencies; and a written and oral examination component that are prepared and graded by the student's supervisory committee.

Details about each component are described in the following section.

Typically, the examining committee will be identical with the supervisory committee (Graduate Bulletin, 2011). In the College of Nursing, the examining committee must include a minimum of four members of the faculty who have Graduate Faculty Status, one of whom is the university representative of the faculty. All additional members of the committee must hold graduate faculty status or be in a tenure track position. (Please see the "Supervisory Committee" section for more detailed information about committees). Students must have the signed approval from all members of the examining committee prior to beginning the written and oral components of the exam process. Before students begin the written or oral section of his or her preliminary exam, they must have all of their committee members sign the Committee Form, and it must be approved by the Ph.D. Program Director.

Examination Procedures

Standardized Component

The standardized written examination of problem conceptualization, research methods, and data analysis is a multiple-choice exam designed to assess the breadth of general knowledge on required content covered in the program of studies and reflected in the doctoral program competencies.

The standardized examination is program-driven and will be offered at the end of the spring semester of the 2nd year of the program (e.g., May or June), after students have completed all required core courses, with a 3.0 grade point average. Students will be provided a copy of the doctoral program competencies that can be used as a study guide for the exam. For students who have not completed the required coursework by the end of the spring semester of their 2nd year, taking the standardized exam will be arranged on a case-by-case basis.

Students must earn a minimum of 75% in order to pass the exam. Students who fail the standardized component may retake the examination one time only. The re-examination will be offered at the end of the summer semester of the second year of the program (e.g., early August). Students who fail their second attempt of the standardized preliminary examination are dismissed from the FSU College of Nursing Ph.D. program.

The Ph.D. Sr. Academic Program Specialist will make arrangements for exam administration, and coordinate with the doctoral students. Additional information about this process can be obtained from the Sr. Academic Program Specialist.

In keeping with the FSU Honor Code, students must not provide information about test contents with students who have not taken the test yet. Students who violate this policy will be subject to university sanctions as a result of violating the FSU Honor Code, including dismissal from the program. This is described in more detail in a subsequent section of this handbook.

Written and Oral Components

The purpose of the written/oral components of the preliminary exam is to test students' independent ability to integrate what they've learned in their coursework and to determine if they are prepared to progress toward the independent scholarship required of a dissertation. As such, the student must work independently during the entire Preliminary Exam process – no consultation with faculty or outside sources is allowed. This means that committee members, including the major professor, should not review any documents or provide any verbal or written feedback, before the committee has determined whether the student has passed or failed the written portion of the exam. If there is a unanimous vote to pass the student on the written portion of the exam, the major professor may provide assistance to the student with regard to planning and formatting the oral defense presentation.

Students take their written and oral preliminary examination after they have passed the standardized component, and after completing all required courses with a 3.0 grade point average.

The written and oral examination components of the preliminary examination are committee-driven – that is, the supervisory committee collaborates with the student to develop the format and timeline for these components of the preliminary exam (i.e., Preliminary Examination Strategy form, the “Prelim Contract”).

While the timeline is committee driven, all students are allowed a maximum of 12 weeks to complete the written preliminary exam and submit it to their committee members. Additionally, students are required to complete the written preliminary exam by the spring of their third year.

Please note that the Prelim Contract **may not** be completed before the student's committee is approved.

The written/oral components of the preliminary exam are developed and graded by the examining committee, but follows a standardized format developed by the Doctoral Program

Committee (DPC) and approved by the Academic Affairs Committee (AAC) that incorporates general content requirements, in order to promote consistency of effort among students.

The format may vary within the guidelines established by the DPC. However, the content to be covered may not vary. The written/oral examination must focus upon the student's substantive area and include theoretical conceptualization and research methodology (i.e., research design, sampling, measurement, and data analysis). The research methodology expectation in the substantive portion of the preliminary examination may overlap at times with the standardized exam. However, this section is designed to assess the student's depth of understanding of the methodological issues associated with the student's specific substantive area. All members of the examining committee must participate in the development and grading of both the written and oral components of the examination. All committee members and the student must attend the entire oral examination in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g., medical or other emergency situations, prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate. In the case of such an emergency, the major professor should work with the Ph.D. Program Director to find an appropriate replacement.

Possible grades include high pass, pass and fail. Committee members must be unanimous in their vote to pass a student. Students who do not pass either the written or the oral component of the exam should receive feedback from their committee members, are allowed time to revise the written portion of their prelim or to prepare more carefully for their oral exam, and then they are re-examined. The committee should determine: 1) in which areas the student must be re-examined; 2) whether remedial coursework is needed before re-examination; and 3) the nature and time of the re-examination as allowed by the DPC's examination guidelines. Only one re-examination of each component, written and oral, is allowed. Students who fail the second attempt of either the written or oral component of their preliminary examination are dismissed from the FSU College of Nursing Ph.D. program.

Using the PRELIMINARY EXAMINATION RESULTS form available the examining committee will report the outcome (i.e., High Pass, Pass, or Fail) of the examination to the Ph.D. Program Director. If a student fails the examination, the student should work with the major professor and the committee to arrange for a reexamination. Upon completion of the reexamination, a second PRELIMINARY EXAMINATION RESULTS form should be completed and submitted to the Ph.D. Program Director. The results of the examination will be reported to the Ph.D. Program Director, the Dean and Office of the University Registrar for inclusion in the student's permanent record (Graduate Bulletin).

The Ph.D. Program Director, the Dean of the College of Nursing, and/or the Dean of the Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the Dean of the College of Nursing or Dean of the Graduate School or on recommendation of the major professor.

Satisfactory completion of all three components of the preliminary examination is required for admission to candidacy (see next section) for the doctoral degree. Students who fail any one of the three components of their preliminary examination twice are dismissed from the FSU College of Nursing Ph.D. program

Preliminary examination Forms

Three forms are used as a part of the CON preliminary examination process. All forms are available on the Ph.D. Program Canvas website. These forms are required and retained in the student's file.

Preliminary examination Strategy form: This form provides the plan for the preliminary examination, and it is a contract between the student and his/her supervisory committee. The student and all supervisory committee members participating in the examination must sign the form and submit it to the Ph.D. Program Director for an approval signature and retention in the student's file. This must be submitted and approved before the student begins the examination.

Preliminary Examination Results form: This form provides the results of the student's preliminary examination. The student and all supervisory committee members must sign the form and submit it to the Ph.D, Program Director for further action (i.e., admission to candidacy or termination from the program).

Admission to Candidacy form: This form is required by the FSU Office of the Registrar as a part of becoming a doctoral candidate. The student should complete the form and submit it to the Ph.D. Sr. Academic Program Specialist, for approval of the Doctoral Program Director and submission to the Office of the Registrar. This form can be found on the Registrar's page in the forms section. A copy is also available at the FSU CON Ph.D. Program Canvas site.

Admission to Candidacy

A student who has passed the preliminary examination and has been certified to the Office of the University Registrar (on an Admission to Candidacy Form) is considered a candidate for the Ph.D. degree and is eligible to register for dissertation credits (Graduate Bulletin).

No student may register for dissertation or doctoral treatise hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed, approved and signed by the Doctoral Program Director, and filed in the Office of the University Registrar prior to registration for dissertation/treatise hours.

After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed (Graduate Bulletin). Retroactive changes are only permitted if the preliminary examination is passed by the mid-point of the semester. This date is the end of the seventh week of the semester according to the Registrar's calendar and will be posted on the Registrar's calendar. If the student defends after the seventh week of the semester, they will be eligible to enroll in dissertation hours the following semester.

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation (Graduate Bulletin).

Prospectus

After passing all components of the preliminary examination, the student is required to submit to the major professor, supervisory committee, and Doctoral Program Director a prospectus on a research project suitable for a doctoral dissertation (Graduate Bulletin).

The dissertation prospectus is the first major step in writing a dissertation. Students prepare the prospectus under the guidance of their major professor and with the assistance of committee members, as appropriate. Students shall not proceed with the formal development of a prospectus until after the successful completion of all components of the preliminary examination.

The Prospectus defines the scope of students' research, presents the details of the research design, implementation plans, and data analysis strategies, describes plans for presenting the implications of the findings, and suggests the timeline by which the work will be accomplished. The approved Prospectus may be viewed as a contract between the student and the supervisory committee. The final draft of a Prospectus commonly is reviewed by the major professor and then submitted to the other members of the supervisory committee and the Ph.D. Sr. Academic Program Specialist at least three weeks prior to scheduling the defense. The student will notify the Sr. Academic Program Specialist of the defense date as soon as the defense has been scheduled.

This defense is an open discussion of the student's ideas with their supervisory committee to gain final approval of the dissertation prospectus. Students must be enrolled for the minimum required hours during the semester of their prospectus defense.

All committee members and the student must attend the entire prospectus defense in real time, either by being physically present or by participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If exceptional emergency circumstances, e.g., medical or other emergency situations prevent the participation of a committee member then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate (Graduate Bulletin). If an emergency prohibits a committee member from attending the defense, the major professor should work with the Doctoral Program Director to find a suitable replacement.

A grade of PASS requires a unanimous vote by the oral examining committee. All members of the supervisory committee will sign the Prospectus Approval Signature Page when they agree it

is an acceptable proposal for a doctoral dissertation and all modifications and corrections have been completed. Thereafter, any major changes in this prospectus will require the approval of every member of the supervisory committee. The major professor decides what constitutes a major change.

Following successful defense of the prospectus, the student must submit the “Prospectus Approval Signature Page” to the Sr. Academic Program Specialist, which has been signed by the supervisory committee, Ph.D. Program Director, and the Dean, to be kept in the student’s file. Students should also keep an original copy for themselves,

Important note: after approval of the Prospectus, students must submit applications and receive approval from the University’s Institutional Review Board before beginning to collect any data for the dissertation project. The student’s name must appear on the approval form and/or applications as a PI or co-PI for the period of time during which the student’s research was conducted. Failure to obtain the required approvals may result in the dissertation being permanently embargoed and not publishable in any form.

Copies of this approval must be submitted to the student’s major professor and Sr. Academic Program Specialist for inclusion with the prospectus in the student’s file.

Dissertation

A doctoral dissertation must be completed on some topic connected with the major field of study. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student (Graduate Bulletin)

In the College of Nursing, students choose their dissertation topic with the advice and approval of the major professor and members of the supervisory committee. All dissertations are expected to contribute to the existing body of knowledge relevant to nursing. Within these broad parameters, the candidate’s personal interest, resources, and skills determine the choice of topic.

The dissertation is a major scholarly work. It includes critical reviews of the theoretical and conceptual literature, a conceptual model and its operationalization, a critical review of the research in the substantive area of interest, a completed and original research project, a report of the findings, and a description of the implications for nursing and the substantive area of interest. It is to be formatted according to the most recent guidelines for APA style, with exceptions only as required for electronic submission. NOTE also that approval from the FSU IRB must be received prior to engaging in dissertation-related data collection activities, as indicated previously in this manual.

Students should become familiar with the university’s manuscript formatting and clearance requirements before writing their dissertation. Formatting and clearance guidelines for the final electronic submission copy may be accessed on The Graduate School’s website. Templates for Microsoft Word and Latex, an annotated sample manuscript illustrating formatting criteria, and a PowerPoint about the manuscript clearance process, are also available. Manuscript clearance

workshops are also held during each semester. The Graduate School, along with the Sr. Academic Program Specialist, will announce the dates of these workshops.

Dissertation Credit Hours and Registration for Final Term

Students who have completed their required coursework, passed all components of the CON preliminary examination, and submitted an Admission to Candidacy form to the Office of the Registrar are eligible to register for dissertation credit hours. The minimum number of dissertation credit hours for completion of a doctoral degree is twenty-four (24) semester hours (Graduate Bulletin). The number of dissertation credit hours for which a student registers each semester should be commensurate with the amount of faculty time and university resources utilized, but it should not be for fewer than three credit hours per semester, except as indicated in the next section.

During the semester in which students anticipate defense of their dissertation, those with underload permission can take a minimum of two (2) hours of dissertation credit. Underloads must be approved by the Ph.D. program director (see the "Minimum Credit Hours and Underload" section under "Academic Standards" for more information). Note that final approval of the dissertation by the entire supervisory committee is a prerequisite to the awarding of the degree. This is true no matter how many hours a student has completed in dissertation credit or what grades have been recorded for the dissertation hours (Graduate Bulletin). Note also that Ph.D. students must register in the final term in which a degree requiring a thesis, dissertation, or treatise is granted, in accordance with the policies stated in the 'Thesis' and 'Dissertation' sections of the FSU Graduate Bulletin.

Submission deadlines for each semester are posted in the Manuscript Clearance submenu of the Graduate School website; students not meeting those deadlines will be considered graduates of the following semester. The deadlines are as follows:

- Pre-Defense Format Review: Deadline by which students must submit their manuscript to the manuscript clearance adviser for an initial formatting review. Manuscripts will not be reviewed and counted as an initial submission under the following conditions: not submitted via the ETD Web site; poorly formatted based on Graduate School guidelines, or otherwise appears "sloppy"; sections omitted; page numbers omitted.
- Post-Defense Format Review and all manuscript clearance forms received deadline: By this date, students must submit the final version of their manuscript, and all manuscript clearance forms must be submitted to the Manuscript Clearance Portal. Assuming all manuscript deadlines (initial, final, and forms deadlines) are met, this is the last day a student could possibly defend; otherwise the student will be considered for graduation in the following semester.
- 60-day deadline: All manuscripts must be cleared within 60 days of the defense. In cases when a student defends early in the semester of graduation, or after the final submission deadline of the previous semester, the manuscript clearance deadline that applies is the 60-day deadline. For example, a student that defends on August 27 would have to have her/his manuscript cleared by October 27, even though the fall semester deadline for submitting a manuscript is later in the semester.

Examination in Defense of Dissertation

The defense of the dissertation will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. Students must defend by no later than the Format Approval Deadline in the semester of intent to graduate. It is recommended that students defend no later than the eighth week of the semester in which the student intends to graduate. Consult the Graduate School Canvas site GradSpace for more information (Graduate Bulletin).

Dissertations are expected to reflect original work. The review of academic integrity should be completed prior to the defense. Faculty may choose to use appropriate plagiarism checkers and peer review tools with early drafts of these manuscripts as an instructional aid in advising students on matters relating to plagiarism. The signatures of all committee members appearing on the Manuscript Signature Approval Form constitute testimony from the committee that they are satisfied that the dissertation meets FSU's standards of academic integrity as described in the FSU Academic Honor Code and appropriate steps have been taken to assure that this is the case (Graduate Bulletin).

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal or financial relationships (e.g., involving the major professor, committee members, and/or student) that may create the perception of bias in that process must be avoided. This would not include the typical practice of hiring a student on a university assistantship in the home unit, but would include the student being hired by the major professor's private company. If any such conflicts of interest could exist, they should be reported to the administrative head of the student's academic unit, who will evaluate same for potential harm and take appropriate action. Please see the "Supervisory Committee" section for a more detailed explanation of the University's conflict of interest policy (page 18).

Academic courtesy requires that a preliminary draft of the dissertation be submitted to each member of the supervisory committee at least FOUR weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the university manuscript clearance adviser in the Graduate School so that the clearance adviser can provide the student with a critique of the manuscript with respect to the Graduate School's formatting requirements. The supervisory committee, the chair of the major department, and other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend (Graduate Bulletin).

At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to the Dean of the Graduate School and notify the PhD Program Office. Failure to follow either of these steps is likely to result in delaying the student's graduation in the current semester as well as additional tuition cost. Consult the Registration Guide for the deadline dates (Graduate Bulletin). A link to this electronic form is available on the Ph.D. Program Canvas website.

In the College of Nursing, the examining committee determines the date by which the final dissertation manuscript is to be submitted to committee members. A final copy of the dissertation manuscript must be placed at the front desk of the College's main office a minimum of one week (and preferably two weeks) before the dissertation defense so interested graduate faculty have access to it. Normally, major changes in a manuscript made 1-2 weeks prior to a defense requires that the defense meeting would need to be rescheduled for a time that is agreeable to all committee members.

In the College of Nursing, the dissertation defense is considered a formal academic occasion. The examining committee determines the format of the defense. The student should also ensure that his or her University Representative has two copies of the University Representative Doctoral Defense Report.

All committee members and the student must attend the entire defense in real time, either by being present or by participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g., all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If exceptional emergency circumstances, e.g., medical or other emergency situations prevent the participation of a committee member then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate (Graduate Bulletin). If an emergency prohibits a committee member from attending the defense, the major professor should work with the V Program Director to find a suitable replacement.

The oral examining committee will certify in writing to the Ph.D. Program Director and Academic Dean of the major department the results of the examination: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of PASS requires a unanimous vote by the oral examining committee. If the student passes, each member must sign all three copies of the Manuscript Signature Form to substantiate the results of the defense. It is the responsibility of the major professor to submit two copies of the ORIGINAL version of this completed form to the Ph.D. Sr. Academic Program Specialist, who will ensure that the form is delivered to the university manuscript clearance advisor.

A written critique of conduct of the examination in defense of the dissertation should be submitted by the university representative from the graduate faculty to the Ph.D. Program Director, Academic Dean, and the Dean of the Graduate School within one week after the date of defense. The University Representative Report is available on the Graduate School's blackboard page for faculty and staff.

In the College of Nursing, under no circumstances shall the major professor sign the Final Degree Clearance Form before all corrections and modifications are completed. After the defense and changes to the dissertation (if any) have been made, the doctoral candidate submits one copy of the dissertation to the Ph.D. Program Director and Dean for review and approval.

The major professor's signature on the "Final Clearance Form" represents the last step in the approval process in the College of Nursing.

After approval by the oral examining committee, the student should submit the final manuscript electronically to the manuscript clearance advisor. A manuscript processing fee is charged (Graduate Bulletin). A student's manuscript must be cleared in order to graduate. A manuscript is considered cleared if the manuscript clearance adviser has approved the formatting of the manuscript AND all forms have been received and verified by the manuscript clearance adviser.

Important Note: Students must submit their final manuscript and all forms by the Final Manuscript Submission and Forms Deadline. Students must also have their manuscript cleared* within 60 days of a successful defense or the student must be re-examined. In some cases, the 60-day deadline may occur before the semester deadlines; in those cases, the 60-day deadline takes precedence over the semester deadlines.

*A Cleared manuscript is one that has formatting approved by the Manuscript Clearance Adviser AND all forms received by the Manuscript Clearance Adviser.

Fees

Students are responsible for paying all fees as required by the Office of Graduate Studies. If the student wishes University Microfilms International, Inc. to register the copyright, an additional fee must be paid.

Publication of the Dissertation (Graduate Bulletin)

As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by the Office of Graduate Studies. For answers to questions regarding publication of his or her dissertation, students should contact their Manuscript Clearance Advisor in the Graduate School.

Guidelines for Restrictions on the Release of Theses and Dissertations

The free and open dissemination of the results of research conducted at Florida State University is required if the University is to contribute effectively to the education of its students and to the body of human knowledge. Conflicts can develop among the interests of research sponsors, research directors, and the students doing the research. To ensure that the interests of all parties are protected, the following guidelines should be observed.

An Electronic Thesis/Dissertation (ETD) must be made available in its complete and original format. It cannot be subdivided into chapters and disseminated under different distribution options.

Worldwide Distribution. This option makes the ETD freely available worldwide via the FSU ETD Digital Library. It should be noted that some publishers may see a conflict with this level of distribution prior to publication.

Embargoed Access (24 Months). Recommended to students who have a patent application in process or who want to restrict access to the ETD for a limited amount of time in order to pursue commercial interests or other publication. After the restricted time period, the document will be made freely available through worldwide distribution (option above).

The maximum delay in the release of a thesis, treatise, or dissertation to the university libraries and ProQuest Information and Learning (UMI/PQIL) shall not exceed twenty-four (24) months from the date the thesis, treatise, or dissertation is approved by the FSU Office of Graduate Studies. In special circumstances, the Dean of the Graduate School may grant an additional delay of twenty-four (24) months upon request if the case is made that the delay is in the best interests of all parties or if publication or commercial interest in the document is still ongoing. Such a request must be submitted at least one month prior to the expiration of the original period of delay. It should be recognized that adherence to this policy does not constitute a guarantee that information in the sequestered thesis or dissertation will not be disseminated by means other than the written thesis or dissertation. Information about particular access issues related to electronic theses, treatises, and dissertations may be obtained from the Office of Graduate Studies. A request for such a delay must be presented in writing to the Dean of the Graduate School and carry the endorsement of the student, the major professor, the department or program chair, and the dean of the relevant college or school.

Note: Students should not suffer delays in their normal academic progress, including the final defense of the thesis or dissertation, as a result of a desire to delay release of the thesis or dissertation to the library. Students will find a comprehensive dissertation Checklist, along with samples of all the forms and other guidelines, on the Ph.D. Program Canvas website.

Applying for Graduation:

A student's manuscript must be cleared in order to graduate; however, students also must meet all other departmental and university requirements. During the first two weeks of the term in which a candidate expects to receive a degree, an application should be made for a diploma at the Office of the University Registrar. If a candidate previously filed for a diploma but did not receive the degree, the application procedure must be repeated. Information can be found at the registrar's website.

<http://registrar.fsu.edu/services/graduation/>

The Ph.D. Sr. Academic Program Specialist must be notified when the student turns in their application as they are required to run a graduation check and provide proof that the student is eligible. If the student decides for any reason to delay graduation after submitting an application, they must go to the Registrar's office to fill out paperwork to withdraw their application. They must also notify the Ph.D. Sr. Academic Program Specialist so their name is not included on the graduation program.

College of Nursing Policy for Student Sanctions for

Academic and Professional Reasons

The primary objective of the College of Nursing Ph.D. Program is to prepare nurse scholars and leaders in research and education who use systematic methods of inquiry and reasoned argument to advance knowledge. The College is responsible for the educational preparation of students for this role and for the evaluation of students' achievement of our academic standards. Moreover, as a professional school, we are responsible for ensuring that students meet standards of behavior that are congruent with expectations of the nursing profession and all of our major organizations. Such professional schools have the ability to set consequences for behavior that go beyond those for other departments on campus. Our students are also expected to comply with the FSU Academic Honor Policy and the FSU Student Conduct Code.

Academic Performance Standards

A student is expected to:

1. Maintain required grades for his or her academic program.
2. Correct any deficiencies related to academic probation within one semester.
3. Meet the generally accepted standards of nursing professional conduct, ethics, personal integrity, and emotional stability required for practice. This includes, but is not limited to, the following: appropriate and respectful behavior with peers, faculty, clients, and staff.
4. Consistently demonstrate respect and responsibility in matters of punctuality and presentation of self.
5. Fully meet the standards set by the College of Nursing and FSU's Academic Honor Policy.
6. Consistently demonstrate abilities at an expected level in the areas of verbal and written communication skills.

Procedures for Imposing Sanctions for Violations of these Expectations

A student who commits an act of academic dishonesty, including all forms of cheating and plagiarism, shall be dealt with according to steps outlined in the Florida State University Academic Honor Policy. This includes student who choose to compose academic works using artificial intelligence platforms. A student who exhibits behaviors that are judged to hinder the student's development toward becoming a nurse scientist may precipitate a review by the Ph.D. Program Director depending on the student's enrollment status in those programs. Such behaviors might include: violation of College and University policies, aggressive statements or acts, disruptive behavior, fraud, dishonesty, or any forms of harassment of other students, faculty, or staff.

When faculty, staff, students, or other personnel employed or authorized to supervise students by the University identify any of the above indicators as a concern, they should refer the matter to the Program Director. The Program Director will review the information, determine whether or

not to meet with the students and formulate a plan, and place documentation in the student's academic file describing the referring incident(s). The corrective action plan would specify:

- Activities to gain further skill, insight, or behavior change (e.g., gain work/volunteer experience, write a paper, participate in counseling, and coursework).
- The specific time frame to address these actions.
- The evidence required to fulfill the requirements.
- Date and signatures of the student and the Program Director.

If the student either does not agree with the corrective action plan, does not complete its requirements, or the incident is deemed so egregious as to warrant a faculty review, the Program Director may refer the student to the Associate Dean for Academic Affairs. The Associate Dean will request that a subcommittee of the Academic Affairs Committee, the faculty committee charged in the College of Nursing bylaws with responsibility for judicial appeals for students, be formed within 30 calendar days of notification. The Associate Dean for Academic Affairs will appoint a chair who will convene a meeting of the subcommittee to review the incident(s).

At this meeting, students will have the opportunity to respond to identified concerns and to provide a statement and/or evidence. Students may invite no more than one advisor who may speak only to the student, but not to the subcommittee members. Advisors who do not adhere to this policy will be asked to leave the meeting.

The subcommittee will make a determination based upon the greater weight of evidence, which means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. The standards of proof are not required to be at the level of legal standards in civil or criminal courts of law.

Sanctions may include:

- Affirmation or modification of the original corrective action plan
- Probation from the program, including a plan of action outlining expectations for resolution of the probation.
- Suspension from the program, including cancelling enrollment in any current or future nursing courses. In some cases, a corrective action plan will be developed in addition to a suspension
- Termination from the program; all current and future enrollment for nursing courses will be cancelled.

Copies of the written decision will be distributed to all parties within fourteen days and placed in the student's academic file. If a corrective action plan is indicated, the faculty subcommittee will meet with the student on the date specified in the plan (as described above) to review progress. The faculty subcommittee may render a decision as to the student's continuation in the program. The student will be notified of this decision in writing within fourteen days. Students may appeal the decision of the faculty subcommittee by submitting a written statement to the Associate Dean for Academic Affairs within thirty calendar days of the receipt of the decision. Students may appeal the Associate Dean's decision to the Dean of the College of Nursing who has the final authority for maintaining standards within the College of Nursing.

The faculty subcommittee shall also refer students, if appropriate, for disciplinary action to the Dean of Students for Conduct Code violations, and/or consult with the Dean of the Faculties for Academic Honor Policy violations.

FSU Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>)