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Welcome to the College of Nursing at the University of Wisconsin-Milwaukee (UWM). We are pleased that you selected our institution and program as a place to complete your doctoral studies. The doctor of philosophy degree (PhD) in nursing science prepares nurse scientists and scholars who are ready and excited to immerse themselves into a rigorous research-based program of study. Utilizing empirical research that incorporates scientific principles and theories, students completing our program are prepared to discover/generate new knowledge and/or build on existing knowledge with the goal of conducting original inquiries that will advance research, education, policy, and practice within the discipline of nursing and as well as contributing to other disciplines.

With technological trends rapidly evolving in the organization and delivery of healthcare in the US and abroad, these are exciting times for doctoral education in nursing. At UWM we continue to expand strategic visions for educating the next generation of nurse scientists—scholars that are adequately prepared to advance and represent the discipline of nursing in the 21st century. Our PhD curriculum provides an illuminating series of nursing and interdisciplinary courses in the areas of philosophy of nursing science, research methods, health policy along with independent studies, seminars and research practicums designed to help the PhD student develop expertise in conducting independent and team science research. Students work closely with their major professor (MP) to develop a coherent formal plan of study culminating with the dissertation.

Doctoral students are major constituents and stakeholders at UWM College of Nursing. Pursuing a PhD degree requires a commitment of your time, energy and resources. Please know that you will be interacting with professors who have far-reaching experiences in teaching and mentoring doctoral students, and who are committed to facilitating your success at the UWM College of Nursing. Being a PhD student will be a new experience for you. I encourage you to become engaged and explore how you can develop as a scientist, author, leader, scholar and educator in the discipline of nursing and beyond. Look for opportunities to attend seminars, attend conferences, take part in writing activities, and build good relationships with your professors and MP/mentor. This is the time to concentrate on your development, and to do it with the support of the incredible professors at UWM.

This handbook has been designed to serve as a reference guide and help you navigate this career path. It gives pertinent information on the policies, procedures and requirements for the PhD program. Take time to read and familiarize yourself with these policies. It has copies of required forms that you will complete at various stages during your program. Students should also become familiar with the UWM Graduate School Student Bulletin for general requirements applicable to all doctoral students enrolled at UWM. Should you have questions related to the curriculum and your progression in the program, please ask the graduate student academic advisor, your major professor or the Director of the PhD Program.
Students are welcome to call me, send me e-mails or make an appointment to meet with me in person or by phone to discuss or ask any questions. To schedule an appointment with me, please contact Ms. Susan Wolf, Administrative Program Specialist at: wolff3@uwm.edu or by phone at: (414) 229-5698. Please let me know how I can make your experience here at UWM College of Nursing and the University at large a rewarding and successful one. I hope that you will find your time with us personally and professionally stimulating.

Sincerely,

Aaron Buseh, PhD, MPH, MSN
Professor
Director, PhD Program
University of Wisconsin-Milwaukee
College of Nursing
Consistent with and evolving from the core values the following principles about human beings, environment, health, nursing, learning, and teaching guide the educational programs of the University of Wisconsin-Milwaukee College of Nursing (UWM-Milwaukee, CON).

Professional nurses are educated at a variety of curricular levels for generation, application, and evaluation of knowledge. The teaching-learning process is interactive. Learning requires active student participation and is enhanced when the instructional environment is respectful and supports personal worth, dignity and self-identity in the teacher and the student and encourages each person to grow and discover meaning.

Each human is a unique, dynamic, integral being. Human beings exist within physical and social environments. These environments are shaped by dynamic events in socio-cultural, natural, local and global political milieus. Actions of individuals and groups also shape these environments that provide the context within which health and nursing systems operate. Nursing is committed to social justice, challenges existing paradigms when appropriate and creates innovative solutions for health care problems.

Nursing is a socially derived profession whose members assist person, families, groups and the larger society to pursue the goal of optimum health. Health is a dynamic state influenced by the constant interaction of internal and external factors. Health status is reflective of the well-being of individuals and aggregates within environments and encompasses wellness, risks, problems, and needs that may be or have the potential to be present.

Through the use of the nursing process, dynamic interactions between the nurse and the client facilitate the promotion, maintenance, or restoration of health. The knowledge base of nursing must be continually developed and evaluated in response to changing environmental health needs. Nursing care is guided by professional standards and requires personal and professional integrity.

Nursing, as a human interaction, is most effective when nurses reflect the population that it serves. The CON seeks to admit and educate a diverse student body in order to enrich the students’ educational experience and to prepare them to meet the health needs of a diverse society. Therefore, a holistic review of applicants to the CON includes an evaluation of academic achievement, work and leadership experiences, personal and professional accomplishments, skills, abilities and personal qualities. Consideration of these factors as well as a wide range of economic, social, racial/ethnic and geographic backgrounds will enhance diversity within the CON and the nursing profession.
Vision Statement
As an innovative, academic, nursing community, the University of Wisconsin-Milwaukee College of Nursing faculty, staff, students, and alumni are renowned leaders in creating bold and effective solutions for advancing local, national and global health.

Core Values
We, the University of Wisconsin-Milwaukee College of Nursing community, embrace and demonstrate these core values in our learning, teaching, research, practice, and service:
- Accountability
- Collaboration
- Creativity
- Diversity
- Excellence
- Integrity
- Human Dignity
- Social Justice

Guiding Principles
As a diverse Community of Scholars that values passionate, academic discourse and debate in a climate of civility, we live our core values and create opportunities to embrace, welcome, respect, and strive to understand the perspectives of others – colleagues, students, patients/clients, and community partners. As a CON community, we:
- live our core values;
- exhibit respectful, transparent and clear communication;
- expect and embrace shared accountability;
- appreciate and foster innovation; and
- seek collaboration in teaching, research, practice and service.

Mission Statement
The University of Wisconsin-Milwaukee College of Nursing is a premier, urban, academic, collegial, nursing community that acts collaboratively with partners to:
- Prepare a diverse population of students to become science based, compassionate, nurse leaders through innovative, quality, educational programs for all settings and levels of practice;
- Conduct research and scholarship that advance science in nursing and health;
- Address emerging health needs through evidence based practice and consultation; and
- Develop leaders who transform health care delivery and health policy.
University of Wisconsin-Milwaukee College of Nursing Organizational Chart for 2017-2018

Dean
Kim Litwack

Human Resources Manager
Jennifer Powell

Development
Nicole Blemberg - Director

Project/Events Manager
Wendy Welsh - Admin. Prog. Specialist

Secretary to the Dean
Dorothy Kidwell
(University Services Prog. Assoc.)

Executive Assistant to the Dean
Julie Frey
(Admin. Prog. Manager II)

Assistant Dean for Business Affairs
Heidi Janzen (Interim)

Associate Dean for Research
Rachel Schiffman

Associate Dean for Academic Affairs
Karen Morin Interim

Community Engagement

Executive Committee
Jennifer Doering - Chair
Teresa Johnson - Vice-Chair
University Scholarships and Financial Aid

Doctoral students in the College of Nursing are eligible to apply for many types of financial awards and assistance. These include:

1. **Graduate School Fellowships and Advanced Opportunity Program Fellowships**
2. **National Research Service Award**
3. **Teaching and Project Assistantships**
4. **Financial Aid Loans**
5. **University Travel Award**

1. **Graduate School Fellowships:**
   Fellowships are competitive and are based on scholarly achievement and promise. Attendance must be full-time for any of the Graduate School Fellowships. Fellowship applications can be picked up at the Graduate School or off of the Graduate School website in late fall for the following academic year.
   a. *Graduate School Fellowship* (This is approximately $11,000 plus remission of the non-resident portion of tuition).
   b. *Non-Resident Tuition Remission (NRTR)*, reduces the non-resident portion of tuition. (This may not be available every year).
   c. *Dissertation Fellowship* (This is approximately $14,000 plus remission of the non-resident portion of tuition).
   d. *Advanced Opportunity Program Fellowships*: These are awarded on the basis of financial need and especially to minority persons, for a 12-month period, and they are renewable for a similar period. (This is approximately $14,000 plus remission of the non-resident portion of tuition).

2. **National Research Service Awards Pre-Doctoral Stipend: Up to $22,032 ayear**
   The National Research Service Award is a funding mechanism available to students working on their doctoral degree. The purpose of the award is to provide a stipend and some research support money during doctoral study. The usual award is from 2 years (dissertation only) to 4 years. These awards are competitive and require the student have a faculty sponsor whose research closely matches that of the student. A proposal is submitted outlining the student’s plan of study and research training as well as the proposal for the dissertation research. These grant applications are accepted by the National Institutes of Health three times a year.

3. **Teaching Assistants** - A teaching assistant is appointed to teach a course(s) in the College of Nursing. Appointments are generally half-time or less and usually permit the student to carry a full load of graduate courses. The stipend varies according to the length and percentage of appointment. For example, the rate range for an academic year’s 50% *Teaching Assistantship* is between $11,000 to $16,000. Teaching Assistantships of more than 33 1/3% also include payment of the student’s tuition.

   **Project Assistants** - A project assistant is appointed to assist with a research, training, or other academic project that is not required as part of the person’s graduate degree program. These appointments are made by individual professors within the department. The rate range for a 50% *Project Assistantship* for an academic year is between, $10,500 to $17,000. Project Assistantships of more than 33 1/3% also include payment of the student’s tuition.

4. **Financial Aid Loans**
   Department of Financial Aid for more information about these types of opportunities.
   **Phone:** (414)229-4541 - for general questions, to speak to an advisor and/or to make an appointment.
   **Fax:** (414)229-5699 - most requests for documentation can be accepted via fax
   **E-mail:** finaid@uwm.edu
5. **University Travel Awards**

Presenting at national and international professional conferences, or performing or exhibiting original work, is an important part of the professional development of graduate students. Involvement in these activities is critical for establishing professional networks and contacts for collaborative research, and can lead to future funding and employment opportunities.

Students enrolled in UWM doctoral programs are eligible for awards from the Graduate School in support of travel expenses for presenting papers at national or international professional meetings or conferences, or for performing or exhibiting original work. The student’s presentation must be officially recognized by the sponsoring organization. The limited funds available for travel support make this a highly competitive program. Please check the Graduate School Website/Current Students/Financial Support for more information and criteria for awards.

For information visit below url:
http://www.graduateschool.uwm.edu/students/financial-support/graduate-student-travel-award/
It is important that you clearly understand the terms and conditions of this federal, forgivable loan program. Please be aware of the following terms before accepting this loan:

- You must make a commitment to stay in the NFLP program for the duration of your academic program and graduate. You may only borrow money for 5 years.
- Doctoral students taking classes must be enrolled in six or more credits for at least two consecutive semesters each year that you apply for this program. Although a leave of absence is allowed, it must be documented. Go to The PhD Spot to locate the form.
- You must take a least two education courses from a list of approved courses. Go to The PhD Spot for the list of approved NFLP courses.
- PhD dissertators can enroll in 3 credits.
- You must have a GPA of at least 3.0 or better.
- You must be a U.S. citizen. Foreign students are not eligible for this program.
- You will be expected to obtain full-time employment as a nurse educator in a school/college of nursing after graduation. You must serve as a full-time nurse faculty for a consecutive four-year period to cancel the maximum amount which is 85% of the unpaid loan balance.
- Upon completion of each of the first, second and third year of full-time employment, 20% of the principal and interest on the unpaid loan balance may be cancelled.
- Upon completion of the fourth year of full-time employment, 25% of the unpaid loan balance may be cancelled. The remaining 15% unpaid loan balance will bear interest at a rate of 3%.
- You have 12 months from your graduation date to find employment as a full-time nursing faculty. Repayment of your loan begins nine months after graduation.
- If employment verification is not submitted within the 12-month period, you will not be eligible for the NFLP loan cancellation provision.
- The loan interest rate is 3%. However, if you fail to complete the course of study or fulfill your obligation to obtain full-time employment as a nurse faculty following graduation from the program, your loan will bear interest on the unpaid balance at the prevailing market rate. (Historically these rates have averaged from about 10% to 15%.)
- You will need to sign a promissory note and a letter of your rights and responsibilities for each year that you borrow from the NFLP. Please read the terms carefully.

Ask questions. About disbursement of funds contact Financial Aid: Lolita Edwards at 414-229-3752 or lpe@uwm.edu. For questions about repayment of loan (including submission of employment verification forms) contact Accounts Receivable at 414-229-4914. Ask to speak to specialist assigned to NFLP, College of Nursing NFLP coordinator – Susan Wolff 414-229-5698 or wolff3uwm.edu
PhD Milestones / Expectations

Preamble: Students are admitted to the PhD program with the expectation that they will complete their program of study in a timely fashion. The College of Nursing Faculty have determined that timely fashion connotes graduation no later than 7 years from semester of admission as this assures currency in the student’s area of expertise. In order to facilitate student realization of completion in a timely fashion, several milestones have been identified. These timelines are offered as a guide to faculty and students as a means of evaluating the timeliness of student progress. The expectation is that students should be progressing in an expeditious manner. Students not completing the PhD program within the 7 year timeframe, must file for College of Nursing Request for Exception. The Request for Exception form can be obtained from the PhD Spot online. During this time, the Major Professor followed by the Director of the PhD program will conduct a critical review of student progress, and if an approval is granted for extension, the student must create and submit a written plan of action identifying strategies to meet the milestones.

Time from enrollment to taking comprehensive examinations: Complete required coursework by the end of the 3rd year of fulltime on-campus study; by the end of the 4th year of part-time on-campus study; and by the end of the 3rd year of study in the on-line option.

Time from end of course work to undertaking comprehensive examinations: Students should be able to take the comprehensive examination within one semester of completing coursework. While some students may take more than one semester, the expectation is that this is a rare event. UWM Graduate School policy requires that comprehensive examinations be completed within five years of admission.

Time from successful completion of comprehensive examinations to dissertation proposal defense: Students should be able to defend their dissertation proposal within one semester after completing comprehensive examinations. While some students may take more than one semester, the expectation is that this is a rare event.

Time from holding dissertation proposal hearing to final dissertation defense: Students should be able defend their final dissertation within four semesters of holding their proposal hearing and getting the proposal approved by the dissertation committee. While some students may take more than four semesters, the expectation is that this is a rare event.

Finally, irrespective of the dissertation format option chosen, all students are expected to complete all degree requirements within seven years of entering the program.

Approved by GPC 9-5-08
Revised & Approved by 4/21/17
Faculty Expectations for MNRS

You are expected to attend the Midwest Nursing Research Society annual conference every year that you are in doctoral study. Faculty members have found that attending MNRS serves several purposes:

- Gives you an opportunity to reconnect with classmates in person
- Gives you an opportunity to connect with faculty in person
- Provides an opportunity for you to interact with nurse scientists from the Midwest, as well as from other parts of the country
- Gives you the opportunity to interact with doctoral students from other programs
- Provides the opportunity to hear research presentations and to view research posters which can serve to guide your development

Next year’s research conference will be held in Cleveland, OH (April 12-15, 2018). Refer to the MNRS website for further information about registration and travel arrangements. At this conference, colleges can display up to 3 PhD student posters that have been reviewed by a faculty committee to represent student work from the university. Watch for an email every fall announcing this great opportunity! The faculty and I look forward to seeing you at the conference.
The University of Wisconsin - Milwaukee's Human Research Protection Program (HRPP) is the home of the Institutional Review Board (IRB) for the protection of human subjects. The IRB holds autonomous decision making when reviewing human subject research studies under the jurisdiction of the University of Wisconsin - Milwaukee. The mission of the IRB is to ensure the adequacy of the research plan, to minimize risks and to maximize the potential for benefit from human subjects’ who participate in research. The IRB’s decisions are based on the ethical principles in the Belmont Report, Declaration of Helsinki, Wisconsin State Laws, UWM Policies, and the Code of Federal Regulations. The IRB reviews research conducted by UWM faculty, staff, and students. The IRB is comprised of UWM faculty, staff, and community representatives.

You will find all policies, procedures and forms available on the internet using the website [http://www.uwm.edu/Dept/EHSRM/IRB/](http://www.uwm.edu/Dept/EHSRM/IRB/)
### I. Conceptual Framework

<table>
<thead>
<tr>
<th>Development of Nursing Knowledge</th>
<th>Application of Nursing Knowledge</th>
<th>Health-Systems and Social Policy</th>
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<tr>
<td>Nursing Science</td>
<td>Nursing Interventions</td>
<td>Nursing Context</td>
</tr>
<tr>
<td>We advance nursing science by developing and testing theory and interventions that enable nursing to make contributions to all aspects of health. We value collaborative and interdisciplinary models of practice. We value nursing models and interventions that emphasize the strength and resilience of the populations we serve.</td>
<td>We focus on individuals, families, groups, neighborhoods, and communities who are at risk for compromised physical, mental, and/or social well-being because of changes in health status, unmet health needs, lack of opportunities and resources for maximizing health, or health-damaging environments.</td>
<td>We develop, implement, and evaluate health care delivery and policy initiatives designed to improve the health of urban populations. These efforts are grounded in a broad understanding of political, economic, and sociocultural factors, historical analyses, ethical practice, and advocacy. We value our College of Nursing’s expertise in community-based nurse-directed health system.</td>
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In the PhD program in nursing at the University of Wisconsin - Milwaukee, nurses are prepared as scholars to conduct independent and collaborative research, to develop and test theory relevant to nursing, and to improve the quality of care by expanding the body of nursing knowledge. Scholars will be prepared to serve the urban community and improve the general accessibility and acceptability of health care.

The University of Wisconsin-Milwaukee is committed to an urban mission and prides itself on providing access and utilizing its resources to enhance the vitality of the community. The College of Nursing supports the mission of the University by responding to the health needs of individuals, families, groups, and populations in urban communities.

The faculty, staff, and students in the College of Nursing believe that Nursing has an explicit contract with the public to provide nursing care when needed and to promote and maintain the health of individuals and populations. To this end, the faculty and staff design and implement programs of research, education, and outreach that advance the University’s urban mission relative to health. To fulfill its contract, the College of Nursing generates knowledge, develops
nursing practice, and creates models that promote health and influence social policy. Two values held in the College of Nursing are a commitment to interdisciplinary collaboration and a focus on the strengths and resilience of the populations served.

The Doctoral Program ensures opportunities for students to influence health from an urban perspective. Research, teaching, and practice are directed toward enhancing the health of those who live and work in urban centers. The foundation for the academic program in nursing is comprised of three areas. These areas are development of nursing knowledge, the application of that knowledge, and the context of health systems and social policy. Graduates of the PhD program demonstrate mastery of a substantive area of inquiry and are prepared to continue lifelong scholarship.
The PhD Program in Nursing at the University of Wisconsin-Milwaukee is designed to prepare nurse scientists/scholars who upon graduation are able to:

1. Conduct independent and collaborative-team based research;

2. Develop and test new knowledge, nursing health-related theories systematically, and

3. Develop studies aimed at improving the health and quality of life of individuals, families and communities. Through advancing and expanding the body of knowledge in nursing and related disciplines.

Graduates are prepared to work and conduct research in multiple settings/institutions spanning local, state, national and international levels.
Each student plans with his/her Major Professor a course of study that constitutes a unified program. It is planned within the framework of doctoral program requirements and the student’s research interests and career goals. The major components of the doctoral program course of study are described below:

**Core Courses**

Within the required core courses (NURS 801, NURS 802, and NURS 803), students develop conceptual skills in analyzing and generating knowledge in the field of nursing. The historical evolution of nursing science is studied in terms of its philosophical and empirical antecedents, and current nursing science is studied through explorations of the interrelationships among the theory, research, and practice of nursing. The roles and accountability of nurse scientists in responding to and shaping public policy for the health and social needs of the public also are studied.

**Specialty Courses**

Through the required two nursing specialty courses (NURS 809 Integrative Studies and NURS 820 Analysis of Nursing Phenomenon), students initiate their specialization focus in a specific nursing phenomenon and the social context within which it occurs. These courses focuses on synthesis, application, and evaluation of theories and technologies related to selected phenomena relevant to nursing science.

All students must complete either a Minor Option A or a Minor Option B (See UWM Graduate School website for the Graduate Student and Faculty Handbook). The elective component of the specialty course of study enables each student to pursue an individual specialization of personal research interests and career goals. Specialty electives may be selected from available graduate level nursing courses or from those disciplines that contribute to the development of nursing knowledge through their theoretical and methodological approaches. At least six of the required elective credits must be earned in disciplines other than nursing. The student is able to draw upon the rich resources of the University in selecting courses and learning experiences. A maximum of 6 credits may be devoted to coursework appropriate to anticipated professional roles. The remaining credits must contribute substantively to the planned dissertation research.

**Research Methods/Design Courses**

The required courses in nursing research (NURS 881, NURS 882, NURS 883, NURS 890, NURS 899, and either NURS 885 or NURS 886) provide the student with the knowledge and skills needed for the conduct of independent nursing research. These courses provide systematic study of the theories of measurement and scaling as well as the design and conduct of nursing research. The student also is required to participate in faculty research in a practicum designed to assure the refinement and mastery of research skills and techniques. At least 3 credits must be taken in a multivariate analysis course.

**Dissertation**

This component of the course of study involves one required dissertation course (NURS 997). Doctoral dissertation credits are earned during work on the dissertation with a minimum of three credits required. Although no more than three credits may be earned toward the dissertation, continuous enrollment must be maintained through the semester of graduation. Each student must complete and write a dissertation on a nursing research project that demonstrates the student’s ability to formulate a research topic and pursue independent and original investigation under the direction of their Major Professor. The student must participate in the dissertation seminar under this course number.
Curriculum

1. Each student plans with his/her faculty advisor a course of study that constitutes a unified program. It is planned within the framework of doctoral program requirements and the student’s research interests and career goals. The major components include: Core courses (9 credits), Specialty Courses (6 core credits, 9 elective credits), Research Methods/Design Courses (22 credits) Dissertation (3 credits)

   **Core Courses (9 credits)**
   - NURS 801 Foundations of Inquiry for Health Research (3 cr.)
   - NURS 802 The Science of Nursing (3 cr.)
   - NURS 803 Health Policy (3 cr.)

   **Specialty Courses (15 credits)**
   - NURS 820 Analysis of Nursing Phenomena (3 cr.)
   - NURS 809 Integrative Studies (3 cr.)
   - 9 Elective Credits

   **Research Methods/Design Courses (22 credits)**
   - NURS 881 Measurement for Nursing Research (3 cr.)
   - NURS 882 Qualitative Methods in Health Research (3 cr.)
   - NURS 883 Quantitative Methods in Health Research (3 cr.)
   - NURS 890 Issues in Scholarship (3 cr.)
   - NURS 899 Practicum in Nursing Research (4 cr.)
   - NURS 885 Advanced Quantitative Methods in Health Research (3 cr.)
   - OR NURS 886 Advanced Qualitative Methods in Health Research (3 cr.)
   - NURS 808 Multivariate Statistics (3 cr.)

   **Dissertation (3 credits)**
   - NURS 997 Doctoral Dissertation 3cr

2. All students must complete a minimum of 15 credits of specialty course work and fulfill the requirements for a Minor Option A or a Minor Option B in a specialty area (See the UWM Graduate School Bulletin). *At least six specialty credits must be earned in departments outside the College of Nursing. Each course must be directly supportive of the student’s research and career goals. In some cases, the student may be required to take more than the minimum (8 credits) of minor credits in order to assure adequate preparation for conducting the proposed dissertation research.

3. The Practicum in Nursing Research credits are to be directed towards the development of research skills and should be completed while working as part of a faculty directed research team. Students may with their major professor’s support elect to complete 1-2 credits of research practicum engaging in pilot work to support development of the dissertation research. **One credit of Research Practicum is equal to 6 clock hours.**

4. All students must earn a minimum of 61 graduate credits beyond the bachelor’s degree. Of these, 12 credits included as part of the master’s degree may be counted toward the PhD. The UWM Graduate School requires that 31 graduate credits must be earned at UWM subsequent to obtaining doctoral student status.
5. Students entering without a Master’s degree in Nursing must complete the Master’s core as a basis for doctoral study prior to beginning doctoral level course work. The Master’s core consists of:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS725</td>
<td>Evidence Based Practice in Healthcare I</td>
<td>3</td>
</tr>
<tr>
<td>NURS727</td>
<td>Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS729</td>
<td>Organizational Systems</td>
<td>3</td>
</tr>
<tr>
<td>NURS735</td>
<td>Theory for Advanced Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

6. All students must meet the Graduate School residency requirement of a minimum of two consecutive semesters of full-time study (8 credits) or 6 or more graduate credits in three consecutive semesters (exclusion of summer sessions).

7. Students are reminded that 49 credits are the minimum post-master’s level credit requirement. Many students surpass the minimum to expand and enrich their program of study.

**Admission Requirements**

An applicant who meets general UWM Graduate School requirements plus the following College requirements may be admitted in good standing to the doctoral program in nursing:

- A bachelor’s or master’s degree with a major in nursing from a professionally accredited program.
- A cumulative grade point average of 3.2 on a 4.0 scale for all previous graduate course work.
- Satisfactory performance on the aptitude portion of the Graduate Record Examination which includes verbal, quantitative, and analytical scores.
- Completion of a graduate level statistics course be completed within the last 5 years with a grade of B or better.
- Current registration in nursing in one of the jurisdictions of the United States or in another country.
- A written statement prepared by the applicant of previous professional experience, personal career goals, research interests, motivation for doctoral study, and educational objectives to be accomplished in the program.
- Recommendations from at least three persons who have known the applicant in a professional capacity.
- Two examples of original work that demonstrates the applicant’s academic potential.
- An interview with a faculty member may be required. Telephone interview may be used when travel is prohibitive.

**Graduation Requirements**

Requirements for awarding the PhD in Nursing include the following:

- Completion of an approved course of study with a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- Satisfactory completion of the Comprehensive Preliminary Examination.
- Successful oral defense of a dissertation.
- Completion of minimum UWM Graduate School requirements for the PhD degree, including residence and minor requirements.

**Progression Requirements**

- Students must earn a grade of B- in all required nursing courses as the minimum acceptable level of performance for progression in a graduate level program or certificate.
- Students enrolled in the Doctor of Philosophy in Nursing Program must complete all requirements for the degree within seven years from the date of initial enrollment in the program. Further, students must complete all requirements for the degree within four years from the time of attainment of dissertator status.
**PhD Course Descriptions**

**NURS 801 Foundations of Inquiry for Health Research**
Study of historical evolution of contemporary nursing science in terms of important philosophical and empirical antecedents, 3 cr. Prerequisite: Admission to doctoral program in nursing or consent of instructor.

**NURS 802 The Science of Nursing**
Study of nursing science through the practice of nursing, 3 cr. Prerequisite: Admission to doctoral program in nursing, Nurs 801, or consent of instructor.

**NURS 803 Health Policy**
Explores the roles and accountability of nursing scientists in responding to the health and social needs of the public and shaping of public policy, 2 cr. Prerequisite: Admission to doctoral program in nursing or consent of instructor.

**NURS 820 Analysis of Nursing Phenomenon**
Theoretical exploration of selected phenomena relevant to nursing science, 3 cr. Prerequisite: Admission to doctoral program in nursing and 802.

**NURS 808 Multivariate Statistics for Healthcare 3 cr. G.** A study of commonly used multivariate statistical methods as well as their applications to practical data analysis with emphasis on nursing and health care research. Prereq: Grad.

**NURS 779 Special Topics in Nursing Research: Section Subtitle**
Intensive study of selected research methodologies used to investigate nursing phenomena; topics vary by sections, may be repeated with a change of topics to maximum of 9 credits, 1-3crs. Prerequisite: 397-725 or equivalent or consent of instructor.

**NURS 879 Special Topics in Nursing Research: Section Subtitle**
Intensive study of selected research methodologies used to investigate nursing phenomena; topics vary by sections, may be repeated with a change of topics to maximum of 9 credits, 1-3crs.

**NURS 881 Measurement for Health Research**
Study of theories of measurement and scaling, properties of research instruments, design and testing of instruments for nursing research, 3 cr. Prerequisite: Admission to doctoral program in nursing or consent of instructor.

**NURS 882 Qualitative Methods in Health Research**
Diverse qualitative design and analysis strategies used in the study of nursing phenomena. Emphasis will be to critique existing research and to plan future research, 3 cr. Prerequisite: Admission to doctoral program in nursing or consent of instructor.

**NURS 883 Quantitative Methods in Health Research**
Major quantitative designs and data management/analysis strategies used in clinical nursing research. Emphasis will be to critique existing research and to plan future research, 3 cr. Prerequisite: Admission to doctoral program in nursing or consent of instructor.
NURS 885 Advanced Quantitative Methods in Health Research
In depth study of quantitative research methods with an emphasis on decisions making for intervention studies and research with large data sets, advanced analytic strategies and communicating and interpreting results, 3 cr. Prerequisite: 883, 881 and multivariate statistics.

NURS 886 Advanced Qualitative Methods in Health Research
Acquisition of the advanced knowledge and skills needed to design and implement studies best suited to qualitative modes of investigation. Students will be guided to do in-depth exploration of qualitative approaches relevant to their research questions, 3 cr. Prerequisite: 882 or consent of instructor.

NURS 890 Issues in Scholarship
Examination of issues and methods common across qualitative and quantitative clinical nursing research as well as issues and methods inherent when approaches are combined, 3 cr. Prerequisite: Consent of instructor.

NURS 897 Independent Study for Doctoral Students
Opportunity for the student to pursue study in a subject area of special need or interest under guidance of graduate faculty, 1-6 cr.

NURS 899 Practicum in Nursing Research
Mastery of research skills and techniques through participation in faculty research, variable credit, 4 cr. Prerequisite: Admission to doctoral program in nursing or consent of instructor.

NURS 997 Doctoral Dissertation
May be repeated, 3 cr. Prerequisite: Graduate standing, admission for candidacy for the PhD.

Approved by Doctoral Faculty May 13, 1986; Revised December, 1988; Revised May, 1991; Revised November, 1999
Certificates

Graduate School Certificate Policy
Certificates Policy: up to 100% of Certificate Credits may double count toward degree requirements. However, no more than 90% of Certificate credits may equal the total degree requirements.
Completion Time: Must complete within 3 years for 18 credits or less; and 4 years for 19 credits
Application for Graduation: Students must complete an application to the Graduate School, and pay any required completion application fee, regardless if you are also earning a degree.

Applied Gerontology
The Helen Bader School of Social Welfare’s Department of Social Work offers an 18 credit Applied Gerontology certificate program. More information about admission and program requirements can be found at this url: http://uwm.edu/catr/academics/agingcertificate/

Clinical Nurse Specialist Post-Graduate
The Clinical Nurse Specialist Post-Graduate Certificate is designed to provide advanced practice preparation as a Clinical Nurse Specialist (CNS) for nurses with a Master's degree in Nursing prepared for other roles or population groups. The student will choose one of the following populations: adult/gerontology, pediatric, or *maternal/infant. The majority of the program will be taught online with clinical preceptor placements as close as possible to a student’s geographic location. More information about admission and program requirements can be found at this url: http://uwm.edu/nursing/academics/certificates/

Health Professional Education/HPEC
The College of Nursing together with the School of Education and the College of Health Sciences offers the Health Professional Education certificate program that involves educational theory and pedagogy to support students in teaching roles with a focus on adult education, teaching strategies and changing health behaviors. More information about admission requirements and program details can be found at this url: http://www4.uwm.edu/nursing/academics/certificates/

Post-Masters Family Nurse Practitioner
Nurse prepared as an Advanced Practice Nurse (CNS, NP, Midwife, CRNA) can enhance their degree through the Post Master’s Family Nurse Practitioner Certificate program. The College of Nursing will need you to demonstrate coursework in Physiology, Pharmacology and Comprehensive Assessment. All coursework must be graduate level and a grade of B or better is required. More information about admission requirements can be found on this url: http://www4.uwm.edu/nursing/academics/certificates/

Public Health (on hold)
The College of Nursing together with the School of Public Health and the College of Health Sciences offers a 15-credit certificate program in Public Health. This program is designed for individuals involved in health programming, evaluation, education policy, engineering administration, research and other areas related to public health.

Trauma Informed Care
The College of Nursing together with the Helen Bader School of Social Welfare, School of Education, and College of Health Sciences offer a 15-credit certificate program in Trauma Informed Care. This multidisciplinary program is designed to help students learn about psychological trauma as it relates to theory and practice. More information about admission requirements can be found on this url: http://uwm.edu/nursing/academics/certificates/trauma-informed-care/
Specialty courses or “electives” are included in your plan of study to help you further your knowledge and research interests. You are responsible for finding courses that fit your specific academic needs with the guidance of your faculty advisor. These courses can be taken at UW Milwaukee or at any other institution.

If courses are taken at UW Milwaukee, you will pay the total cost of the course. If you are a resident of Wisconsin, you will pay the in-state fee. If you are not from Wisconsin, you will pay the non-resident fee. All fees are found on the UWM website http://www.bfs.uwm.edu/fees

Financial Aid Implications when taking Specialty Courses

If you take a specialty course at another campus and want the course to count in your credit load for a given semester, you may be eligible to receive aid through UWM. By completing a UW-Milwaukee Financial Aid Consortium Agreement you are able to have your credits count toward your cumulative credit load. This agreement states that you are receiving aid from only one institution. You will find the Consortium Agreement form off of the UWM Financial Aid website http://www4.uwm.edu/financialaid/pdf/ConsortiumAgreement.pdf

Colleges and universities that are proprietary (or privately owned) do not typically receive federal aid. Consequently, if you take a specialty course at a proprietary school i.e. Capella, Northcentral University, you are responsible for paying the cost for this course as it may not be covered through your financial aid package.
Do you need to file a request for transfer credit?

- Most UWM Doctoral students in the College of Nursing take credits in excess of the minimum requirement for the degree, therefore few students need to formally request to have credit transferred back to UWM to count towards their degree credit total.
- The minimum credit requirement for the Ph.D. in Nursing is 61 credits beyond the baccalaureate degree, which includes 49 credits for the Ph.D. in Nursing at UWM, and credits earned from your Master’s program. The Graduate School rule states that 50% of the graduate credits required for your Ph.D. degree need to be earned at UWM after obtaining doctoral student status. Therefore, ultimately in order to graduate with a Ph.D. degree in Nursing at UWM, you must complete at least 31 credits in doctoral standing at UWM, and meet all the Ph.D. requirements for the degree as outlined by the College of Nursing.

How to determine if transfer credit is required:

1. In consultation with your Major Professor, construct a Formal Plan of Study. Be sure to include a realistic number of Doctoral Dissertation credits.
2. Count the number of credits you will take in the doctoral program at UWM in doctoral student status.
3. Add the number of credits from item 2 (number of credits taken in doctoral standing) to the number of credits from your master’s degree.
4. If this total meets or exceed 61 credits, you do **NOT** need to request transfer of credit and therefore **do not** have to fill out a Transfer of Credit form.

Do I need to file a request for transfer of credit from course(s) taken at UWM as a Non-Degree student?

- Yes, it is best to file a Transfer of Credit Form to have the non-degree course(s) formally count toward your Ph.D. program. It is best to do this early in your program. Forms are available from the Graduate School, Mitchell 261.
- Remember: Only 12 UWM graduate credits taken as a non-degree student before admission to the doctoral program can be counted toward the Ph.D. course and total credit requirement.

Can I transfer in course(s) taken at another institution as part of another degree or as a Special Student at another University prior to enrolling in the Ph.D. program?

- If you took a course that may be equivalent to a course you need to take as part of your Ph.D. program you need to: gather materials, syllabus, and transcript for the course, submit materials to the CON faculty member that teaches the course along with a course substitution form. If the faculty that teaches the course and the department chair determine that the course is equivalent to one of the Ph.D. courses needed, you need to make note of this on your Formal Plan of Study, and provide an official transcript for this course. This needs to be on file in the Student Affairs Office, Room 129. You and your Major Professor determine the number of credits from this category that could count toward your Ph.D. Just remember to keep in mind that 31 credits must be done in Doctoral standing at UWM, and to list the course on your Formal Plan of Study.

- **Do I need to file a transfer of credit?** No, probably not. The only time a transfer of credit may need to be done is if for some reason you do not have 31 credits in Doctoral standing at UWM (this is very rare). The course must be listed clearly on your Formal Plan of Study along with the official transcript from the course.
Student and Faculty Guidelines for the 899 Practicum in Nursing Research

**Student Responsibilities**

1. Identify desirable experience
2. Identify faculty member with compatible interest
3. Negotiate experience with faculty member
4. Determine number of credits needed—In the College of Nursing one hour of graduate credit means six hours of effort per week.
5. Prepare contract for the experience

**Faculty Responsibilities**

1. Discuss experience with student
2. Complete contract and forward to the Doctoral Program Director for final signature. A copy then gets placed in student’s file
3. Supervise student throughout the semester and file grade
4. Strive to provide experience with as much of the research process as possible
5. Complete Evaluation Summary of Practicum in Nursing Research and forward original to Student Affairs Office for student’s file.

**Examples of Acceptable Experiences**

1. The ideal experience would involve participation in all aspects of the research process and the decision-making involved.
2. In actuality, experiences may include emphasis on skill development in one or more of the following:
   a. Development of Research Design and Protocols: Includes problem identification, literature review, design decisions
   b. Implementation of Research Protocols: Observations, record review, interviews, questionnaire distribution, participation in human subjects considerations, agency negotiations, subject consent
   c. Date Management and Analysis
   d. Dissemination of Research Outcomes
Practicum in Nursing Research #: NURSING-899-_______
(Instructor Code No.)

Name of Student_________________________ Signature ______________

Name of Professor_________________________ Signature ______________

Semester/Year____________________________ Number of Credits ______

(Attach additional sheets if necessary)

Topic:

Objectives:

Methods:

Evaluation Plan:

To be completed by the Graduate Programs Director:

Signature: ________________________________
Graduate Programs Director

Make a copy for yourself, instructor, and forward original to Graduate Programs Director for final signature
Practicum in Nursing Research

Evaluation Summary

Directions: To be completed upon completion of the Practicum in Nursing Research course as stated below. Supervising professor should complete this form to evaluate student’s performance. A copy of this completed form should then be sent to Student Affairs office to be placed in student’s file.

Practicum in Nursing Research #: Nursing-899-______________________________

(Instructor Code No.)

Name of Student________________________ Name of Professor ______________________

Semester/Year__________________________ Number of Credits __________________\

Evaluation/Summary of Practicum: (To be filled out by the faculty member supervising the Practicum experience)

To be completed by the faculty member supervising the Practicum:

Grade Earned________________ Signature of Professor _______________________

Date: __________________________

Make a copy and forward original to Student Affairs office

GPC Doc. #11-03-95C
Rev. GPC September 2, 2005
Revised and approved by GPC 2/2/2007
Retain & Reaffirmed by GPC 4-21-17
Guidelines for 897 Independent Study for PhD Students

I. Overview:

Independent Study in Nursing for PhD Students is an opportunity to pursue a topic or project with the guidance of a College of Nursing graduate faculty member. The student enrolled in an Independent Study is expected to assume primary responsibility for learning. The faculty member's role is to challenge and guide the student in intellectual efforts.

II. Procedure:

A. Prior to registration, mutual agreement is necessary between the student and the faculty member in terms of the topic, objectives, and evaluation for the Independent Study. The course plan must be appropriate for the content and credit (1-6 cr.).

1. Pursuant to Graduate Programs Committee action of September 20, 1977, it is determined that contact hour allocation per credit in graduate courses be on the basis of 1 contact hour per credit in lecture; 1 contact hour per credit in seminar; and 3 contact hours per credit in practicum.

2. The student is expected to:
   a. Identify the title of study
   b. State the objectives
   c. Outline the plan for action and evaluation
   d. Obtain the Application for Independent Study and obtain the faculty member’s signature on the Faculty Member Agreement form and forward both original forms to the Director of the PhD Program.

3. Any clinical component must be cleared through the agency with the faculty member responsible for informing the Associate Dean for Academic Affairs to assure contractual and insurance coverage.

4. Credit earned in Independent Study applies to elective credit.

B. Student Responsibilities

1. The student is responsible for scheduling regular (e.g. bi-weekly or every 3 weeks) face-to-face or phone conferences with faculty as deemed appropriate by the faculty.

2. All work is expected to be completed within the semester. Independent Study that requires more than one semester to complete must be divided into two or more semesters. In such cases, a separate grade will be awarded for each semester's work.

3. Creative dissemination of completed work is encouraged such as presentation, publication, and colloquium.

4. The student completes a faculty evaluation form according to UWM College of Nursing departmental policy and procedures.

C. Faculty Responsibilities

1. The faculty approves the student's objectives, topic area, and evaluation plan.

2. The faculty assures quality learning experiences through the provision of
   a. Individual conference time
   b. Challenging questions, comments and feedback
   c. Promoting critical thinking

3. The faculty prepares an Independent Study Evaluation Summary of the student's experiences and submits the grade in accord with UWM policy and procedures, to the Director of the PhD Program and a copy will be given to the Student Affairs Office for placement in student's file.

Approved by the Doctoral Faculty - March 17, 1986
Revised by the Doctoral Faculty - May 13, 1986
Docs\dp002.86b
Revised & Approved by GPC 4/21/17
Name ___________________________________________ Student # ________________________________

# of credits assigned to study _______ Course # NURS-____ / ______ Semester/Year __________________________

Graduate Students: PhD ☐  DNP ☐

Faculty Member Selected __________________________________________________________

Did s/he agree to work with you? Yes ☐ No ☐

TITLE of Independent Study _________________________________________________________

OBJECTIVES:

PLAN FOR MEETING THE OBJECTIVES (brief explanation):

EVALUATION PLAN (brief explanation):

Please discuss your plans for Independent Study with the faculty member you selected. When you and the faculty member have reached agreement and this form is complete, return with the Faculty Member Agreement form, to the Program Director. The original will be placed in your file.

To be completed by the Program Director:

Signature ___________________________________________ Date ____________________________

Program Director
Faculty Member Agreement

For Independent Study in Nursing NURS-897

I have discussed the proposed independent study with ____________________________ and am willing to supervise this student’s work. We shall arrange for regular conferences and will submit an evaluation of this learning experience at the end of the semester.

________________________________________  ______________________________________
Date  Faculty member’s signature

Please forward this form with the Application for Independent Study to the Program Director of your program. The original will be placed in the student’s file.

To be completed by the Program Director:

Signature:________________________________________  Date: ____________________________

Program Director
Independent Study Evaluation Summary

Directions: To be completed upon completion of the Independent Study course as stated below. Supervising professor should complete the form below to evaluate student’s performance. A copy of this completed form should then be sent to the Student Affairs Office for placement in the student’s file.

__________________________________________  __________________________________________
Name of Student                                Name of Professor

__________________________________________  __________________________________________
Semester/Year                                  Number of Credits

Evaluation/Summary of Independent Study (to be filled out by the faculty member):

__________________________________________

To be completed by the faculty member:

Grade Earned_________________________  Signature of Professor ___________________________

Date ________________________________

Make a copy, and forward original to the Student Affairs Office

GPC Doc. #11-05-03-95C
Rev. GPC September 2, 2005
Revised & approved by GPC 2/2/2007
Retain & Reaffirmed by GPC 4-21-17
PhD Advisory Process and Procedures

I. Major Professor

The Major Professor represents a vital link between the entering student and the PhD program. The Major Professor plays an important role in orienting the student to the school and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student’s progress in and adjustment to PhD study. The specific responsibilities of the Major Professor are:

1. Interpret to the student the doctoral program design, requirements, and policies.
2. Assist the student in planning objectives for doctoral study.
3. Assist the student in developing a plan of study in accordance with program requirements and individual research interests.
4. Monitor student progress consistent with the initial plan of study.
5. Assist the student in identifying additional opportunities as appropriate for professional development including sources of research support or other financial assistance.

II. Student Responsibilities with Respect to Advisement

In general, it is the student’s responsibility to plan a program that is unified rationally with all parts contributing to a coherent program of study and research. Specifically, the student is responsible for:

1. Communicating regularly with their Major Professor regarding progress, goals, and plans.
2. Initiating contact with the faculty member whom s/he to affirm the Major Professor.
3. New PhD students are encouraged to meet with faculty members in order to become acquainted with and to learn more about their research activities. Students should attempt to talk with as many faculty members as possible during the first semester. Students should discuss research possibilities with several professors, including all those with expertise in one’s intended major of concentration.
4. Obtaining the approval of the PhD Program Director to affirm the choice of Major Professor.
5. Regularly seeking consultation from the Major Professor.
6. Initiating contact with the faculty members whom s/he is considering as members of his/her Dissertation Advisory Committee.
7. Selecting, with the approval of the Major Professor, members of his/her Dissertation Advisory Committee.
8. Notifying the PhD Program Director of the proposed committee membership in writing.
9. Communicating to the Major Professor and PhD Program Director a desire to change Major Professors as necessary.

III. The Major Professor

The student is expected to affirm their Major Professor by the end of her/his second semester of full-time study or the equivalent in earned credits. The date for submission will be published for each semester by the Associate Dean. The Major Professor will be the student’s research advisor, and will serve as chairperson of his/her Comprehensive Preliminary Examination Committee and the Dissertation Committee. The PhD student must select a Major Professor who is a member of the graduate faculty of the College of Nursing and who has agreed to serve. The student must complete the Request for Major Professor Form which is included in the PhD Student Handbook. This form is used to indicate the selection of a major

GPC Doc.#01-01-94D
professor and is submitted for approval of the PhD Program Director. The Request for Major Professor Form is submitted at the same time as the Formal Plan of Study. Go to The PhD Spot to locate the request for “Major Professor and Formal Plan of Study” form.

The Major Professor has the following responsibilities:

1. Assisting the student in finalizing the formal plan of study in accordance with program requirements and individual research interests.
2. Providing ongoing support and assistance in professional development, including support for research funding applications and scholarships.
3. Serving as the Chairperson of the following student Committees: Preliminary Comprehensive Examination, and Dissertation including:
   a. Assisting the student in selecting committee members for the comprehensive examination and dissertation.
   b. Determining the student’s readiness to take the comprehensive examination.
   c. Forwarding Application for the Doctoral Preliminary Examination to the PhD Program Director for signature and disposition.
4. To assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, to include assistance with:
   a. Selecting and delimiting a research topic;
   b. Developing an appropriate theoretical rationale and research design;
   c. Developing a proposal for the research project (First 3 chapters)
   d. Carrying out the research as proposed and approved; and,
   e. Writing dissertation

IV. Change In Major Professor
A change in Major Professor (and, if appropriate, Dissertation Committee membership) may be indicated if the substantive area of the student’s research changes markedly or if other circumstances arise. A change of Major Professor may be initiated by either the professor or the advisee. A change of membership on the Dissertation Committee must be recommended by the student, and approved by the Major Professor and the PhD Program Director. The PhD Program Director will assist the student as necessary to realign with an appropriate Major Professor or committee member. The request for Major Professor is completed and forwarded to the Academic and Progression Committee of GPC for review and approval. Go to The PhD Spot to locate “Request to Change Major Professor” form.

V. Scope of Policy
These policies are supplemental to those of the Graduate School and describe those policies in the College of Nursing Graduate Program which, in addition to all graduate school policies, apply to students in this program.

Approved by Doctoral Faculty, October 20, 1986
Revised by Doctoral Faculty, February 2, 1987
Reaffirmed and renumbered as a GPC Document, by the GPC, January 14, 1994
Revised by GPC, September 5, 2003
Revised by GPC, February 4, 2005
Revised by GPC, May 4, 2007, Revised 2015
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<tr>
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<td>NURS 808</td>
<td>Multivariate Statistics</td>
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<td>NURS 801</td>
<td>Foundations of Inquiry for Health Research</td>
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<td>NURS 802</td>
<td>Science in Nursing</td>
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<tr>
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<td>NURS 899</td>
<td>*Practicum in Nursing Research</td>
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<td>NURS 882</td>
<td>Qualitative Methods in Health Research</td>
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<td>NURS 883</td>
<td>Quantitative Methods in Health Research</td>
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<td>First Year Exam to be completed before end of summer term 801, 808, 890, 802, 882, &amp; 883</td>
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<td>Specialty Elective Course</td>
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<td>Measurement in Health Research</td>
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<td>NURS 885</td>
<td>Advanced Quantitative Research OR Advanced Quantitative Research Specialty Course</td>
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<td>NURS 886</td>
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<td>700 level graduate course</td>
<td>Specialty Course</td>
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<td>1-2</td>
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<td>3</td>
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<td>**NURS 997</td>
<td>Doctoral Dissertator</td>
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*A total of 4 credits of Research Practicum/RP are required prior to completion of the PhD Comprehensive Examination. The course plan suggests where RP credits may be taken. **Completion of dissertator credits varies.

Rev 4/2017
### Initial Plan of Study

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#### Year I

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#### Year II

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#### Year III

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#### Year IV

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**Were there any special problems or issues identified?**

Comments/Notes:
Minor Emphasis: ____________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Research Interest: _________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Career Goals: ___________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Student Signature________________________________________Date _______________________
Initial Faculty Advisor Signature___________________________Date _______________________

GPC Doc. 01-02-94
<table>
<thead>
<tr>
<th>Plan of Study</th>
<th>What</th>
<th>When</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>In consultation with Major Professor complete Formal Plan of Study</td>
<td>End of 2nd semester or 16 credits</td>
<td>Complete both Request for Major Professor and Formal Plan of Study forms (CON) with Major Professor See “The PhD Spot” for forms</td>
<td>Submit completed form with MP signature to the PhD Program Director for Approval</td>
</tr>
<tr>
<td>Application for comprehensive exam; approval of committee membership</td>
<td>Nearly all coursework completed AND at the beginning of the semester when comps completed (≤ 3 credits)</td>
<td>Obtain Prelim Comprehensive Exam Form through the “Doctoral Online Milestones System:” See Graduate School Website or email College of Nursing Student Affairs advisor for assistance at <a href="mailto:daood@uwm.edu">daood@uwm.edu</a></td>
<td>Schedule date for written and oral exams by using scheduling link found on “The PhD Spot”</td>
</tr>
<tr>
<td>Comprehensive Exam: Written</td>
<td>On Scheduled date</td>
<td>Consult with your Chair and Committee members to set the date/time of your examination</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Exam: Oral</td>
<td>Within 6 weeks of last day of written exam</td>
<td>Schedule with committee members when planning to take written exam</td>
<td>Major Professor enters outcome of comprehensive exam in Milestones</td>
</tr>
<tr>
<td>Application for Dissertator Status</td>
<td>Comprehensive exam completed successfully</td>
<td>Obtain Application for Dissertator Status through the “Doctoral Online Milestones System:” See Graduate School Website or contact College of Nursing Student Affairs Advisor for assistance at <a href="mailto:daood@uwm.edu">daood@uwm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Register for 3 credits at dissertator rate:</td>
<td>Register 997 each semester until dissertation successfully defended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Dissertation Defense and Graduation Defense posting</td>
<td>Dissertation Defense</td>
<td>Apply via PAWS for graduation</td>
<td>Using the Scheduling Event Link: schedule your defense</td>
</tr>
<tr>
<td>Signed Warrant returned by Major Professor</td>
<td>Completed defense</td>
<td>Major Professor will bring warrant to the defense and obtain signatures for processing</td>
<td></td>
</tr>
<tr>
<td>Submit Dissertation</td>
<td>When final copy complete</td>
<td>Submit to Graduate School using published deadlines. See UWM Graduate School website for most current dates.</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>Graduation</td>
<td>Order regalia and attend ceremonies: College of Nursing Pinning/Convocation (Saturday) University Commencement (Sunday)</td>
<td></td>
</tr>
</tbody>
</table>
To help the student plan an individualized plan of study, the following guidelines apply:

1. Students must select a minor area of specialization. Selection of a minor area of specialization is based primarily on the student’s research interests and consideration of the aim in which s/he will increase substantive knowledge. Minor Option A requires approval by the Minor Professor.

2. In general, students take core courses during their first semesters in the program. Electives should be chosen to support the area of specialization and research. In general, methods course should not be listed under Specialty except in special cases further explained in the student’s accompanying narrative.

3. Planning by part-time students must be done carefully, taking into consideration the time needed to complete prerequisites for some courses. The time limits for completion of the program must be kept in mind.

4. Courses must be University—designated 700 level or above to be included in the program of study for the PhD. If only “lower level” courses are available, the student is urged to pursue an independent study or consider courses at another university. Students should consult the Graduate School for any inter-institutional agreements. Students should work closely with their major professor to identify and select appropriate courses that would assist in preparing and positioning them.

5. No more than six credits taken at UWM as a non-degree candidate may be applied to the PhD. The time allotment for the program will include the time used to earn these credits. No credits may be applied from outside UWM.

To help the student submit a plan of study, the following guidelines apply:

1. A proposed plan of study must be submitted for approval to Director of the PhD Program before the end of the student’s second semester of full-time study or the equivalent in credits of part-time study. The plan is prepared jointly by the student and the Major Professor. The plan should be submitted using the “Formal Plan of Study” form (DF Doc #006.85D) with an accompanying brief (one or two pages) statement of rationale prepared by the student. The purpose of the narrative statement is to support the formal plan of study with the student’s unique background and experiences. This narrative statement should include the following elements:
   - educational and professional experience background of the student;
   - special qualities of the student, or particular experience relative to the proposed area of specialization;
   - proposed area of specialization and plan of study including a rationale for the coursework including a summary of work completed as independent study or research practicum and identification of who supervised the work;
   - proposed area of dissertation and rationale for the relationship between the coursework and the research area; and proposed Major Professor.
   - As an addendum, attach the catalogue statements for any courses taken outside the College of Nursing. The Formal Plan of Study is reviewed and approved by the Director of the PhD Program.

2. The plan of study should be reviewed and updated each semester as needed by the student and the Major Professor. Substantive changes in the plan of study require re-approval by the Director of the PhD Program.

Approved by the Doctoral Faculty, November 17, 1986
Revised by the DPFC November 21, 1988
Reaffirmed and renumbered as a GPC Document, January 14, 1994
Revised and Approved by GPC 5/3/2007
Revised & Approved by GPC 4/21/17
Request for Approval of Major Professor

Name of Student ___________________________________________ Date _____________

Proposed Area of Student Research:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Therefore, I request that the following person be appointed as my major professor/program advisor:

Name of Major Professor (print name) _____________________________ Date _____________

Student Signature ____________________________________________ Date _____________

Faculty Signature _____________________________________________ Date _____________

PhD Program Director ___________________________________________ Date _____________
The formal plan of study is prepared by the student and Major Professor at the end of the student’s second semester of full-time study or the equivalent in credits. The formal plan is submitted to the PhD Program Director for review and approval. Upon approval, the plan is filed with the Student Affairs Office/Cunningham Hall 135 for placement in student’s file.

**Student Name:** ___________________________  **Date Started PhD Program:** ___________

**Core (9 credits)**

- NURS 801 Foundations of Inquiry for Health Research (3 credits)  
  semester and year

- NURS 802 The Science of Nursing (3 credits)  
  semester and year

- NURS 803 Health Policy (3 credits)  
  semester and year

**Specialty (6 core credits, 9 elective credits)** Provide a title and faculty supervisor for independent study or research practicum. Designate with an asterisk (*) any courses applied toward Minor Option A.) At least six of the required elective credits must be earned in disciplines other than Nursing. A maximum of 6 credits may be devoted to coursework appropriate to anticipated professional roles. The remaining credits must contribute substantively to the planned dissertation research.

- NURS 820 Analysis of Nursing Phenomenon (3 credits)  
  semester and year

- NURS 809 Integrative Studies (3 credits)  
  semester and year

**Specialty Credits (9 credits)**

Semester and year

Semester and year

Semester and year

Semester and year

**Methods & Design (22 credits)** Provide title and faculty supervisor for research or independent study. Designate with an (*) any courses applies toward Minor Option A.

- NURS 881 Measurement in Health Research (3 credits)  
  Semester and year

- NURS 882 Qualitative Methods in Health Research (3 credits)  
  Semester and year

- NURS 883 Quantitative Methods in Health Research (3 credits)  
  Semester and year

- NURS 890 Issues in Scholarship (3 credits)  
  Semester and year

- NURS 808 Multivariate Statistics Course (3 credits)  
  Semester and year
NURS 899 Practicum in Nursing Research (4 credits) and Identify the Name of Faculty Member that agreed to work with you on the practicum

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Semester and year

Semester and year

Semester and year

Take either NURS 885 or NURS 886, depending on method used in research

NURS 885 Advanced Quantitative Methods (3 credits)

NURS 886 Advanced Qualitative Methods (3 credits)

Dissertation (minimum 3 credits)

NURS 997 Doctoral Dissertation (3 credits each semester as dissertator)

Proposed area of dissertation research: _______________________________________________________________________

Anticipated areas of expertise required of dissertation committee members: ____________________________

Minor Option Selected: ☐ A ☐ B

Anticipated Comprehensive Preliminary Examination: ____________________________ Semester and Year

Mandatory Completion Semester: ____________________________ Semester and Year

NOTE: A brief (1-2 page) narrative statement of rationale prepared by the student must be appended to this form before it is submitted to the PhD Program Director. See next page for an explanation of elements to be included in this narrative. (Be sure required signatures are present before submission of the Plan.)

Student Signature ____________________________ Date Plan Completed ____________________________

Major Professor Signature ____________________________ Minor Professor Signature (if Option A selected) ____________________________

PhD Program Director ____________________________ Date Plan Approved by Committee ____________________________
Checklist for Submitting Formal Plan of Study

1. Plan for core courses is identified.

2. Plan for specialty courses is identified.
   - A. Total number of credits equals a minimum of 12.
   - B. No methods courses are included except by 'special consideration as documented in the attached narrative.
   - C. All courses are 700 or above.
   - D. Any independent study or research practicum is titled and explained in the attached narrative.
   - E. Faculty who supervise independent study or research practicum is identified
   - F. Courses toward Minor Option A, if selected, are designated by an asterisk.

3. Plan for methods and design courses is identified.
   - A. Total number of credits equals a minimum of 22.
   - B. No specialty courses are included except by special consideration so documented in the attached narrative.
   - C. All courses are 700 or above (request for exception documented on Request for Exception College of Nursing)
   - D. Any independent study or research practicum is titled and explained in the attached narrative
   - E. Faculty who supervised independent study or research practicum are identified.
   - F. Courses toward Minor Option A, if selected, are designated by an asterisk

4. Doctoral Dissertation
   - A. The proposed research area is specified.
   - B. The minor option (A or B) is selected.

5. Signatures
   - A. Major Professor signed form.
   - B. Doctoral student signed form.
   - C. If Minor Option A was selected, the Minor Professor signed form
   - D. A date is specified when the plan was completed.

6. The Narrative (use following items as headings)
   - A. Includes brief review of student's educational and professional background.
   - B. Includes brief description of special qualities or experience relative to area of specialization.
   - C. Includes indication of proposed area of specialization and brief rationale for coursework. If Minor Option A is selected, courses toward the minor are identified.
   - D. Includes proposed area of dissertation and a description of the relationship between it and the coursework.
   - E. Includes a brief rationale for choice of Major Professor.
   - F. Append catalogue statements for all courses taken outside the College of Nursing.
The purpose of this form (Go to The PhD Spot to locate form) is to give doctoral students a chance to document briefly their progress toward the Ph.D. degree during the current academic year, and then to have this documentation serve as the basis for an extended conversation (before April 30) with their Major Professor about accomplishments and plans for meeting milestones identified in the student handbook. For some students, this review may involve meeting with their Initial Advisor, as they may not yet have selected a Major Professor.

Students complete the following:
- complete Section A before the meeting,
- submit the form to their Major Professor
- make an appointment [in person or via telephone] to discuss their evaluation.

The Major Professor completes Section B of the form prior to meeting with the student.
Both the student and the Major Professor should sign the form at the end of the conference. One copy of the signed form is kept by the student, one by the advisor, and one is sent to the PhD Program Director to be placed in the student’s file.

SECTION A (to be completed by the student)

I. ACCOMPLISHMENTS

In each of the following areas, please provide a brief description of experiences and examples of your accomplishments during the past academic year.

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

B. Research Practicum experiences with UWM Faculty (Identify the faculty with whom you worked, and provide a brief description of the focus of the project)

C. Participation in local, regional, or international research conferences and events. (Identify the conference or event including dates and describe your participation)

D. Papers, presentations, and publications (Include relevant information for reference).

E. Academic and professional awards and honors received
II. AREAS OF GROWTH AND DEVELOPMENT
Indicate what you have done this year to facilitate your progression in the doctoral program.

Indicate barriers to your progression, and what strategies you will implement to overcome them.

III. FUTURE PLANS
List your academic goals for the next year.

Describe any concerns about meeting these goals.

SECTION B (to be completed by the Major Professor)
Please comment about student’s accomplishments and areas for improvement and development:

__________________________________________________________________________________

__________________________________________________________________________________

Summary of Conference:

__________________________________________________________________________________

__________________________________________________________________________________

STUDENT STATUS

______ Progress Satisfactory ______ Consultation Required _____ Plan Required ______ Review Required

Student Signature: __________________________ Date Signed: _______________________________

Major Professor Signature: __________________________ Date Signed: _______________________________
I. Purpose of the Comprehensive Preliminary Examination

This examination immediately precedes admission to candidacy for the doctoral degree. Successful completion is required to achieve candidacy. The comprehensive examination is an integrative experience designed to validate the student’s: (a) mastery of the content of the doctoral program curriculum and, (b) readiness to conduct independent research within the student's area of specialization as identified in the formal plan of study. Thus, the examination provides an opportunity for the student to demonstrate: (a) attainment of a depth of knowledge in both the nursing major and the specialty area; (b) ability to integrate the content of the specialty area within the broader context of nursing knowledge; and (c) the ability to select, apply, and evaluate the tools of scholarly inquiry in nursing (i.e., theory development, conceptualization, measurement, research methodology, and analysis techniques and (d) to ascertain the effects of this program of study on health of the public.

II. Composition of Comprehensive Preliminary Examination Committee

This committee is comprised of the student’s Major Professor, serving as chair, and three other members of the graduate faculty. One of these members must be from outside the discipline of nursing and hold a graduate faculty appointment at the University of Wisconsin-Milwaukee in a department other than nursing. This committee will serve as the four initial members of the student’s dissertation committee.

III. Policies Regarding the Comprehensive Examination

A. Each student shall complete the comprehensive examination requirements at, or near, the completion of all required coursework, excluding dissertation credits, and upon the recommendation of the Major Professor. The application and process for taking the comprehensive examination is completed in accordance with the Graduate School Policies published in the UWM Student/Faculty Handbook. See url: [http://www.graduateschool.uwm.edu/students/policies/](http://www.graduateschool.uwm.edu/students/policies/)

B. The Graduate Programs Committee has the ultimate responsibility for the development, administration, and evaluation of the comprehensive examination process. The faculty delegates to the PhD Program Director the responsibility to approve the student’s examining committee which, in turn, is responsible for developing and administering the examination to the student in order to evaluate the student's performance.

C. The comprehensive examination is comprised of a written and oral component, taken in that sequence. The oral component may not be taken until the written component is completed successfully. Both written and oral components of the examination are graded as either pass or fail, requiring a pass from at least two of the three committee members. Successful completion of the comprehensive examination requires a grade of pass on both the written and oral components.

D. Students must complete both components of the comprehensive examination successfully to achieve candidacy. The written component may be retaken only one time and must be retaken within six months of the initial failure. The oral component may be retaken only one time and must be retaken within three months of the initial failure. The form and content of these reexaminations will be determined by the examining committee. A student who fails the reexamination in either component of the comprehensive examination may be terminated from the doctoral program.
E. The results of both comprehensive examination components must be communicated to the student in a timely fashion. The Major Professor is responsible for this communication and all other procedural communications appropriate to the comprehensive examination process. Such communications are forwarded to the PhD Program Director and Associate Dean for Academic Affairs as appropriate.

F. Students entering a doctoral program in Fall 2000 and thereafter must pass the preliminary examination within 5 years of initial enrollment.

IV. Process for Completion of Written Component

A 1 week take-home option for the exam may be selected in agreement with the major professor of the student. For students selecting the take home format, the exam is completed using Microsoft word software and emailed as an attachment to the major professors within the allotted timeframe. Clear instructions are given to the student on the exam. Thus, student will not have an opportunity asking questions related to how to address the questions as they proceed in taking the exam. The major professor and committee members are responsible for developing clear instructions about the exam including the number of pages allotted per question. In agreement with the major professor, a student may also decide to the PhD comprehensive qualifying exam in-house. In such a case, the major professor in consultation with the program director, will work with a UWM College of Nursing Program Assistant to arrange for a room where the exam will be taken. The room will be equipped computer and printer for the student to use. At the discretion of the major professor and committee members, the student will be given a question(s) to complete during the morning and afternoon hours. Student is allowed to take bathroom preferably between questions and a lunch break. Exams on both days could run from 8am-4pm and/or from 9am-5pm. Because this is an in-house face-to-face mode, the student will not be allowed to bring books and articles to the exam room. Student may however, have a reference list with pertinent sources from which they may cite and referenced.

Assessment and Evaluation of the Written Comprehensive Qualifying Exam will be based on the following:
Responses to questions asked on the comprehensive exam will be evaluated on the following criteria. Students should keep these criteria in mind when answering each question.

Purpose: The extent to which the response addresses the question being asked.

Subject matter knowledge: The appropriateness and quality of the supporting evidence used in responding to the questions.

Depth and breadth of understanding: The degree to which the responses demonstrate an understanding of the topic. Responses must be communicated clearly enough to permit the committee members who read the responses to represent a valid judgment of a student’s knowledge and critical thinking skills. Responses should be the original work of the student, not copied or paraphrased from other work. Students must use proper and appropriate citations. The candidate should provide compressive answers to question in a narrative format. Knowledge and understanding cannot be displayed in a few short paragraphs; thus it is important that students answer every question completely. Students should begin writing their response to each question with a well-written introduction and end with a cogent conclusion. Responses must demonstrate evidence of independent thinking, appropriate organization, critical analysis, and accuracy of documentation; being able clearly and logically to articulate their knowledge and skills gained over the years of course work in the PhD program in nursing.

V. Process for Completion of Oral Component

• The oral component of the comprehensive examination is prepared and conducted by the student’s examining committee upon successful completion of the written component of the examination. The oral exam component provides an opportunity for the student to articulate clearly, discuss and clarify
for the committee areas on the written exam in which the committee may deemed as being incomplete and/or problematic.

- The oral exam must be scheduled within **six weeks** from the last date on which the written component of the comprehensive examination was taken/submited.
- The oral examination will not exceed two hours in length of time. The oral examination is closed to the public and attended only by the members of the examining committee and the student.

V Faculty and Committee Evaluation of Comprehensive Exam

A. Immediately following completion of the oral component of the exam, the committee members will evaluate the examination process and the student’s performance on the exam.

B. The Major Professor is responsible for guiding discussion in evaluation of the examination and process and, with input from committee members, completes the Comprehensive Examination Evaluation: Evaluation of Student Performance on Examination (Form A-1); Evaluation of the Committee Process. (Form A-2) and Evaluation of Student Performance related to Achievement of Program Objectives, (Form A-3) The Major Professor forwards the original completed form to the PhD Program Director.

VII. Procedure for Filing an Application to Take Comprehensive Preliminary Examination

A. Students who are at or near the completion of all required coursework and who have received the recommendation of their Major Professor to do so may initiate plans to take their Comprehensive Preliminary Examination. To do so they must file a "Application for PhD Preliminary Examination" **no later than the third week of classes in the semester in which the preliminary examination is to be taken**. To access the Preliminary form, go to the Graduate School website and use this url: http://www.graduateschool.uwm.edu/students/current/doctoral/#milestones Click on “Online Doctoral Milestones Systems”. You will need your panther login and password for access.

**Note:** Should the student not take the Comprehensive Exam in the indicated semester, a new application should be filed again.

B. The Graduate School PhD milestones process tracks for the student progression including the when the MP and Program Director, and Graduate School signs off granting approval to the student I to sit for the exam.

C. Upon completion of the examination, the Major Professor, indicates the examination results on the milestones system and the. The Graduate Program Director serves as the "Authorized Program Representative" identified in the Application for the Doctoral Preliminary Examination and also must approve (electronically) the status on the milestones system.
Comprehensive Examination Project Option Plan

Directions:
1. Go to The PhD Spot to complete this form in consultation with Major Professor and the examining committee.
2. Forward completed form to the PhD Program Director

Name:________________________________________

Describe Components of Comprehensive Project:________________________________________


Student Signature and Date  
Major Professor and Date

Committee Member and Date

Committee Member and Date

PhD Program Director and Date

dp006.86 Approved by Doctoral Faculty, November 3, 1986. Rev. Doctoral Faculty, March 2, 1987; March 19, 1990;
Rev. GPC, October 19, 1992; Rev. GPC, October 7, 1994;
Rev. and renamed (GPC Doc. #11-02-95) November 3, 1995.
Revised by GPC committee and approved September 2, 2005
Editoral changes 6-29-2006
Revised by GPC, incorporating GPC doc. # 11-01-95, approved 5/4/07
**Committee Evaluation of Student Performance on Comprehensive Examination**

**Program PhD:** ___________________________ **Date of Examination:** ___________________________

**Directions:** As part of the evaluation of the student’s qualifying exam performance, this form is to be completed by the examination committee immediately following the comprehensive exam. Please evaluate student performance on the exam as a whole using the following rubric. Under each heading, check the description that best fits the student’s performance in that area. At the bottom of the page, provide the committee’s decision about overall quality of exam performance indicating whether it was excellent, above average, adequate, or inadequate.

**Evaluation of Quality of the Product**

<table>
<thead>
<tr>
<th>Evaluation Options</th>
<th>Clarity of Thought and Organization (check one)</th>
<th>Professional Presentation and Functional Skills (check one)</th>
<th>Extent to which the discussion was directed to knowledge of essential points in subject area (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Uses precise, skillful language. Constructs a strong argument with an organized sequence of ideas and key points described in depth and detail.</td>
<td>Responses are free of most errors in grammar, usage, and mechanics. A scholarly, thoughtful voice is used throughout. Exceptionally well-articulated.</td>
<td>Clearly demonstrates appropriate, relevant and timely insights from a variety of perspectives. Provides substantial support for ideas with well-chosen citations strategically placed.</td>
</tr>
<tr>
<td>Above Average</td>
<td>Makes moderate to strong connections among ideas. Covers most key points well. All parts of the questions are answered in an organized manner. Concepts are generally appropriately defined and used</td>
<td>Responses are free of most errors in grammar, usage, and mechanics. Responses are well articulated and focused. A scholarly voice is used throughout.</td>
<td>Provides focused responses to the questions posed. Provides sufficient and appropriate support of ideas with relevant citations to the literature.</td>
</tr>
<tr>
<td>Adequate</td>
<td>Makes adequate connections among ideas. Key points are made. Most parts of the questions are answered. Critical ideas are generally developed. Organization is adequate, although select deficits may be noted</td>
<td>Responses contain few errors in grammar, usage, and mechanics. Adequately articulated. Scholarly voice is evident in most of the responses.</td>
<td>Provides general responses to the questions posed. Insights are noted but somewhat inconsistent. Support from the literature is usually relevant, sufficient and integrated into the responses.</td>
</tr>
<tr>
<td>Inadequate</td>
<td>Connections among ideas are lacking. Few key points are made. Critical ideas are poorly developed, vague or very limited. Organization is unclear. Concepts are inappropriately defined and used. Questions are not answered</td>
<td>Responses contain an abundance of errors in grammar, usage, and mechanics, resulting in the obscuring of meaning. Scholarly voice is lacking.</td>
<td>Vague or irrelevant responses to the questions posed. Support from the literature is not relevant, sufficient, or integrated into the responses.</td>
</tr>
</tbody>
</table>

**Overall Committee Decision:** _______ Excellent _______ Above Average _______ Adequate ____ Inadequate ________

After student performance review is completed—forward this document to the PhD Program Director

**Signature of Major Professor and Date:** __________________________________________

**Student Signature and Date:** ____________________________________________________
**Committee Self-Evaluation of Comprehensive Examination**

Program PhD: ___________________________ Date of Written / Oral Examination: ___________________________

**Evaluation of comprehensive examination process:** As part of continuous quality improvement, this form is to be completed by the dissertation committee immediately following the qualifying exam. Upon completion of this form please return to PhD Program Director.

**Directions:** Please indicate whether the following criteria were met: (Check appropriate box)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Meets criterion</th>
<th>Does not meet criterion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee members assisted the student in being well-prepared for the comprehensive exam.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee member feedback about the quality of the written examination was provided to the major professor in a timely manner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee decision about pass/fail on the written examination was communicated to the student within two weeks of completing written portion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral portion of the examination was completed within the stipulated timeframe [within 6 weeks of last date on which written examination was taken]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional comments for program evaluation:**

________________________________________________________________________

________________________________________________________________________

Student Name __________________________

Signature of Major Professor __________________________
<table>
<thead>
<tr>
<th>Area</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods:</td>
<td></td>
</tr>
<tr>
<td>able to develop an appropriate design and provide rationale for a study in area of focus</td>
<td></td>
</tr>
<tr>
<td>Theory and Philosophy:</td>
<td></td>
</tr>
<tr>
<td>articulates philosophical and theoretical foundations for study and links to nursing as a discipline</td>
<td></td>
</tr>
<tr>
<td>Substantive Area of Interest:</td>
<td></td>
</tr>
<tr>
<td>demonstrates synthesis of current and historical knowledge in area of focus</td>
<td></td>
</tr>
<tr>
<td>Policy:</td>
<td></td>
</tr>
<tr>
<td>articulates policy role and implications related to area of focus</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
The Graduate School Doctoral Procedures (effective Fall, 1994) indicate that following successful completion of the preliminary examination and admission to candidacy, the student should form a dissertation committee, apply for dissertator status, and hold a dissertation proposal meeting. For detailed information concerning the dissertation process, please refer to See link: http://uwm.edu/graduateschool/doctoral-requirements/

**Dissertator Status:** This stage indicates that the student is ready to devote his or her studies solely to research and the writing of the dissertation. A doctoral student must complete the following Graduate School Requirements before being admitted to dissertator status:

1. Pass the preliminary examination
2. Complete residency requirements
3. Achieve a cumulative GPA of 3.0 in the doctoral program
4. Clear all incomplete or progress grades in non-research courses
5. Submit a brief abstract with a draft of the dissertation topic.

The student must also have completed all major and minor course requirements, and any language, research, or technical skill requirements the program may have. When the program verifies that these items have been completed, it is assumed that the only remaining requirement for the degree is the dissertation itself. Application for Doctoral Dissertator Status forms can be located through the Online Doctoral Milestones link: http://uwm.edu/graduateschool/doctoral-milestones/ Click on “Online Doctoral Milestones Systems” to access form. You will need your panther login and password for access.

**Composition of the Dissertation Committee:** Dissertation Committee must include a minimum of 4 members. The 4 members must include the following: Major Professor (chair), 1 additional Graduate Faculty in the College of Nursing, 1 Graduate Faculty (outside of the nursing and department) and one additional graduate faculty at UWM or at comparable university.

If the student and Major Professor want the 4th member of the dissertation committee to be a graduate faculty member outside of UWM, they should submit a letter of request and a CV of the potential additional member to the Director of the PhD Program, College of Nursing.

**Doctoral Dissertation Proposal Hearing:** Acceptance of the dissertation proposal establishes an agreement between the student and the committee on the choice and scope of the research to be conducted, and the procedure for completing the dissertation. Members of the student’s doctoral committee must approve the dissertation proposal. The proposal hearing committee is composed of at least four UWM Graduate Faculty members, including the major professor.

Doctoral dissertation Proposal Hearing forms can be located on the *Graduate School website through the “Online Doctoral Milestones Systems”*. See above for url.
Dissertation Policy

All PhD students complete a dissertation reflecting original work and their ability to conduct independent research. While the role of the major professor and the dissertation committee are well explicated in the Graduate Program Committee Document #11-03-95(1) E, this document explicates the dissertation options available to the PhD nursing student. The two options available are described below.

The choice of option is at the discretion of the student, in consultation with the major professor. The major professor explains the process involved with each option, including time required to meet requirements of each option. Based on this input, the student declares which option will be undertaken. The selection of an option occurs prior to development and approval of the dissertation proposal.

OPTION ONE: The traditional approach is the format that is most familiar to faculty. The student develops a dissertation that includes, at a minimum, five chapters. The number of chapters may vary based on the approach employed, and the direction of the dissertation committee. Format for the traditional approach is:

Dissertation Proposal
- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose, possibly research questions
- Chapter 2 – Review of the literature
- Chapter 3 – Methods

Final Dissertation
- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose, possibly research questions
- Chapter 2 – Review of the literature
- Chapter 3 – Methods
- Chapter 4 – Findings. Sometimes there are 2 chapters for findings
- Chapter 5 – Discussion of findings

OPTION TWO: The non-traditional approach is one in which at least 3 manuscripts of publishable quality are included with a first chapter that introduces the work and the focus and placement of the manuscripts and a final chapter that synthesizes the study and discusses how the manuscripts contribute to the discipline and science of nursing.

All manuscripts must be of publishable quality and in full manuscript format; that is, the reference list and any tables or figures should follow the body of the manuscript and should not be placed in the appendix section of the dissertation. Identify the journal to which the manuscript is to be submitted, and indicate the status of the manuscript [to be submitted, submitted and in review, accepted or published]. Manuscripts may be prepared following journal guidelines. In some cases journal guidelines will adhere to APA standards, while in others they may not. When journal guidelines are different from APA, students may choose to structure their manuscripts following journal guidelines.

At least 1 of the required 3 manuscripts must be data-based. The other 2 manuscripts may include: a) critical review or synthesis of the literature, b) critical review of measurement instruments, c) practice manuscript, d) policy manuscript, e) manuscript about methodological innovation or
methodological issue, and/or f) another data-based manuscript. Placement of the manuscripts in the dissertation should have a logical flow.

The format for the non-traditional approach is:

**Dissertation Proposal**

- Chapter 1 - Introduction to the, problem, significance, prevalence, purpose, research questions, and methods. Describes how the manuscripts will be placed in the dissertation.
- Chapter 2 or manuscript of publishable quality. It is possible that one manuscript may not be sufficient to reflect the student’s understanding of issues that can be significant in terms of the study. In such a case, a student can choose to include a section that is more consistent with the traditional approach to writing a dissertation. Chapter 2 should include an introduction that explains how the chapter is organized.
- Chapter 3 – Methods. If a methodological manuscript is planned, then it may be part of this chapter.

**NOTE:** At least one manuscript of publishable quality must be included in the dissertation proposal. An outline of a manuscript **IS NOT** acceptable as part of the proposal.

**Final Dissertation:** Of critical importance is that the chapters flow logically, and that sufficient information is provided to showcase the student’s work.

- Chapter 1 - Introduction to the problem, significance, prevalence, purpose, research questions, and methods. Describes how the manuscripts are placed in the dissertation.
- Chapter 2 – publishable manuscript (s). Manuscript #1, and perhaps Manuscript #2. This chapter should include an introduction detailing how the chapter is organized. It is possible that one manuscript may not be sufficient to reflect the student’s understanding of issues that can be significant in terms of that study. In such a case, a student can choose to include a section that is more consistent with the traditional approach to writing a dissertation.
- Chapter 3: May need to be included in the final dissertation in order to do justice to the methods employed in the dissertation.
- Chapter 4: Manuscript #3 – this manuscript should include the report of primary findings. Additional information about the findings may need to be incorporated so that all of the analyses are reported in sufficient depth.
- Chapter 5 – Synthesis of the study including the contribution of the manuscripts to the field and of the implications for practice, policy, and future research. If a manuscript on policy or application to practice is included as part of Chapter 5, it should be logically placed.

The dissertation committee makes the determination about whether the manuscripts are of appropriate quality and character to be submitted for publication. Manuscripts **DO NOT** need to be submitted prior to the student’s graduation.

Approved by GPC 02-06-09
Revised by GPC 11-05-10
Revised by GPC 2-3-12
Revised by GPC 5-2-14
Retire Fac Doc # (14-05)135 in its original form, Reaffirmed & Retain current GPC # 02-06-09C by GPC 3-3-17
The dissertation is the report of an original research investigation carried out by the PhD candidate under the direction and supervision of the Major Professor. The dissertation must be the candidate's own work. Although it may be the result of research enterprises in which the candidate has collaborated with others, (e.g., a secondary data analysis from a large dataset), it must be presented in the candidate's own style and a substantial portion must represent that person's own creative contribution.

The Dissertation Committee is the primary source of consultation for the student during all phases of the research process (conceptualization, collection and analysis of data, interpretation of findings) and completion of the written dissertation. The statements below constitute guidelines to assist the student and committee.

I. **Dissertation Committee**

A. Student can have no less than 4 faculty on their dissertation committee. The student's Major Professor serves as Chairperson of the Dissertation Committee which has minimum of at least 4 voting members.

1. The Major Professor,
2. One Graduate Faculty in the College of Nursing,
3. One UWM Graduate Faculty outside of nursing and the department.
4. One additional graduate faculty at UWM or at comparable institution

This committee guides the student through the Comprehensive Preliminary Examination process, dissertation proposal development, and completion of the dissertation.

B. Members of the committee are chosen on the basis of their expertise relevant to the student's research. The committee members (see 1-4 above) serve as the comprehensive committee and continue on the dissertation committee.

C. It is the responsibility of the Major Professor as chairperson of the Dissertation Committee to:

1. review the proposed research for scientific quality and provide advisory input to the student;
3. record and communicate committee action to the student and to the PhD Program Director;
   i. Completion of dissertation proposal form See the Graduate School website to access “Online Doctoral Milestones System, using this url: http://www.graduateschool.uwm.edu/students/current/doctoral/#milestones
   ii. Complete required Graduate School form for application for dissertation defense and graduation See the Doctoral Milestones System referenced above.
4. recommend change in the membership of the committee as necessary;
5. apprise the PhD Program Director of the composition of the committee and any changes that occur;
6. submit the form certifying the completion of the dissertation to the PhD Program Director.

D. It is the responsibility of the Dissertation Committee to:
1. advise with respect to the research plans;
2. hold a dissertation proposal hearing and approve the dissertation proposal;
3. be available to the student regarding the research and dissertation;
4. read the dissertation and, when appropriate, designate the dissertation as complete and ready for an oral defense; and,
5. employ majority rule in the approval of the proposal and in the designation of the dissertation as complete.

II. Scope of Policy
These policies are supplemental to those of the UWM Graduate School. Policies of the College of Nursing PhD Program, in addition to all Graduate School policies, apply to all students in the nursing program.

dp008.86
Approved by Doctoral Faculty, October 20, 1986
Rev. Doctoral Program Faculty Committee, November 21, 1988
Rev. and renamed (GPC Doc. 11-03-95) by GPC, November 3, 1995
Rev. Graduate Program Committee, October 6, 2000
Rev. Graduate Program Committee, September 5, 2003
Rev. Graduate Program Committee, February 4, 2005
Revised and approved by GPC 5/3/2007
GPC Document #11-03-95(1)E
Approved by GPC 02-06-09
Revised by GPC 11-05-10
Revised by GPC 2-3-12
Revised by GPC 4-3-15
Scheduling Your Final Dissertation Defense

Final dissertation defense is scheduled in consultation with your major professor.

Upon approval of Major Professor, students schedule the final defense using the electronic “Scheduling Room Request”. Go to The PhD Spot for the “Scheduling Room Request” form.
Participation by Students with Disabilities. If you need special accommodations in order to meet any of the requirements of a course, please contact your instructor as soon as possible.

Accommodation for Religious Observances. Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. (UWM Faculty Document #1853)

Academic Misconduct. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. (UWM Faculty Document #1686).

Complaint Procedure. Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaining occurred or to the appropriate university office responsible for enforcing the policy.

Grade Appeal Procedure. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the School. (UWM Faculty Document #1234).

Incomplete. A notation of “Incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester, but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. (UWM Faculty Document #1558 & #1602)

Discriminatory Conduct Policy. The University will not tolerate discriminatory conduct as defined: 1) intentional conduct, either verbal or physical by a member of the faculty, staff or student body, which 2) occurs on property under the jurisdiction of the Regents or under circumstances where an affiliation with UWM is significant in the occurrence; and 3) is predicated on considerations of any of the following: race, color, national origin, creed, ancestry, sex, sexual orientation, age, religion, disability, or other status protected under the law; and 4) which has the purpose and effect of adversely affecting any aspect or condition of an individual’s education, employment, housing, or participation in a university activity. (UWM Faculty document #1670)
Sexual Harassment. Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment. (UWM Faculty Document #1605)

Financial Obligation. The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the schedule of classes. It is important to both you and the University to make payment on time.

Inclement Weather. UWM students should contact the University at 229-4444 to ascertain the status of class cancellation due to inclement weather. Even when classes are canceled, University offices and services remain available, unless the entire University is closed by the Governor.
If you need special accommodations in order to meet any of the requirements of this course, please contact the professor as soon as possible. The University has a Student Accessibility Center that you might want to contact. Within the College of Nursing there is a Student Help Center, and the College participates in the Writing Across the Curriculum Program.

**Learning Environment**
Every student is responsible for taking an active part in the learning process and for working to ensure that the environment in the on-line classroom is suitable for learning. Creating an appropriate environment for learning involves demonstrating respect for others, actively discussing class-related concepts and ideas, promoting the active participation of classmates, and avoiding behaviors that are disruptive to others. Disruptive actions will not be tolerated.

**Accommodation for Religious Observances**
Students will be allowed to complete course requirements that are missed because of a religious observance.

**Academic Misconduct**
The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

**Complaint Procedures**
Students may direct complaints to the head of the academic Lesson or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department of academic Lesson in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

**Grade Appeal Procedures**
A Student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School.

A more detailed description of the Grade Appeal Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.
Sexual Harassment
Sexual Harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and wellbeing of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community that creates an unacceptable working environment. A more detailed description of Sexual Harassment Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-36.1 and UWM Faculty Document #1605.

Incomplete’s
A notation of “Incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of the semester but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above.
A more detailed description of the Incomplete Policy may be found in UWS in UWM Selected Academic and Administrative Policies, Policy #S-31 and UWM Faculty Documents #1558 and #1602. Also, a description of the policy may be found in the UWM Schedule of Classes.

Financial Obligation
The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the class schedule. It is important to both you and the University that you make payment on time.
A complete description of UWM fee policies may be found in the Schedule of Classes.

Student Responsibilities
The student is expected to:

- Demonstrate initiative and self-direction,
- Complete required readings as assigned,
- Participate in all discussions,
- Learn to use the many class-related resources available on campus,
- Identify academic problems to the instructor
- Submit assignments when they are due, and
- Participate in structured evaluations (instructor evaluation and course evaluation)

Copying materials
It is inappropriate to copy or use the work of others without appropriate citations and references.
Students must earn a grade of B- in all required nursing courses as the minimum acceptable level of performance for progression in a graduate level program or certificate. Any student receiving a grade below the minimum acceptable level will be reviewed by the College of Nursing Graduate Admissions and Progressions Subcommittee for a recommendation about continued progress in the program.

Once a student in the College of Nursing graduate program is enrolled in the sequence of clinical practicum courses it is expected that she/he will complete these courses in consecutive semesters. If a student steps out of the sequence of clinical courses and is absent for two or more semesters (excluding summer or UWinteriM sessions), she/he must reapply to re-enter the College of Nursing. The College of Nursing has the following requirements for a re-entering student:

- Cumulative graduate GPA of 3.0
- Approval of the College of Nursing Associate Dean for Academic Programs with recommendation from the Admissions and Progression Subcommittee of the College of Nursing Graduate Programs Committee

These requirements are in addition to UWM Graduate School *Academic Rules and Procedures: Re-entering the Graduate School.*

Approved by GPC
12/1/00 Revised by GPC
10/5/01 Revised by GPC
2/1/02 Affirmed by GPC
2/2/07 Revised by GPC
10/03/14
Retained & Reaffirmed by GPC 5-5-17
Undergraduate/Graduate Program
Grading Scale

The grading scale for all undergraduate/graduate courses will be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
</tr>
<tr>
<td>B-</td>
<td>85-86</td>
</tr>
<tr>
<td>C+</td>
<td>83-84</td>
</tr>
<tr>
<td>C</td>
<td>79-82</td>
</tr>
<tr>
<td>C-</td>
<td>77-78</td>
</tr>
<tr>
<td>D+</td>
<td>75-76</td>
</tr>
<tr>
<td>D</td>
<td>72-74</td>
</tr>
<tr>
<td>D-</td>
<td>70-71</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

Approved by UPC
11/12/99 Approved by
GPC 12/10/99 Affirmed
by GPC, 5/4/07 Affirmed
by UPC, 5/4/07 Revised
by UPC/GPC 5/6/11
Retained & Reaffirmed by GPC 5-5-17
Electronic communications as well as online social media platforms allow UWM nursing students to engage in both professional and personal conversations. The ability to connect, collaborate, and communicate with the learning community is important for professional growth. The goal of this policy is to protect both UWM nursing students as well as the College of Nursing by providing standards of conduct which must be followed when nursing students use social media platforms.

Social media platforms are technology and online spaces for integrating and sharing user-generated content that allow individuals to engage in conversations with others and to participate in content creation. Examples of social media platforms include, but are not limited to, Facebook, Myspace, Twitter, LinkedIn, YouTube, Flickr, blogs and e-mail.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. It’s important to remember that all content contributed on online platforms becomes immediately searchable and is immediately shared. This content may leave the contributing individual’s control forever and may be traced back to the individual after long periods of time.

Standards for Online Professional or Personal Activity: The below technology use and social media standards apply to all students affiliated with the College of Nursing:

1. **Protect confidential information!** Students must follow University and UW System policies and procedures and state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), and state privacy laws.

   Nursing students are prohibited from publishing or otherwise disclosing any confidential information including patient health information without first obtaining written authorized consent from the patient, written permission from the clinical agency’s designated officer, and written permission from the College of Nursing clinical instructor. This includes, but is not limited to, patient records, conversations, photographs of clients, and/or videos. Do not post any information about your clinical rotations or clients in any online forum or webpage.

2. **Maintain academic integrity!** A variety of web-based technologies are used to facilitate and evaluate your learning. In order to provide a fair evaluation for all students, do not share any details of competency evaluation scenarios and/or course examinations including test questions with other students. Do not post any performance evaluation or simulation scenario videos in any online forum or webpage. Failure to maintain this confidentiality standard will be considered cheating.

3. **Do not speak on behalf of UWM or the College of Nursing!** In your communications, you need to ensure that it is clear that you are not speaking for UWM, and what you say represents your own individual personal views and opinions and not necessarily the views and opinions of UWM.
Whenever you identify yourself on social media and/or the web as a UWM nursing student or use a UWM email address, your postings and personal web pages may be viewed by your colleagues, clinical agencies, and even clients/patients.

4. **Use good judgment!** As a UWM nursing student, you are preparing for a career providing services to the public. The College and future employers hold you to a high standard of behavior. Ensure that any content associated with you is consistent with your professional goals.

5. **Be civil and respectful!** Civility is an important component of online communication. There is great value in sharing and communicating one’s opinion. The College of Nursing is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Don’t be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory.

Failure to abide by this policy, other University and UW System policies and procedures, including UWM’s Acceptable Computer Use Policy, state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), and state privacy laws could lead to discipline or other adverse action.
1. **MEMBERSHIP:** Three voting members: Three graduate faculty members, appointed annually by the Chair of the Graduate Programs Committee.

2. **MEETINGS:** Meetings are to be held as necessary and determined by the subcommittee members.

3. **FUNCTIONS:** The functions of the Graduate Appeals Subcommittee are to:
   
a. Review individual graduate student appeals for exceptions to College of Nursing rules and regulations and make recommendations to the Associate Dean for Academic Affairs of the College of Nursing.

b. Hear Step 2 appeals of graduate students who have received an unsatisfactory decision in an academic or policy matter (e.g., dropping a course, grade, scholastic standing, and graduation decisions), according to the norms of the Graduate School “Academic Appeals Procedure,” in the Graduate School Bulletin.

   The Graduate Appeals Subcommittee does not hear requests for exemptions from rules and regulations of the Graduate School. Such appeals are routed directly to the Graduate School, provided that they are approved by the student’s advisor and by the College of Nursing Associate Dean for Academic Affairs.

4. **PROCESS:** The process for the Graduate Appeals Subcommittee are:
   
a. Student affairs office representative distributes appeals to the Graduate Appeals Subcommittee members to review.

b. Open session: Graduate Appeals Subcommittee members meet with program directors and student affairs office representative to get input on each student appeal. Student has the option to be present when their appeal is being discussed in open session and have one advocate with them.

c. Closed session:
   
a. Graduate Appeals Subcommittee members meet with each student who is appealing individually to receive input from the student. Students are allowed to have one support person with them in closed session.

b. Graduate Appeals Subcommittee members meet without student present to decide on the recommendation to the Associate Dean for Academic Affairs

c. Graduate Appeals Subcommittee members recommendation to the Associate Dean for Academic Affairs is shared with the student present

Approved by GPC 5-5-17
Procedure Statement

I. Procedure to File an Appeal for an Exemption from Rules and Regulations of the College of Nursing.

A. Appeals must be in writing and delineate precisely:

1. The rule or regulation being appealed.
2. The unusual, unique, or uncontrollable situation that led to the request to be exempt from normal application of rules or regulations.
3. The actions and efforts taken and plans to correct the situation.
4. Other factual information including name, current address and telephone number, student number, semester and courses taken during last semester enrolled at UW-Milwaukee, and semester of next enrollment.

B. Any further appeal by the student or instructor shall be directed to the Office of the Associate Dean for Academic Affairs of the College of Nursing.

C. The decision of the Associate Dean may be appealed to the Dean of the College of Nursing as the final step within the College of Nursing.

II. Procedure to File an Academic Appeal for Reversal of an Adverse Decision in an Academic Matter.

A. Graduate students who wish to file such an appeal must comply with the procedures listed in the current Graduate College Bulletin under “Academic Appeals Procedure.”

Appeals of academic decisions proceed through a 3-step procedure beginning in the student’s program or department and ending with the Dean of the Graduate School and Research. A graduate student who chooses to appeal an academic decision (e.g., grades, scholastic standing, graduation decisions) initiates the appeal with the appropriate authority within the department or program in which the decision was made. As dean of the college administering graduate programs, the Dean of the Graduate School and Research is the final authority on appeals of academic decisions. An appeal to the Dean of the Graduate School and Research is the third and final step in the appeal procedure and is made only after the first two steps in the appeals procedures have failed to produce a result which the student considers satisfactory.
In pursuing an appeal, the student must observe the following sequence:

**Step 1:** The student appeals to the faculty member responsible for making the initial decision within 30 working days of the action which prompted the appeal. This appeal must be made in writing with substantiating reasons for the appeal. If requested by the student, the faculty member must provide the student with a written statement of the reason for the adverse decision.

**Step 2:** If the Step 1 decision is not in the student’s favor, the student may, within ten working days from the date the Step 1 decision is communicated to the student, appeal to the Graduate Appeals Subcommittee. This appeal must be in writing with substantiating reasons given for the appeal. In the event that any of the members of the Graduate Appeals Subcommittee hearing the Step 2 appeal were involved in rendering the Step 1 decision being appealed, they must be replaced for the purpose of hearing the Step 2 appeal. Substitute members will be chosen by the program using established program appeal procedures. If necessary, the dean of the college or college in which the program is located may be asked to appoint replacement members of the committee.

**Step 3:** If the Step 2 decision is negative, the student may, within ten working days from the date of notification of that decision, appeal to the Dean of the Graduate School and Research. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the Associate Dean (Academic Programs) of the Graduate School. The Associate Dean reviews the case and forwards the appeal with a recommendation to the Dean of the Graduate School and Research who may choose to seek advice from the Graduate Faculty Council’s Subcommittee on Appeals.

B. Requests for consideration of an academic appeal must be in writing and delineate precisely:

1. The nature of the academic appeal, that is, a description of the action which prompted the appeal.
2. The salient facts that led to the circumstances of the appeal. Include the rationale for claiming that the action was inappropriate.
3. The actions and efforts taken to correct the situation.
4. Other factual information including name, current address and telephone number, student number, semester and courses taken during last semester enrolled at UW-Milwaukee, and semester of next enrollment.
5. The specific remedy sought.
6. A rationale explaining why the remedy sought is appropriate.

C. A student may appeal to the Subcommittee only once for a specific matter.

D. A decision made by another faculty committee is not appealable to the Subcommittee.

III. Other Considerations

A. Forms

Graduate Student Request to Appeal a College of Nursing Rule or Regulation forms or Academic Appeal forms are available in the Student Affairs Office and should be used for each request. Requests must include the student’s signature and be submitted to the Chairperson, Graduate Appeals Subcommittee. Requests for appeal are placed in the student’s file.

B. Open/Closed Meetings

The student has the right to be present when her/his appeal or academic appeal is being considered. The meeting will be open unless it is determined that it should be closed according to Wisconsin Statutes, Chapter 19, Subchapter IV. The student may request in advance to have her/his appeal or academic appeal considered in a closed session, and the Subcommittee will determine if the appeal or academic appeal is to be heard in open or closed session.

C. Faculty Named in an Academic Appeal

The faculty named in an academic appeal will be informed and provided the opportunity to respond.
GRADUATE STUDENT REQUEST TO APPEAL A
COLLEGE OF NURSING RULE OR REGULATION

The Graduate Appeals Subcommittee will be influenced by the information you provide on this request. The Subcommittee’s recommendation on your appeal is forwarded to the Associate Dean for Academic Affairs, who will notify you of the action taken.

Student Name: ___________________________ Date: ___________________________

Telephone #: ___________________________ UWM Student ID: ___________________________

Address: ___________________________ City, State, Zip. ___________________________

Semester last attended at UWM: ___________________________

Courses completed in that semester: ___________________________

Semester of next enrollment at UWM: ___________________________

1. State what rule or regulation is being appealed. Request to Appeal for each rule or regulation. (Complete a Request to Appeal for each rule or regulation.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What are you asking the Committee to do? (What is your appeal?)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Cite the circumstances or situations which led to this request for release from the normal adherence to rules and regulations.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. Cite any actions and efforts taken and plans to correct the situation.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Student Signature:_________________________ Date:_________________________

Return to: Chairperson, Graduate Appeals Subcommittee
UWM College of Nursing
Student Affairs Office/ Cunningham Hall 135
P.O. Box 413
Milwaukee, WI 53201

Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07

For office use only:

Date received:______________
The Graduate Appeals Subcommittee will be influenced by the information you provide on this request. The Subcommittee’s recommendation on your appeal is forwarded to the Dean who will notify you of the action taken.

Student Name: ____________________________ Date: ____________________________

Telephone #: ____________________________ UWM Student ID: ____________________________

Address: ____________________________ City, State, Zip. ____________________________

Semester last attended at UWM: ____________________________

Courses completed in that semester: ____________________________

Semester of next enrollment at UWM: ____________________________

1. **State the nature of the academic action that prompted the appeal.**

2. **Cite the salient facts and the rationale for claiming that the action was inappropriate.**

3. **Cite the actions and efforts taken to correct the situation.**
4. Cite the remedy you seek and why the remedy is appropriate.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature: ______________________________ Date: ______________________

Return to: Chairperson, Graduate Appeals Subcommittee
UWM College of Nursing
Student Affairs Office/ Cunningham Hall 135
P.O. Box 413
Milwaukee, WI 53201

For Office Use Only:

Date Received: ________________

Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07
Open-Closed Meeting Law Form

To comply with the State’s Open Meeting Law, (Statute 19, Subchapter 4) your desire for an open or closed session must be determined.

You have a right to be present at either an open or closed session. If you decide to be present, you may be asked some questions related to your appeal by Committee members. You will be given an opportunity to present material related to your request to appeal.

In a closed session, attendance at the meeting is limited to members of the Committee and the student whose appeal is being heard. Following presentation of the appeal, the student leaves and the Committee makes recommendations on the appeal.

In an open session, attendance at the meeting is not limited and is open to any interested persons. Following presentation of the appeal, Committee recommendations on the appeal are made.

Please Check the appropriate answer, sign your name and return this form with your Request to Appeal.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will be present when my appeal is considered.</td>
<td></td>
</tr>
<tr>
<td>I will be present when my academic appeal is considered.</td>
<td></td>
</tr>
<tr>
<td>I request an open session at the meeting.</td>
<td></td>
</tr>
<tr>
<td>I request a closed session at the meeting.</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: ________________________________ Date: ________________

Return to:
Chairperson, Graduate Appeals Subcommittee
UWM College of Nursing
Student Affairs Office/ Cunningham Hall 135
P.O. Box 413
Milwaukee, WI 53201

GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07
College of Nursing Academic Policies

GPC # 02-02-07(4)A

Policy on Time Limit for Program Completion: Students enrolled in the Doctor of Philosophy in Nursing Program or Doctor of Nursing Practice must complete all requirements for the degree within seven years from the date of initial enrollment in the program. Further, students must complete all requirements for the degree within four years from the time of attainment of dissertator status.

GPC # 02-02-07(2)A

Policy Pertinent to Undergraduate and Undergraduate/Graduate Courses: University-designated undergraduate courses may not be applied toward the PhD or DNP. University-designated undergraduate/graduate courses may not be applied toward the PhD or DNP.

Approved by Doctoral Program Faculty Committee, October 24, 1988

Affirmed by GPC 2/2/07 & assigned GPC Doc. # 02-02-07(2)

Revised & Approved by GPC 3/3/17 Updated doc number to GPC # 02-02-07 (2) (A)

GPC # 02-02-07 (1)

Policy Regarding Students Auditing Courses: While special circumstances may require a student to audit a course, in general, doctoral students are not encouraged to audit courses. The rationale is that active participation in the learning assignment is not part of the auditing process. Further, faculty may refuse auditors in their classes. Though audit credits are counted in credit hours, they should not be listed in the student's formal plan of study.

GPC #02-02-07(3)

Policy Pertinent to Credits Taken as a Non-Degree Candidate No more than twelve credits taken as a non-degree candidate at the University of Wisconsin-Milwaukee may be applied toward the doctoral degree. Doctoral core nursing courses may be taken by non-degree students only with the consent of the course faculty.

GPC #02-02-07 (6)A

Grading Policy for Research/Dissertation Courses All PhD students in research/dissertation courses will be assigned grades of S (satisfactory progress) or U (unsatisfactory progress). These are the only valid grades. Research course grades for doctoral students (S or U) are permanent and are not changed at the completion of the dissertation. The credits are added to the total required for the degree, but are not calculated in the GPA.

GPC #03-03-17

Graduate Programs Committee Extra Credit Policy No Extra credit is available for any graduate level courses. Points for any graduate course may not be over 100%.
Procedure for requesting an exception to a College of Nursing policy

Directions
1. Go to The PhD Spot to locate and complete this form.
2. Submit the completed form, with any attachments, to the PhD Program Director.
3. A copy of this form, with the decision, is returned to you.

To Be Completed by the Student

Name: ________________________________

Email address: __________________________

Mailing Address: __________________________

Exception you are requesting: __________________________

Justification for Exception: The student must supply evidence to support the request for exception. Attach additional sheets and supporting documentation (letters, etc.) as needed.

Student Signature __________________________ Date ____________ Daytime phone __________________________

To Be Completed by College of Nursing PhD Program Director

PhD Program Director Signature: __________________________ Date Reviewed: ____________

Recommendation of GPD (circle) Accept Deny

Rationale for Denial: __________________________

Associate Dean of Academic Affairs Signature: __________________________ Date Reviewed: ____________
The Online Doctoral Student Handbook is designed as a source of information pertinent to doctoral students and their faculty advisors. It includes current information, and many procedures and resources, which relate to the Doctoral Program. Additional resources students will also find helpful include:

1. Graduate School Website – The Graduate School website is a wealth of information. Take some time to search the site for the information you need to complete your doctoral program. 
   [http://uwm.edu/graduateschool/]

2. Doctoral students will find academic related campus information through the “Doctoral Toolbox” by visiting this url: [http://uwm.edu/graduateschool/doctoral-toolbox/]

3. Graduate School Bulletin - This is available from the Graduate School or on the Graduate School’s website: [http://uwm.edu/graduateschool/explore-our-programs/]

4. Schedule of Classes - The College of Nursing does not distribute this Schedule; The most up-to-date Schedule of Classes can be found on the Web at: [www.uwm.edu/schedule].

5. Go to The PhD Spot to locate student forms and other academic related information to help you navigate your PhD degree.

Other sources of information for College of Nursing Doctoral students:

1. UWM E-MAIL ACCOUNT - All students are automatically assigned a UWM e-mail account. Students should receive a letter from Information and Media Technologies in the mail informing them of their assigned e-mail address and password. If you have questions or would like to learn how to forward your UWM e-mail to a private email address contact the IM&T helpline at: 414.229.4040.

**NOTE**
Email is the vehicle the College of Nursing will use to provide students vital information about scholarships, announcements, class changes, graduation information, etc. Additionally, many faculty and administrators make extensive use of the University’s computers and e-mail system, and prefer to use it to communicate with students. Please be sure to check your UWM email account regularly to remain an informed student.
Campus Resources

**UWM Virtual Bookstore** Visit: http://bookstore.uwm.edu/home.aspx
The UWM Bookstore is located on the 1st floor of the Student Union.

**Panther card Office** located in Union W143 (between the Fireside Lounge and the Grind)
Students and faculty can be issued a new or replacement card. Bring another picture ID and $10.00 with you.

**UWM U Pass**
U Pass provides students with the ability to use the Milwaukee County Transit busses. Bring a picture ID to Parking and Transit on the ground floor of the Student Union. U-Pass provides steep discounts.

**UWM U Park**
Open to students, faculty and staff. Capitol-Humboldt provides free parking and a free bus ride to campus—bring your UWM Panther ID card

**UWM Tuition and Fees Information**
Tuition and fees for each semester are located at http://www4.uwm.edu/bfs/depts/bursar/tuition-rate-schedules.cfm

**UWM Timetable Schedule of Classes**
The most up to date schedule is listed on line at: http://www.uwm.edu/schedule/

**UWM Calendar/Important Dates**
Calendars for each semester, including holidays, deadlines and other important dates are located at: http://uwm.edu/registrar/students/dates-deadlines/
Go to The PhD Spot to seek other writing resources.

FREELANCE WRITING EDITORS
Do you have trouble writing papers or expressing your thoughts clearly? The following freelance editors have agreed to work with you during your writing to assist you (a) state your thoughts more clearly (b) improve your language and grammatical abilities and (c) integrate your thoughts by helping you produce improved papers, projects and better long term writing skills.

Please note: These individuals have no affiliations with the University of Wisconsin-Milwaukee. Students can do their own negotiations with them. They will also not write the papers for you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Kovack</td>
<td>(414) 708-6328</td>
<td><a href="mailto:ronkovach@yahoo.com">ronkovach@yahoo.com</a></td>
</tr>
<tr>
<td>Mel Bromberg</td>
<td>(414) 218-2672</td>
<td><a href="mailto:mel@watershedint.com">mel@watershedint.com</a></td>
</tr>
<tr>
<td>Carolyn Washburne</td>
<td>(414) 961-1779</td>
<td><a href="mailto:ckw44@wi.rr.com">ckw44@wi.rr.com</a></td>
</tr>
</tbody>
</table>

It’s Writing Science by Schiml: Writing Science: “How to Write Papers that Get Cited and Proposals that Get Funded”

Nurse Author Editor
This is an international newsletter dedicated to nurse authors, editors and reviewers which is available as a free quarterly online publication. Each issue consists of articles offering advice on writing quality manuscripts, avoiding rejection, finding publishing opportunities, editing and reviewing. Each issue also has a section containing short articles to update readers on new developments in nursing journals and journal publishing. http://www.NurseAuthorEditor.com

Purdue Owl
This online writing lab is the most thorough and useful website many CWP instructors have ever encountered. In addition to extremely helpful practice exercises for students, the OWL offers downloadable handouts on a vast variety of writing and research topics, including ESL, APA formatting, professional writing, general writing concerns, and grammar. http://owl.english.purdue.edu/
Ask Oxford
The Oxford English Dictionary, the most thorough and comprehensive dictionary in print, is not available online. However, its editors have put together this site, which offers valuable and sometimes surprising information on language, including tools for writers and students of writing.
http://www.askoxford.com/

Bedford/St. Martin's Composition Site
The St. Martin's website offers online workshops and exercises to accompany many of its composition anthologies and handbooks. http://bedfordstmartins.com/composition/

Common Errors in English
Paul Brian's of Washington State University compiled and updates this opinionated, sometimes picky but helpful list of common errors. Useful for both native and nonnative English speakers.
http://www.wsu.edu/%7Ebrians/errors/

The UWM Writing Center Visit: http://www4.uwm.edu/writingcenter/grad-resources.cfm
Curtin Hall 127 Offers online Tutoring

A Google search for "online writing lab" will turn up more than one million links. The following are a representative sample of some of the most popular or useful ones.

Claremont College
Its Graduate University Writing Center focuses specifically on graduate student writers, offering handouts on writing and presenting conference papers, taking summary notes, writing literature reviews and grant proposals, and writing dissertations. The Writing Center also includes an annotated list of web resources for graduate level writers. http://www.cgu.edu/pages/726.asp

Web Grammar
This vast and useful site offers thousands of links to resources for writers. It's not just about grammar; there are research tools here for subjects across the curriculum. http://www.webgrammar.com/
Students at University of Wisconsin campuses have statutory rights of participation in the governance of the University. They have primary responsibility for the formulation and review of policies concerning student life, services, and interests, and also contribute to the development of the University's academic and administrative policies. Students carry on their policy development and decision-making responsibilities through their own governing organizations, and by participating as members of faculty or administrative committees as well as committees contained within the School of Nursing. There are/have been doctoral degree students on the following College of Nursing (CON) standing committees:

### College of Nursing Committees

**Graduate Program Committee & Research Committee**

GPC #11-03-86A

Each Fall Semester, the Student Affairs Office solicits current graduate student participation in the College of Nursing standing committees. The office circulates a list of committees with their functions and the number of student representatives required for each, for students to consider. If you are interested in this type of involvement, contact the Student Affairs Office 414-229-5047 as soon as you receive the committee listing. Your name will be forwarded to the UWM Student Association, which nominates student representatives and sends their names to the Chancellor, who appoints them.
The services of the Werley Center for Nursing Research and Evaluation (WCNRE) related to consultation about research methods, data management and analysis, and specific aspects of grant application preparation are available to graduate students with approval and direction from faculty. These services, when utilized appropriately, can enhance the students’ learning experiences and enable students to increase their capacity and facility with research design and data analysis. Students who use WCNRE services are expected to have a working understanding of the grant application process and of the specific research approach and analytic method(s) they intend to employ. It is the responsibility of the faculty involved to assure that students have such a working knowledge prior to requesting services.

Request for services must be completed and approved using the mechanism identified on the WCNRE section of the College of Nursing web site prior to any consultation or meeting. WCNRE services for graduate students are dependent on the resources available in the College to support the Center. See url to request research support.

http://uwm.edu/nursing/research/support/

When the use of WCNRE resources is associated with coursework or academic requirement, such as independent study, thesis, clinical projects, and dissertation, it is the responsibility of the faculty to communicate with the WCNRE staff, either in person or electronically, the expectations before the student’s first appointment. In cases where the consultation leads to a recommendation that may deviate from the advice or recommendations of the faculty, it is the responsibility of the student to identify this incongruence and enable communication between the WCNRE staff and the faculty involved.

WCNRE staff facilitates the graduate students’ experience. They assist students in all activities either through general directions on how to proceed, or more commonly, through problem solving when the students experience difficulties that were unanticipated or beyond the range of a working knowledge of the process or technique. They are not tutors nor are they responsible for proposal development, researcher decisions, data entry, programming, data analysis, or interpretation of results. It is the responsibility of the student and faculty to utilize the WNRE staff in an appropriate fashion.

NOTE: This policy does not address the use of WCNRE services by graduate students for non-course related purposes or by project or research assistants for work related to their employment.

Revised and Approved by GPC 11/2/07