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## 2018-2019
### PhD Student Handbook

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Introduction Message from the PhD Program Director:

Welcome to the College of Nursing at the University of Wisconsin-Milwaukee (UWM). Our goal is to make your experience here at UW-M and specifically within the College of Nursing, a rewarding and successful one. The Doctor of Philosophy degree (PhD) in nursing science at UWM CON is a rigorous research-based program that prepares nurse scientists and scholars to advance the discipline of nursing in the 21st century. Students in the PhD program in nursing incorporate empirical research, scientific principles and theories to discover and disseminate new knowledge, building on existing knowledge, refining nursing science and advancing healthcare. PhD doctoral education is focused on advancing research, education, policy, and practice within the discipline of nursing and interdisciplinary contributions to science.

Our curriculum is designed to ensure the PhD student develops the expertise to successfully conduct independent and team science research. Therefore, the PhD curriculum provides a series of nursing and interdisciplinary courses, including: philosophy of nursing science, research methods, health policy, independent studies, seminars and research practicums. Students work closely with their major professor (MP) to develop an individualized formal plan of study, which is foundational to initiating the student’s dissertation and future program of research.

Doctoral students are major constituents and stakeholders at UWM College of Nursing, as pursuing a PhD degree requires a significant commitment of time, energy and resources. Students in the PhD program are encouraged to explore their academic interests to develop as a scientist, author, leader, scholar and educator within the discipline of nursing and the healthcare community. Faculty have extensive experience in educating and mentoring doctoral students and are committed to facilitating student success at the UWM College of Nursing. Students work with their Major Professors and faculty to enrich their academic experience by attending seminars, conferences, and writing workshops.

Pertinent information on the policies, procedures and requirements for the PhD program are incorporated into this student reference guide. Students in the PhD program need to familiarize themselves with the content of the handbook. The UWM Graduate School Student Bulletin provides general requirements applicable to all doctoral students enrolled at UWM. Students during their PhD program need to review and refer to the UWM Graduate School Student Bulletin. Questions related to the curriculum and student progression in the program, can be addressed by the graduate student academic advisor, major professor or Director of the PhD Program.

Students are encouraged to contact me if they have any questions, concerns, or just want to discuss their academic program. As previously mentioned, our goal is to make your experience here at UWM and specifically within the College of Nursing, a rewarding and successful one.

Sincerely,
Julia A. Snethen, PhD, RN, FAAN
PhD Program Director and Professor,
University of Wisconsin-Milwaukee College of Nursing
julia@uwm.edu
Statement of Philosophy

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.

School of Nursing Faculty approved Faculty Document #(87-04)093 on April 3, 1987; 09/13/02 (ed.)
CON Faculty approved Faculty Document #(87-04)083A on November 17, 2006.
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.
Student Affairs

Robin Jens - Assistant Dean of Student Services

Student Affairs Support Staff

Michael Walk - Office Manager
(Admin. Specialist)

Lynn Helmke - Receptionist/Admin.
Support (University Services Assoc. II)

Matthew Halloran - Recruitment Coordinator (Advisor)

Advisors

Bridget Brown (Admin. Prog. Specialist - MSP)
Ebony Cobb (Advisor - MATC/WCTC)
Jennifer Daood (Sr. Advisor)
Sylvia Forbes (Outreach Prog. Manager I)
Deatra Holloway (Sr. Advisor)
Katie Wedige (Advisor - UWP)
Donna Wier (Sr. Advisor)

Academic Enrichment Center (AEC)

Carrie von Bohlen - AEC Coordinator
(Sr. Advisor)
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 a year**
   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 then PhD Pathways, and Appeals.
- You must take at least two education courses from a list of approved courses. Go to The PhD Spot then PhD Pathways, then Formal Plan of Study for NFLP Course List.
- 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 wolff3@uwm.edu
All doctoral nursing students in the NFLP program must be enrolled at the University for at least 6 credits each semester to remain eligible for NFLP funds. Doctoral nursing students are eligible to receive funds for up to 5 years. Students no longer eligible for funds must still be registered each semester for at least 1 credit to avoid entering repayment of their loan. Students not able to avoid this situation must have an approved leave of absence, therefore must complete this form prior to the leave.

DATE OF REQUEST:__________________________________________________________

STUDENT NAME:__________________________________________________________

UWM ID:______________________________________________________________

UWM E-MAIL:___________________________________________________________

I WOULD LIKE TO REQUEST A LEAVE OF ABSENCE FOR THE FOLLOWING TERM AND SEMESTER:

FALL:________________________________SPRING:_________________________

I PLAN TO RETURN THE FOLLOWING TERM AND SEMESTER:

FALL:________________________________SPRING:_________________________

JUSTIFICATION FOR LEAVE OF ABSENCE: You must provide a written statement justifying your request for leave of absence. Attach additional sheets as necessary.

Signature of Student:____________________________________Date:________________________

Signature of Major Professor:____________________Date:________________________

Approved by NFLP Coordinator:____________________________________________

3/2016
**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 qualifying exam:** Completed the 6 required core courses by the end of year 1 for full time students; by the end of year 2 for part time students.

**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, Revised & Approved by GPC 09/07/18
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 Kansas City, March 27-30, 2019. Refer to the MNRS website for further information about registration and travel arrangements. https://www.mnrs.org/page/2019conference

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.
Review for the Protection of Human Subjects in Research

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 https://uwm.edu/irb/

Note:

CITI Training is required for all the PhD students in the program.

How do I complete CITI training?

1. Visit the CITI training website.
2. If you are already registered, either with a different institution or for the Graduate School’s Effort Reporting requirement, log in to your existing account. If your registration is with a different institution, you can add an affiliation to UWM (if applicable) from the Main Menu.
3. If you are not registered, create an account. Click “Register” on the right side of the screen. In the box for Organization Affiliation, enter “University of Wisconsin – Milwaukee” and select it from the list.
4. You will be prompted to choose either the Graduate School’s Effort Reporting Training or the IRB Human Subjects Training. Choose the IRB Training.
5. Choose the course option that best fits the type of research you plan to conduct (Biomedical, Social-Behavioral, or Biomedical & Social-Behavioral combined). Note: There is also a fourth course for IRB Members. Most researchers don’t need to complete this one, which contains all the modules from the courses above plus a few additional ones.
6. Complete the training. A score of at least 80% is required before a completion report will be issued.

If you have trouble logging in, contact citisupport@med.miami.edu or irbinfo@uwm.edu.
Doctor of Philosophy in Nursing Program

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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</thead>
<tbody>
<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.</td>
</tr>
</tbody>
</table>

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.

II. Objectives

Upon completion of the PhD program the graduate will:

1. Design and conduct independent and collaborative research to advance science.
2. Develop and test nursing theory systematically.
3. Develop knowledge to advance the discipline of nursing.
4. Employ technology and information systems for the generation of knowledge.
5. Apply knowledge of policy to improve the quality of care provided to populations.
6. Demonstrate adherence to the principles of scientific integrity.

III. 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 (3 core credits, 12 elective credits), Research Methods/Design Courses (22 credits) Dissertation (3 credits)

Core Courses (9 credits)

- 801 Foundations of Nursing Inquiry (3 cr.)
- 802 The Science of Nursing (3 cr.)
- 803 Health Policy (3 cr.)

Specialty Courses (15 credits)

- 820 Analysis of Nursing Phenomena (3 cr.)
- 12 elective credits

Research Methods/Design Courses (22 credits)

- 881 Measurement for Nursing Research (3 cr.)
- 882 Qualitative Approaches to Nursing Research (3 cr.)
- 883 Quantitative approaches to Nursing Research (3 cr.)
- 890 Issues in Scholarship (3 cr.)
- 899 Practicum in Nursing Research (4 cr.)
- 885 Advanced Quantitative Methods in Nursing (3 cr.) OR
- 886 Advanced Qualitative Methods in Nursing (3 cr.)
- 808 Multivariate Statistics (3 cr.)
Dissertation (3 credits)
997 Doctoral Dissertation

2. All students must complete a minimum of 12 credits of specialty course work and fulfill the requirements for a Minor Option A (requires minor professor) or a Minor Option B in a specialty area (See the UWM Graduate School Bulletin). At least six specialty elective 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.

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 Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>725</td>
<td>Evidence Based Practice in Healthcare I</td>
<td>3 credits</td>
</tr>
<tr>
<td>727</td>
<td>Epidemiology</td>
<td>3 credits</td>
</tr>
<tr>
<td>729</td>
<td>Health Care Systems and Advanced Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>735</td>
<td>Theoretical Foundations of Advanced Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 credits</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.

IV. 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:

1. A bachelor’s or master’s degree with a major in nursing from a professionally accredited or approved program.
2. A cumulative grade point average of 3.2 on a 4.0 scale for all previous graduate course work.
3. Satisfactory performance on the aptitude portion of the Graduate Record Examination which
includes verbal, quantitative, and analytical scores.
4. Completion of a graduate level statistics course be completed within the last 5 years with a grade of B or better.
5. Current registration / licensure in nursing in one of the jurisdictions of the United States or in another country, when appropriate.
6. 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.
7. Recommendations from at least three persons who have known the applicant in a professional capacity.
8. Two examples of original work that demonstrates the applicant’s academic potential.
9. A conversation with a faculty member is required as part of the application process. A telephone conversation may be used when travel is prohibitive.

V. Graduation Requirements

Requirements for awarding the PhD in Nursing include the following:

1. Completion of an approved course of study with a minimum cumulative grade point average of 3.0 on a 4.0 scale.
2. Passing the Qualifying Examination
3. Passing the written component of the Comprehensive Preliminary Examination.
4. Passing the oral component of the Comprehensive Preliminary Examination.
6. Completion of minimum UWM Graduate School requirements for the PhD degree, including residence and minor option A or B requirements.

VI. Progression Requirements

1. 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.
2. 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.
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 9 Credits**
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 15 Credits** -out of the 15 credits-NURS 820 is part of the 15-specialty minimum credit
Through the required nursing, specialty course (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 focus 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 (requires minor professor) or a Minor Option B (See PhD Spot, PhD Pathways, then Formal Plan of Study for information. 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 22 credits**
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 practicums 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 3 Credits**
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.
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 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
Graduate Level Certificates

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. A majority of the program will be taught online with clinical preceptor placements as close as possible to a student's geographic location. *For Maternal Infant Women’s Health and Pediatric CNS Specialty, contact Dr. Julie Darmody, the CNS Option Coordinator, darmodyj@uwm.edu More information about admission and program requirements can be found at this url: http://uwm.edu/nursing/academics/certificates/clinical-nurse-specialist/

Health Professional Education
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://uwm.edu/nursing/academics/certificates/health-professional-education/

Post-Master’s Family Nurse Practitioner
Nurses prepared with a master’s degree in nursing from an accredited program can enhance their degree through our Post-Masters Family Nurse Practitioner Certificate program. More information about admission requirements can be found on this url: http://uwm.edu/nursing/academics/certificates/family-nurse-practitioner/

Interprofessional Graduate Certificate in Public and Population Health
The 16-credit certificate program is a collaborative program between the College of Health Sciences, College of Nursing, and the Zilber School of Public Health, and is coordinated through the Zilber School of Public Health. The Interprofessional Graduate Certificate in Public and Population Health is designed for students and working professionals involved in program planning and implementation, evaluation, education policy, health policy, engineering administration, research, and other areas related to public and population health. More information about admission requirements and program details can be found at this url: https://uwm.edu/publichealth/certificates/

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. The primary goal of the program is to train graduate students from the helping professions in specialized knowledge and skills related to psychological trauma. More information about admission requirements can be found on this url: http://uwm.edu/nursing/academics/certificates/trauma-informed-care/
The DNP curriculum will offer the following advanced practice specialty foci:

Family Nurse Practitioner (18 credits)

Family Nurse Practitioner option prepares graduates to meet educational eligibility requirements for the national certification examination for Family Nurse Practitioner.

Eligibility criteria for national certification as a family nurse practitioner include:

- Hold a current, active RN license in Wisconsin state
- Hold a master's or doctoral degree from a family nurse practitioner program accredited by the Commission on Collegiate Nursing Education (CCNE) or the Accreditation Commission for Education in Nursing (ACEN) (formerly NLNAC | National League for Nursing Accrediting Commission). A minimum of 540 faculty-supervised clinical hours, with exposure across the lifespan with health promotion, acute, and chronic illnesses and diseases, are required for the family nurse practitioner program.
- Three separate, comprehensive graduate-level courses to be completed with a grade of B or better in:
  - Advanced physiology/pathophysiology, including general principles that apply across the life span within 5 years of starting the program.
  - Advanced health assessment, which includes assessment of all human systems, advanced assessment techniques, concepts, and approaches within 5 years of starting the program.
  - Advanced pharmacology, which includes pharmacodynamics, pharmacokinetics, and pharmacotheapeutics of all broad categories of agents within 3 years of start of program. Evidence of prescriptive authority in the state of Wisconsin will be accepted in place of graduate pharmacology course.
- Content in:
  - Health promotion and/or maintenance
  - Differential diagnosis and disease management, including the use and prescription of pharmacologic and nonpharmacologic interventions.

Candidates may be authorized to sit for the examination after all coursework and faculty-supervised clinical practice hours for the degree are complete, prior to degree conferral and graduation, provided that all other eligibility requirements are met.
Specialty Courses

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 Major Professor. 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.
Transfer of Credit Information

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 meet 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 and Expected Outcomes:

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 and Outcomes Achieved:**
(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 9/2/05, GPC Revised & approved 2/2/2007, GPC Retained & Reaffirmed 4-21-17, 9/7/18 GPC revised & approved, 9/21/18 CON approved,
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 (1-6cr.).
   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
Application for Independent Study-form

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 GPC2/2/2007
Retain & Reaffirmed by GPC4-21-17
I. **Major Professor**

Students are assigned a Major Professor upon acceptance into the program. 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 doctoral study.

At the end of the second semester of study, the Major Professor assists the student to complete the Formal Plan of Study form included in the Doctoral Student Handbook. The Formal Plan of Study is submitted for approval to the PhD Program Director.

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 an initial plan, as well as formal 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.
6. Provide ongoing support and assistance in professional development, including support for research funding applications and scholarships.
7. Serve 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) Assuring the student completes Graduate School milestones electronically.
8. Serve as Chair of the student’s dissertation committee. The Major Professor assumes 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.

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. Regularly seeking consultation from the Major Professor.
3. Initiating contact with the faculty members whom s/he is considering as members of his/her Dissertation Advisory Committee.
4. Selecting, with the approval of the Major Professor, members of his/her Dissertation Advisory Committee.
5. Notifying the PhD Program Director of the proposed committee membership in writing.

III. 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.

IV. 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 GPC, January 14, 1994
Revised by GPC, September 5, 2003
Revised by GPC, February 4, 2005
Revised by GPC, May 4, 2007
Revised by GPC, February 6, 2015
Retain & Reaffirmed by GPC 4-21-17
### On-campus PhD

#### Full-time

#### 3 Year Plan

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<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tr>
<td><strong>Year 1</strong></td>
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<tr>
<td>NURS 801: Foundations of Inquiry for Health</td>
<td>3cr</td>
<td>NURS 802: Science of Nursing</td>
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<td>NURS 808: Multivariate Statistics</td>
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<td>NURS 890: Issues in Scholarship</td>
<td>3cr</td>
<td>NURS 883: Quantitative Methods in Health Research</td>
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<td>NURS 899 Research Practicum</td>
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<td><strong>Year 2</strong></td>
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<tr>
<td>Choose one advanced methods course:</td>
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<td>NURS 885: Advanced Quantitative OR</td>
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<td>NURS 886: Advanced Qualitative</td>
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<td>NURS 803: Health Policy</td>
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<td>NURS 899 Research Practicum</td>
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<td>NURS 820: Analysis of Nursing Phenomena</td>
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<td><strong>Year 3</strong></td>
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<td><em>NURS 997: Dissertator or NURS 897: Doctoral Independent Study (Comprehensive Exam)</em></td>
<td>3cr</td>
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* Completion of dissertation varies
# On-campus PhD

## Full-time

### 4 Year Plan

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<tr>
<th>Year</th>
<th>FALL</th>
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<th>SUMMER</th>
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<td>1</td>
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<td>NURS 899 Research Practicum</td>
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<td>3cr</td>
</tr>
<tr>
<td>3</td>
<td>Choose one advanced methods course:</td>
<td>NURS 897: Doctoral Independent Study (Comprehensive Exam)</td>
<td>*NURS 997: Dissertator OR NURS 897: Doctoral Independent Study (Comprehensive Exam)</td>
</tr>
<tr>
<td></td>
<td>NURS 885: Advanced Quantitative OR</td>
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<tr>
<td></td>
<td>NURS 886: Advanced Qualitative</td>
<td></td>
<td>3cr</td>
</tr>
<tr>
<td></td>
<td>Specialty Elective</td>
<td></td>
<td>1cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3cr</td>
</tr>
<tr>
<td>4</td>
<td>*NURS 997: Dissertator</td>
<td>*NURS 997: Dissertator</td>
<td></td>
</tr>
</tbody>
</table>

* Completion of dissertation varies

**Note:** The decision about when to take the preliminary exam must be negotiated with the Major Professor.

**Note:** The decision to register for summer dissertator credits or NURS 897 must first be negotiated with the Major Professor.
# On-campus PhD

## Part-time

### 5 Year Plan

<table>
<thead>
<tr>
<th>Year</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NURS 808: Multivariate Statistics 3cr</td>
<td>NURS 882: Qualitative Methods in Health Research 3cr</td>
<td>NURS 881: Measurement in Health Research 3cr</td>
</tr>
<tr>
<td></td>
<td>NURS 890: Issues in Scholarship 3cr</td>
<td>NURS 883: Quantitative Methods in Health Research 3cr</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NURS 801: Foundations of Inquiry for Health 3cr</td>
<td>NURS 802: Science of Nursing Specialty Elective 3cr</td>
<td>NURS 899 Research Practicum Specialty Elective 1cr</td>
</tr>
<tr>
<td></td>
<td>Specialty Elective 3cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NURS 899: Research Practicum 1cr</td>
<td>NURS 803: Health Policy 3cr</td>
<td>NURS 899 Research Practicum 2cr</td>
</tr>
<tr>
<td></td>
<td>Specialty Elective 3cr</td>
<td>NURS 820: Analysis of Nursing Phenomena 3cr</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Choose one advanced methods course: 3cr</td>
<td>NURS 897: Doctoral Independent Study (Comprehensive Exam) 1cr</td>
<td>*NURS 997: Dissertator 3cr OR NURS 897: Doctoral Independent Study (Comprehensive Exam) 3cr</td>
</tr>
<tr>
<td></td>
<td>NURS 885: Advanced Quantitative 3cr</td>
<td>Note: The decision about when to take the preliminary exam must be negotiated with Major Professor.</td>
<td>Note: The decision to register for summer dissertator credits or NURS 897 must be negotiated with Major Professor</td>
</tr>
<tr>
<td></td>
<td>OR NURS 886: Advanced Qualitative 3cr</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>*NURS 997: Dissertator 3cr</td>
<td>*NURS 997: Dissertator 3cr</td>
<td></td>
</tr>
</tbody>
</table>

* Completion of dissertation varies
## BS to PhD
### Full-Time
#### 5 Year Plan

<table>
<thead>
<tr>
<th>Year</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td><strong>SPRING</strong></td>
<td><strong>SUMMER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td>NURS 729 Organizational Systems</td>
<td>NURS 725 Evidenced Based Practice</td>
<td>NURS 899 Research Practicum</td>
</tr>
<tr>
<td></td>
<td>NURS 735 Theoretical Foundations of Advanced Nursing</td>
<td>NURS 727 Epidemiology</td>
<td>Qualifying Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NURS 881 Measurement in Health Research</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>NURS 801: Foundations of Inquiry for Health</td>
<td>NURS 802: Science of Nursing</td>
<td><strong>Note</strong>: The decision about when to take the preliminary exam must be negotiated with Major Professor.</td>
</tr>
<tr>
<td></td>
<td>NURS 808: Multivariate Statistics</td>
<td>NURS 882: Qualitative Methods in Health Research</td>
<td>NURS 899 Research Practicum</td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td>Choose one advanced methods course: NURS 885: Advanced Quantitative OR NURS 886: Advanced Qualitative</td>
<td>NURS 803: Health Policy</td>
<td>NURS 997 Dissertator</td>
</tr>
<tr>
<td></td>
<td>NURS 899: Research Practicum</td>
<td>NURS 820: Analysis of Nursing Phenomena</td>
<td><strong>Note</strong>: The decision to register for summer dissertator credits must be negotiated with Major Professor</td>
</tr>
<tr>
<td></td>
<td>Specialty Elective</td>
<td>Specialty Elective</td>
<td><strong>Note</strong>: Completion of dissertation varies</td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td>NURS 897: Doctoral Independent Study (Comprehensive Exam)</td>
<td>NURS 997: Dissertator</td>
<td><strong>Note</strong>: Completion of dissertation varies</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>Year 5</strong></td>
<td><em>NURS 997: Dissertator</em></td>
<td><em>NURS 997: Dissertator</em></td>
<td><strong>Note</strong>: Completion of dissertation varies</td>
</tr>
</tbody>
</table>

*Completion of dissertation varies*
<table>
<thead>
<tr>
<th>Year</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
</table>
| 1    | NURS 735 Theoretical Foundations of Advanced Nursing  
NURS 729 Organizational Systems | 3cr | NURS 725 Evidenced Based Practice I  
NURS 727 Epidemiology | 3cr |
|      |      |        |        |
| 2    | NURS 808: Multivariate Statistics  
NURS 890: Issues in Scholarship | 3cr | NURS 882: Qualitative Methods in Health Research  
NURS 883: Quantitative Methods in Health Research | 3cr |
|      |      |        |        |
| 3    | NURS 801: Foundations of Inquiry for Health  
Specialty Elective | 3cr | NURS 802: Science of Nursing Specialty Elective | 3cr |
|      |      |        | Qualifying Exam |
| 4    | NURS 899: Research Practicum  
Specialty Elective | 1cr | NURS 803: Health Policy  
NURS 820: Analysis of Nursing Phenomena | 3cr |
|      |      |        | NURS 899 Research Practicum | 2cr |
| 5    | Choose one advanced methods course:  
NURS 885: Advanced Quantitative  
OR  
NURS 886: Advanced Qualitative | 3cr | NURS 897: Doctoral Independent Study (Comprehensive Exam) | 1cr |
|      |      |        | *NURS 997: Dissertation  
OR  
NURS 897: Doctoral Independent Study (Comprehensive Exam) | 3cr |
|      |      | Note: The decision about when to take the preliminary exam must be negotiated with Major Professor. | |
| 6    | *NURS 997: Dissertator  
* Completion of dissertation varies | 3cr | *NURS 997: Dissertator | 3cr |

* Completion of dissertation varies
### Initial Course Plan

<table>
<thead>
<tr>
<th>Year</th>
<th>Summer Courses</th>
<th>Fall Courses</th>
<th>Spring Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
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<tr>
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<td>II</td>
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<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
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</tbody>
</table>

**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
# PhD Program-Flow Sheet

<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” , Pathways, Course Plans, Submit completed form with MP signature to the PhD Program Director for Approval</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifying</th>
<th>What</th>
<th>When</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying Examination</td>
<td>Upon completion of the following coursework: NURS 801; NURS 802; NURS 808; NURS 882; NURS 883; and NURS 890</td>
<td>To be determined by the Graduate Programs Committee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comprehensive Exam</th>
<th>What</th>
<th>When</th>
<th>How</th>
</tr>
</thead>
<tbody>
<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 Pre lim Comprehensive Exam 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> Schedule date for written and oral exams by using scheduling room link found on “The PhD Spot” Must register for NURS 897 Independent Study with MP for 1 credit for the semester in which you are preparing to take comps Meet with all members of your committee to discuss area of specialty</td>
<td></td>
</tr>
</tbody>
</table>

| Comprehensive Exam: Written | On Scheduled date | Consult with your Chair and Committee members to set the date/time of your examination MP will send out completed written exam to the committee members Within 2 weeks of completion of written exam, committee members will notify MP of their vote on the written exam MP will notify student within 2 weeks of the outcome of written exam. If the student successfully passes the written exam, student will proceed to oral exam date as scheduled |

| Comprehensive Exam: Oral | Within 6 weeks of last day of written exam | Tentatively schedule with committee members when planning to take written exam Major Professor enters outcome of comprehensive exam in Milestones PhD Program Director reviews and submits outcome to the Graduate School using milestones onlinesystem |

| Application for Dissertator Status | Comprehensive exam completed successfully | 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 daood@uwm.edu |

| Doctoral Dissertation Proposal Hearing | Dissertation Proposal Hearing | After holding a successful proposal hearing, Apply for Proposal Hearing through the “Doctoral Online Milestones:” |

| Register for 3 credits at dissertator rate: | Dissertator Status | Register 997 each semester until dissertation successfully defended |

| Application for Dissertation Defense and Graduation | Dissertation Defense | Apply via PAWS for graduation Using the Schedule Your Milestone Event using link through the PHD Spot |

| Signed Warrant returned by Major Professor | Completed defense | Major Professor will bring warrant to the defense and obtain signatures for processing |

| Submit Dissertation | When final copy complete | Submit to Graduate School using published deadlines. See UWM Graduate School website for most current dates |

| Graduation | Graduation | Order regalia and attend ceremonies: College of Nursing Pinning/Convocation(Saturday) University Commencement (Sunday) |
University of Wisconsin – Milwaukee
College of Nursing

PhD Program: Steps in Developing and Submitting a Cogent and Appropriate Plan of Study

To help the student plan an individualized and appropriate plan of study, the following guidelines should be follow:

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. Methods courses 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. Student 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 the 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 appropriate 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 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 an updated plan of study form be completed and submitted to the Director of the PhD Program for approval.
### Request for Approval of Major Professor

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Area of Student Research:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Major Professor(print name)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PhD Program Director</th>
<th>Date</th>
</tr>
</thead>
</table>
Formal Plan of Study

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 (3 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

Specialty Credits (12 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

<table>
<thead>
<tr>
<th>Name of Faculty Member</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 885</td>
<td>Advanced Quantitative Methods (3 credits)</td>
<td></td>
</tr>
<tr>
<td>NURS 886</td>
<td>Advanced Qualitative Methods (3 credits)</td>
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</tr>
</tbody>
</table>

Dissertation (minimum 3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 997</td>
<td>Doctoral Dissertation (3 credits each semester as dissertator)</td>
<td></td>
</tr>
</tbody>
</table>

Proposed area of dissertation research: ____________________________________________

Anticipated areas of expertise required of dissertation committee members: _______________________

**Minor Option Selected:**  ☐ A (requires minor professor) ☐ B

<table>
<thead>
<tr>
<th>Examination</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Comprehensive Preliminary Examination:</td>
<td></td>
</tr>
<tr>
<td>Mandatory Completion Semester:</td>
<td></td>
</tr>
</tbody>
</table>

**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.)*

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date Plan Completed</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Major Professor Signature</th>
<th>Minor Professor Signature (if Option A selected)</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>PhD Program Director</th>
<th>Date Plan Approved by Committee</th>
</tr>
</thead>
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<tr>
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</tbody>
</table>
Checklist for Submitting Formal Plan of Study

1. Plan for core courses is identified.

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

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

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

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

6. The Narrative (use following items as headings)
   - Includes brief review of student's educational and professional background.
   - Includes brief description of special qualities or experience relative to area of specialization.
   - Includes indication of proposed area of specialization and brief rationale for coursework. If Minor Option A is selected, courses toward the minor are identified.
   - Includes proposed area of dissertation and a description of the relationship between it and the coursework.
   - Includes a brief rationale for choice of Major Professor.
   - Append catalogue statements for all courses taken outside the College of Nursing.
University of Wisconsin-Milwaukee
College of Nursing

Request for Change in Major Professor
PhD Program

Student Name: __________________________________________________________

Name of Current Major Professor: _______________________________________

Name of New Major Professor: __________________________________________

Rationale for Change in Major Professor: _________________________________

__________________________________________________________

Current Major Professor: ___________________ Date: __________

Signature

New Major Professor: ______________________________________ Date: ______

Signature

Approved by PhD Program Director: __________________ Date: __________

Signature

After all signatures are secured, forward a copy to the Academic Advisor for Doctoral Students
Cunningham Hall 135

Previous doc # was GPC # 12-5-14, GPC Revised & Approved 5-5-17 to have separate form for
DNP & PhD, 9/7/18 GPC revised & approved PhD page only, 9/21/18 CON approved
Name of Student: ___________________________ Year of Annual Review: ________________

The purpose of this 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.

Directions: Students should:
- complete Section A before the meeting,
- submit the form to their Major Professor
- and make an appointment [in person or via telephone] to discuss their annual review

Major Professors should:
- complete 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 Director of Graduate Programs 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 in review, in press, accepted and published) (provide in APA reference format).
E. Academic and professional awards and honors received.

II. AREAS OF GROWTH AND DEVELOPMENT

A. Indicate what you have done this year to facilitate your progression in the doctoral program.

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

FUTURE PLANS

A. List your academic goals for the next year.

B. 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 (to be completed by major professor and student):

STATUS:

__Progress Satisfactory  Consultation Required  ____Plan Required  Review Required

Signature of Student / Date                                     Signature of Major Professor/Date

Revised by GPC 05/06/11, Retained & Reaffirmed by GPC 4-21-17, 9/7/18 GPC updated & approved, 9/21/18 CON approved
PhD Qualifying Examination Guidelines

University of Wisconsin-Milwaukee
College of Nursing

Purpose of the Qualifying Examination

This examination immediately follows the first year of full-time study in the PhD program doctoral degree. Successful completion is required to move to year 2 in the PhD program. The qualifying examination consists of the successful completion of a written exam.

All PhD students will take the uniform qualifying exam to ensure they are progressing in their ability to think critically and analyze and synthesize content from the core areas of philosophical, theoretical, and scientific knowledge.

This content is covered in 6 required first year courses:
NURS 801: Foundations of Inquiry for Health (3 cr.)
NURS 802: The Science of Nursing (3 cr.)
NURS 808: Multivariate Statistics (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.)

The exam process will be one in which students respond to a common set of exam questions that focus on broad doctoral course content, rather than on specific content of interest to individual students. Students can then apply knowledge related to their specific research interests in their response to the broad questions. This approach will promote consistency in the process used to assess students’ knowledge.

The qualifying exam will be a written exam, offered annually at the end of the spring semester, in the interim between final exam week and the start of Summer Session I. All students must be registered during the spring semester in which the examination is taken, in accordance with the Graduate School Handbook.
University of Wisconsin-Milwaukee
College of Nursing

Doctor of Philosophy (PhD) Comprehensive Exam

I. Purpose of the Comprehensive Preliminary Examination

This examination immediately precedes admission to candidacy for the PhD 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 doctor of philosophy degree in nursing 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, policy analysis and (d) to ascertain the impact of the student’s area of research study on the 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 after 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 a majority of the 4 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 will be terminated from the PhD program.

E. The Major Professor is responsible for sharing the results of the written component of the exam with the student within 2 weeks of the completion and submission of the written exam. The oral exam must be scheduled within six weeks from the last date on which the written component of the comprehensive examination was taken/submitted. The outcome from the oral component of the comprehensive examination must be communicated to the student at the completion of the oral component of the comprehensive examination. The Major Professor is responsible for the communication of all outcomes of both components of the comprehensive examination 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 PhD program must sit and pass the written and oral components of the comprehensive examination within 5 years of initial enrollment

IV. Process for Completion of Written Component

The major professor and committee members are responsible for developing clear instructions about the exam including the number of pages allotted per question. Clear instructions are to be given to the student on the exam. Thus, the student will not have an opportunity to ask questions related to how to address the questions as they proceed in taking the exam. The outcome of the written component of the exam must be communicated by the major professor to the student within two weeks from the last date on which the written component of the comprehensive examination was taken/submitted.

Take home option:
A 1-week take-home option for the written component of the comprehensive examination 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 their major professor within the allotted timeframe. Once the major professor receives the completed written exam, they are responsible for sending the submitted written exam out to all committee members and obtaining the decision of each faculty member on the written component of the exam.

In house option:
In agreement with the major professor, a student may also decide to take the PhD comprehensive qualifying exam in-house. In such a case, the major professor in consultation with the PhD 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 with a 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 breaks (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 reference.

Assessment and Evaluation of the Written Comprehensive Exam will be based on the following:

Responses to questions asked on the written component of 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**

A. 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.

B. The oral exam must be scheduled within six weeks from the last date on which the written component of the comprehensive examination was taken/submitted.

C. 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.
VI. 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. The major professor completes the online PhD milestone indicating the status of the outcome of the comprehensive exam.

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 an "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 when the MP and Program Director, and Graduate School signs off granting approval to the student 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.

dp006.86 Approved by Doctoral Faculty, 11/3/86, Rev. Doctoral Faculty 3/2/87, 3/19/90 Rev., 10/19/92 GPC Rev. 10/7/94 GPC Revised & renamed (GPC Doc. #11-02-95). 11/3/95 GPC revised & approved, 9/2/05 editorial changes, 6/29/06 GPC Revised by incorporating GPC doc. # 11-01-95, approved 5/4/07, Revised by GPC, 4/3/15. Previous doc # was GPC #11-02-95C & then GPC #11-02-95D, GPC Revised & Approved 5-5-17, 9/7/18 GPC updated & approved, 9/21/18 CON approved
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
Editorial 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:**

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Above Average</th>
<th>Adequate</th>
<th>Inadequate</th>
</tr>
</thead>
</table>

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 _____________________________________________
**Comprehensive Examination Evaluation – Student Achievement of PhD Program Objectives**

Student Name: __________________________________________________________

Option: ___________________________ Date of Examination: __________________________

Please evaluate student performance in regard to achievement of program objectives in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Very well</th>
<th>Adequate</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods:</td>
<td></td>
<td></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>
<td></td>
<td></td>
</tr>
<tr>
<td>Theory and Philosophy:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>articulates philosophical and theoretical foundations for study and links to nursing as a discipline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substantive Area of Interest:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>demonstrates synthesis of current and historical knowledge in area of focus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>articulates policy role and implications related to area of focus</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Graduate School Dissertation Policies

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 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 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), 2 additional Graduate Faculty in the College of Nursing, 1 Graduate Faculty (outside of the nursing and department)

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.
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
University of Wisconsin-Milwaukee
College of Nursing

Role of PhD Major Professor and Dissertation Committee

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 4 voting members. Two members of the committee must be nurses in the College of Nursing. The committee must have at least 3 UWM graduate faculty members, including the major professor.

   1. Major Professor, UWM graduate faculty member in the College of Nursing
   2. 1 UWM graduate faculty member in the College of Nursing,
   3. 1 UWM graduate faculty member in the College of Nursing or at UWM
   4. 1 additional graduate faculty at UWM or at comparable institution (outside of nursing and the department)

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 1-3 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/docto loral/#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 Graduate School Warrant form certifying the completion of the dissertation and successful dissertation defense 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.
Final dissertation defense is scheduled in consultation with your major professor.

Upon approval of Major Professor, students schedule the final defense by entering Office 365 then SharePoint then The PhD Spot to use “Schedule Your Milestone Event.”
**Summary of University Policies**

**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 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:

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

It is inappropriate to copy or use the work of others without appropriate citations and references.
A. All students in the College of Nursing programs (or taking program courses) are expected to demonstrate that they are prepared to practice nursing. This preparation results from the combination of successful completion of university coursework and the demonstration of important human characteristics and dispositions that all nursing professionals should possess. Students will demonstrate patterns of professional behavior consistent with the UWM College of Nursing Core Values which include accountability, collaboration, human dignity, integrity and diversity.

Throughout this document there are references to “others”, which can include peers, faculty, staff, clients and their families.

1. General Requirements

   a. Attends all classes and clinical (includes skills lab and simulation) experiences as required. Preparedness and punctuality are expected at all times for class and clinical experiences.

   b. Completes assignments according to timelines designated by the course instructor.

   c. Scholastic Integrity
      Demonstrates honesty and integrity by being truthful about doing one’s own work; giving credit for ideas and work of others; and providing proper citation of source materials.

   d. Communication Skills
      Demonstrates the written and oral skills expected of a nursing professional and demonstrates the ability to comprehend information and communicate ideas and feelings appropriately.

      (1) Written: Writes clearly, uses correct grammar and spelling. Demonstrates professional level skills in written English to convey content presented in the program and to adequately complete all written assignments.

      (2) Oral: Communicates effectively with others. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates professional level skills in spoken English to understand content presented in the program and to adequately complete all written assignments.

      (3) Inappropriate Communication: Refrains from inappropriate communication with others including verbal, written or electronic communications by cell phone, text messaging, email, instant messaging, blogging, “Facebooking”,

2. Personal and Professional Requirements

a. Synthesizes previously learned knowledge, new knowledge, and safety and quality principles into the care of all clients.
b. Does not reveal confidential information concerning others unless disclosure is consistent with the law and serves professional purposes or is required by law.
c. Meets the needs of the client from a biological, psychological, sociological and cultural standpoint.
d. Practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines set forth in the course syllabus, the UWM College of Nursing Student Handbook, and the rules and regulations of the health care agency or agencies that are the site(s) of the clinical practicum.
e. Practices according to the American Nurses Association Code of Ethics and the Standards of Practice.
f. Demonstrates behaviors that are congruent with the ANA Position Statement on Incivility, Bullying, and Workplace Violence in all class related interactions.
g. Demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.
h. Demonstrates interpersonal skills that are required for successful nursing practice. These skills include the abilities to:
   (1) seek, accept and act upon constructive feedback.
   (2) participate thoughtfully in the self-evaluation process
   (3) recognize own limitations and seek appropriate assistance
   (4) respect individuals, families and communities perspectives about health care.
   (5) separate personal and professional issues in the classroom and in the clinical setting.
   (6) work collegially with others in the classroom (individually or in groups) and within teams in the clinical setting in a manner that demonstrates civility and respect
   (7) act always for the benefit of clients by advocating for equitable care.
i. The student maintains professional relationships with others and does not abuse or bully others in physical, emotional, verbal, or sexual ways or otherwise cause physical or emotional harm.
jj. The students demonstrates good personal hygiene habits and dresses appropriately for professional contexts.

3. Cultural and Social Attitudes and Behavior
a. Exhibits respect for people in all settings.

b. Understands and appreciates the value of diversity and looks beyond themselves in interactions with others; respect differences of race, gender, ethnicity, sexual orientation, religion, social class, national origin, and disability.

c. Works productively with their peers.

d. Speaks in a manner appropriate to the context of all settings.

e. Demonstrates positive social skills in professional and social interactions with others.

4. Social, Emotional, Cognitive and Physical Skills

a. Stress Management
   The student demonstrates the ability to deal with life stressors through the use of appropriate coping mechanisms. The student handles stress effectively by using appropriate self-care and developing supportive relationships with peers, and others, seeking assistance as necessary.

b. Emotional, Physical and Cognitive Capabilities

   (1) Uses sound judgment.

   (2) Demonstrates the emotional, physical and mental health required to function effectively as a nursing student.

   (3) Is not impaired by the use of any substances (e.g. alcohol and drugs)

   (4) Thinks critically about patient centered care, professional nursing practice and evidence-based practice.

   (5) Demonstrate reflective practice.

   (6) Is flexible, open to new ideas, and willing and able to modify their beliefs and practices based on in the classroom and clinical settings.

B. Student Review Process for Unprofessional Behavior

Students exhibiting unprofessional and/or disruptive behaviors may be asked to leave the classroom by faculty and later referred for further assessment and intervention. This may include referral to the Dean of Students Office for possible disciplinary action per the UWS Chapter 17.

Additionally, academic misconduct (i.e. plagiarism, etc.) will be handled in accordance with
UWM policies and procedures. These are specified in UWS Chapter 14 and the UWM implementation provisions of Faculty Document 1686. These provisions can be found at:
http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/

All students referred for review are expected to participate in the review process. These are elements of the process:

- There are three different levels of review that are not necessarily progressive in nature. (Informal, Level I and Level II).
- An informal review may not go beyond the informal review
- If students refuse to participate in the review, it will proceed without the benefit of their input.
- The level of review will depend on factors such as the nature, severity, frequency of the incident or concern. For example, serious repeated violations may result in immediate Level II review.
- Any behavior that is clinically unsafe and endangers patients, staff or others can result in immediate removal from clinical and Level II Review. Behavior that endangers the ongoing UWM partnership with a clinical site will result in immediate Level II Review.

1. Informal Review

An informal review involves a faculty/teaching staff member and a student. When a faculty/teaching staff member has concerns about a student meeting any of the professional expectations criteria, the faculty/teaching staff member will:

a. discuss the concerns directly with the student and seek to work with the candidate to resolve difficulties;

b. advise the program director in order to identify potential patterns and issues related to the student;

c. document dates and content of meetings with student using the Informal Review Summary form;

d. provide the student with a copy of the Informal Review Summary form, and place a copy of the form in the student’s program file. Informal reviews of students in pre-nursing courses will be referred to the Dean of Students office.

2. Formal Review: Level I

When a faculty/teaching staff member is sufficiently concerned about a student’s behavior, s/he will fill out the Formal Review - Level I form. These forms are to be turned in to the appropriate Program Director or his or her designee.

A three-way conference will then be scheduled with the faculty/staff member, the student and the appropriate Program Director or his or her designee. During this
conference, a plan for remediation will be developed using the *Remediation Plan* form. The nature and content of the plan will depend on the specific situation. However, all remediation plans will be stated in measurable, objective terms, include a reasonable timeline, and be signed by all parties involved. If the student fails to meet the requirements of the remediation plan(s) he/she will be placed on Level II Formal Review. If the student successfully completes the remediation plan, probationary/remedial status will be removed. The remediation plan may continue for more than one semester, depending on the individual circumstances.

3. **Formal Review: Level II**

If a second incident or concern is reported involving the same student, the student has failed a remediation plan during the Level I Review, or the seriousness of the incident or concern warrant it, the appropriate Program Director, the faculty/teaching staff member and/or the Level Coordinator will be convened. This group will meet to:

a. review the paperwork,

b. interview the faculty/staff members who have instructed/had contract with the student,

c. interview the student, and

d. make a determination regarding the student’s ability to continue in the program.

e. document the review using the *Formal Review – Level II* form

f. provide student with a copy of the *Formal Review – Level II* form, and place a copy of the form in the student’s program file.

The **Student Advisor** assists the student in preparing an appeal with the appropriate forms and logistics for an appeals meeting directing students to the appropriate resources throughout the process.

The student is afforded due process throughout these proceedings. Following a Level II review, an appeal may be requested using the procedure established by the appropriate program committee (UPC or GPC) using a sub-committee for student appeals from the appropriate committee.
I have reviewed and understand the UWM College of Nursing Professional Expectations of Students in Academic and Clinical Settings Policy

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Date

UPC & GPC approved to become new Curricular Policy CP # 05-01-17, May 2017
College of Nursing
Professional Expectations of Students in Academic and Clinical Settings Policy
Informal Review Summary

Nursing student’s name: ____________________ Course number: ______________

Is the concern? (Check all that apply.)

☐ Academic Requirements       ☐ Personal & Professional Requirements
☐ Clinical Requirements       ☐ Social Emotional Skills
☐ Cultural & Social Attitudes and Behavior

Directions:

1. Check (above) the category subheadings from the Professional Expectations Policy document that apply to the situation.
2. Summarize the concern and the discussion with the student about the concern. Attach any additional relevant documentation.

I have discussed the concern(s) and possible solutions with the student.

Instructor Name: ____________________________________________________________

Instructor Signature: ____________________________ Date: ______________

Student Signature: ______________________________ Date: ______________

Curriculum Coordinator Signature: __________________________ Date: ______________

Program Director’s Signature: ____________________________ Date: ______________

Provide the student with a copy of this form and give a copy to the Program Director to place in the student’s program file.
College of Nursing
Professional Expectations of Students in Academic and Clinical Settings Policy
Level I-Formal Review

Student’s name: ___________________________ Course number: ________________

Is the concern? (Check all that apply.)

☐ Academic Requirements ☐ Personal & Professional Requirements

☐ Clinical Requirements ☐ Social Emotional Skills

☐ Cultural & Social Attitudes and Behavior

Directions:

1. Check (above) the category subheadings from the Professional Expectations Policy document that apply to the situation.

2. Briefly describe (on page 2) the behavior, situation, or class requirement that motivated you to complete this form and the setting(s) in which it was recognized. Please be factual and specific.

3. Address (on page 2) how the behavior, situation, or class requirement described above impacts the student’s ability to meet specific course objectives.

4. Attach any additional relevant documentation.

5. Complete the Remediation Plan form.

Student Signature indicates notification regarding concerns (s) and is not an indication of agreement.

Student Signature: ___________________________ Date: ________________

Instructor signature indicates that the student has been informed in writing of the concern(s) and of the Professional Expectations Level 1 referral.

Instructor Signature: ___________________________ Date: ________________

Curriculum Coordinator Signature: ___________________________ Date: ________________

Program Director’s Signature: ___________________________ Date: ________________

Please provide the student with a copy of this form and the remediation form. Return this form and the Remediation Plan to the Program Director to be placed in the student’s file.
College of Nursing
Professional Expectations of Students in Academic and Clinical Settings Policy
Remediation Plan

Student’s name: ___________________________ Course number: ______________

Is the concern related to: (Check all that apply)

☐ Academic Requirements  ☐ Personal & Professional Requirements
☐ Clinical Requirements  ☐ Social Emotional Skills
☐ Cultural & Social Attitudes and Behavior

Directions: Indicate below the remediation plan for this student. Include timelines and benchmarks if appropriate.

Student signature indicates the agreement with remediation plan and consent to follow the plan.

Student Signature: ___________________________ Date: ______________

Instructor Signature: ___________________________ Date: ______________

Curriculum Coordinator Signature: ______________ Date: ______________

Program Director Signature: ___________________________ Date: ______________

Please provide the student with a copy of the remediation plan and return this form to the Program Director to place in the student’s file.
College of Nursing
Professional Expectations of Students in Academic and Clinical
Settings Policy ~ Level II Formal Review

Student’s name: ______________________ Course Number: ______________________

Is the concern? (Check all that apply.)

☐ Academic Requirements ☐ Personal & Professional Requirements

☐ Clinical Requirements ☐ Social Emotional Skills

☐ Cultural & Social Attitudes and Behavior

Directions:

1. Check (above) the category subheadings from the Professional Expectations Policy document that apply to the situation.
2. Briefly describe (on page 2) the behavior, situation, or class requirement that motivated you to complete this form and the setting(s) in which it was recognized. Please be factual and specific.
3. Address (on page 2) how the behavior, situation, or class requirement described above impacts the student’s ability to meet specific course objectives.
4. Attach any additional relevant documentation.

Academic requirements or clinical requirements:

Disposition of case:

Following the review of the evidence presented from the previous professional expectations meetings, and after interviewing the student in question and the instructor involved with this case, the College of Nursing Program Committee has made the following recommendation:

☐ Student is allowed to proceed in program without further remediation plan.

☐ Student is allowed to proceed in the program with remediation plan (attached).

☐ Student is not allowed to proceed in the program and is being dismissed from the program effective immediately.

*Student signature indicates notification regarding the College of Nursing (CON) Program Committee’s decision and is not an indication of agreement.*

Student Signature: ___________________________ Date: ______________

CON Prog. Comm. Chair Signature: ___________________________ Date: ______________
Technology Use and Electronic Media Policy

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.
The University of Wisconsin–Milwaukee (UWM) College of Nursing generally represents that the recipient of a baccalaureate or higher degree from a professional nursing program has been educated to competently practice nursing in all healthcare settings and to apply for RN licensure in the State of Wisconsin. In light of this, UWM’s College of Nursing’s programs leading to licensure or advanced practice in nursing require students to engage in a variety of complex and specific experiences. The successful completion of these experiences is necessary for the nursing student to demonstrate the integration and application of a broad body of knowledge and suite of skills necessary to deliver safe and effective professional nursing practice across the spectrum of health and illness experienced by patients.

To this end, nursing requires a combination of physical abilities and motor skills, sensory abilities, affective, interpersonal, and communicative skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism in order to satisfactorily practice. These abilities and skills are essential not only to deliver safe and effective professional nursing to patients, but also to ensure the health, safety, and well-being of the nursing student, fellow nursing students, faculty, other healthcare providers, and the community. As such, nursing students must possess the following essential abilities, which are necessary to possess and demonstrate competence in professional nursing, in order to be admitted to, continue, and successfully complete professional programs at the UWM College of Nursing:

**Physical Abilities and Motor Skills**
Nursing students should have sufficient physical abilities and motor function so that they are able to execute movements required to provide general care and treatment to patients in all healthcare settings. For example: For the safety and protection of individuals, the nursing student must be able to perform basic life support, including CPR, and function physically in an emergency situation. The nursing student must have the ability, within reasonable limits, to safely assist an individual in moving, for example, from a chair to a bed, or from a wheelchair to a commode, using appropriate bioengineering equipment consistent with national guidelines (e.g., the National Institute of Occupational Safety and Health) and to hold or otherwise care for infants and small children to meet their healthcare, emotional, and developmental needs. Fine motor skills and other psychomotor skills, including the use of one or both upper extremities, hands, and fingers, are needed for some essential tasks.

**Sensory Abilities**
The nursing student must have sufficient: visual acuity to see details near and at a distance, as well as be able to discriminate colors accurately; auditory acuity to hear conversation and other sounds in order to assess and protect the health and safety of individual patients and others in the vicinity; and intact tactile sensation to assess (e.g., hot/cold; rough/smooth) and perform appropriate professional nursing functions. Sight and hearing are also necessary to communicate...
accurately and effectively. Auditory-visual-tactile perception and integration are needed to perform most essential nursing functions.

**Situation-Appropriate Affect, Communication, and Interpersonal Skills**
A nursing student must be able to communicate effectively with others, and effective communication requires consistency of message, integration of information, and synchrony with circumstances and other data. Situation-appropriate affect is necessary to convey emotions appropriate for the circumstances, and at the same time, to engage in interpersonal communication effectively and sensitively with others. The nursing student must express his or her ideas clearly and appropriately. (See also Behavioral/Emotional section below.) A nursing student must be able to convey or exchange information to conduct an appropriate health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The nursing student must be able to communicate effectively in oral and written forms and interpret non-verbal communication. He or she must be able to process and communicate information on the patient’s status with accuracy in a timely manner to other members of the healthcare team.

**Cognitive**
A nursing student must have sufficient cognitive abilities to be able to measure, calculate reason, analyze, integrate, and synthesize in the classroom and a variety of nursing practicum settings. The nursing student must be able to quickly read and comprehend extensive written material, as well as comprehend oral communication. He or she must also be able to effectively gather information to assess and evaluate individuals, families, groups, and community/environmental situations, and act in a timely fashion using critical thinking. Likewise, the nursing student must be able to select from a plethora of existing information to assess and evaluate the same and take action that shows evidence of integrative functions and critical thinking. Clinical judgment requires the integration of information that results in rational, timely, and informed action, and the anticipation of consequences associated with those actions (or inactions). He or She must be able to engage in critical self-evaluation, including demonstrating a willingness and ability to give and receive feedback and to make a correct judgment in seeking supervision and consultation in a timely manner.

**Behavioral/Emotional Sensitivity**
A nursing student must have the emotional ability required to fully use his or her cognitive abilities, employ good judgment and carry out all responsibilities in a timely manner with respect to his/her professional nursing functions. In addition, the nursing student must be able to develop and maintain professional, sensitive, and effective relationships with individual patients, families, students, and others with whom he or she has professional contact, regardless of the circumstances, which frequently can be stressful. The nursing student must be able to control impulsive behaviors and act in a socially responsible way regarding his/her own behavior and recognize the same in others and take appropriate action as warranted. The nursing student must have the emotional stability to function effectively under stress and to adapt to the environment, which can change rapidly and unpredictably. The nursing student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The nursing student must be cognizant of his or her values, attitudes, beliefs, affect, and experiences and how these things may influence his/her own perceptions, behaviors, and relationships with others. The nursing student must be able and willing to examine and change...
his or her behavior when it interferes with relationships with others so that he or she can function effectively and collaboratively in diverse academic and work environments.

**Professional Conduct**
The nursing student must be able to practice nursing in an ethical and professional manner adhering to the professional code of ethics and professional standards. S/he must possess characteristics including integrity, honesty, compassion, empathy, altruism, responsibility, and acceptance of differences. Nursing students must be able to engage in healthcare delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults of all ages, developmentally disabled persons, medically compromised individuals, individuals from all socioeconomic strata, and other vulnerable populations.

Professional conduct is expected in both the academic and clinical/community environments. A nursing student must meet UWM’s attendance requirements in all didactic courses and clinical activities.

**Reasonable Accommodation for Disabilities**
UWM provides reasonable accommodation to qualified students with a disability. Upon admission, a nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The UWM College of Nursing will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden. To matriculate or continue in the curriculum, the nursing student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to:

**UWM Accessibility Resource Center (ARC)**
Mitchell Hall Room 112
P.O. Box 413
Milwaukee, WI 53201-0413 V/tty (414) 229-6287
Fax: (414) 229-2237 [http://www4.uwm.edu/sac/zforms.html](http://www4.uwm.edu/sac/zforms.html)

**Acknowledgements and References**
The aforementioned policy has been significantly modified from Katz, J.R., Woods, S. L., Cameron, C.A., & Millam, S. (2004). Essential qualifications for nursing students. Nursing Outlook, 52, 277-288, as well as informed by these other key sources:

Progression in Graduate Level Programs and Certificates in the UWM College of Nursing

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

A = 95-100
A- = 93-94
B+ = 91-92
B = 87-90
B- = 85-86
C+ = 83-84
C = 79-82
C- = 77-78
D+ = 75-76
D = 72-74
D- = 70-71
F = Below 70
Graduate Appeals Subcommittee

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.
Grade Appeal Statement and Procedures

GRADUATE APPEALS SUBCOMMITTEE

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 School and Faculty Handbook under "Appeals of Academic Decisions."

- 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 school 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 procedure 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 College of Nursing 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 school 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. 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
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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.

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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.
STATEMENT OF GRADE APPEAL
UNIVERSITY OF WISCONSIN – MILWAUKEE
COLLEGE OF NURSING

Student’s Name____________________________________ ID# __________________

Phone___________________________________________ Email ______________________

Address ____________________________________________

Please review the Appeals Procedures in the College of Nursing Graduate Student Handbook.


2. Specific Decisions/Actions which are being appealed.
3. What outcome/resolution is being sought?

4. Evidence in support of student’s position. (Also attach any written documentation you desire the committee to consider).

Student Signature_________________________ Date __________
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: ______________________
# 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(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(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 (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%.
College of Nursing Request for Graduate Exception form

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: ____________________________________________  Last  First  Middle Initial

Email address: ____________________________________________

Mailing Address: ____________________________________________  City   State   Zip

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 ______________________

Faculty Advisor/Major Professor Signature ______________________ Date ______________________

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: ______________________
Nursing and Campus Resources (not an exhaustive list)

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

Mental Health Resources Visit
https://uwm.edu/mentalhealth/forstudents/

Panther card Office located at Union W198, across from the Union Ballroom and next to the Union Art Gallery. Submit your ID photo online, you can even use your selfie
Manage your PantherCard online: add funds, view balances and review spending history at
GET UWM

PANTHERCARD

Transportation Services: Prowl Line
Prowl Line is a supplemental bus service that provides direct transportation from the Capitol and Humboldt (UPARK) Surface Lot to the UW-Milwaukee Kenwood Campus, and the North Ave Residence Halls; Cambridge Commons, Riverview Residence Hall, and Kenilworth Square Apartments. To use the service, riders need to present their PantherCard to a scanner for the driver. Guests of UWM Housing residents may accompany a UWM student, and must present photo identification to the driver.

Tuition and Fees Information-UWM
Tuition and fees for each semester are located at
https://uwm.edu/onestop/finances/estimating-your-costs/ tuition/
NOTE: Doctoral students in the Online PM DNP or Online PhD pay a $935.00 per credit.

The PhD Spot for all student forms, and other related information to help you navigate your PhD degree.

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

Academic Calendar-UWM
Calendars for each semester, including holidays, deadlines and other important dates
https://uwm.edu/secu/calendars/

UWM E-MAIL ACCOUNT To activate your email account, go to:
https://wwwssl.uwm.edu/uits/ePanther/aa/ Issues with your UWM email? Contact Help desk at 414.229-4040

NOTE
Email is one of the main communication vehicles the College of Nursing uses 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 thus prefer to use it to communicate with students. Please be sure to check your UWM email account regularly to remain an informed student.
WRITING EDITORS
Do you have trouble writing papers or expressing your thoughts clearly? The following editors could be consulted to work with you during your writing. For example, they could assist you to state your thoughts more clearly, improve your language and grammatical abilities or integrate your thoughts by helping you improved papers, projects and better long-term writing skills. They will not write the papers for you. Students should contact editors for further information about fees associated with this service.

Please note: These individuals have no affiliations with the University of Wisconsin-Milwaukee.

Ron Kovach
Phone: (414) 708-6328
E-mail: ronkovach@yahoo.com

Mel Bromberg
Phone: (414) 218-2672
E-mail: mel@watershedint.com

Carolyn Washburne
Phone: (414) 961-1779
E-mail: ckw44@wi.rr.com

Pat Walsh
Phone: 414 732-9278
E-mail: patwalshwc@gmail.com

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

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/
Here are more books on writing available from the UWM Libraries.
They are all available as e-books.


Holland, K., & Watson, R. (2012) Writing for Publication in Nursing and Healthcare Getting It Right


Student Participation in College of Nursing Governance

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:

GPC #11-03-86A

College of Nursing Committees
Graduate Program Committee & Research Committee

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 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.

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 facilitate 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 WCNRE 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.