



**UNIVERSITY OF MARYLAND**  

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**SCHOOL OF NURSING**

# **DOCTORAL PROGRAM**

**STUDENT HANDBOOK  
2004 - 2005**

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## DOCTORAL PROGRAM OVERVIEW

The University of Maryland's Ph.D. program is designed to meet the educational needs of nurses who are committed to playing a significant role in the continuing discovery, amplification, and refinement of nursing knowledge. Its purpose is to prepare scholars and researchers who will advance the theoretical and empirical basis for nursing practice and will provide visionary leadership to the profession.

### Underlying Beliefs

The doctoral program is based on the belief that nursing has a distinct body of knowledge which can and must be extended, verified and revised using the methods of scholarly inquiry. Nursing knowledge, while distinct, is not isolated or exclusive. It involves the selection, integration and expansion of knowledge from nursing and other disciplines and the application of this knowledge to the understanding of health and illness and to the analysis and improvement of nursing practice.

Nursing knowledge is derived from and guides nursing practice, which encompasses direct service to clients/patients as well as actions carried out in clinical and educational settings to facilitate and support direct nursing care. Nursing practice involves evaluation and judgment about client attributes and behaviors which may indicate a need for nursing, judgment regarding appropriate methods of nursing assistance, actions undertaken to help people attain an optimal level of health, and evaluation of the efficacy of nursing action. Another sphere of nursing practice includes the education, supervision and organization of those providing direct services; the procurement and allocation of resources; and the formulation and implementation of policy affecting nursing and health care. Nursing knowledge of practice must be extended and tested in order to effect improvement in nursing care.

### Program of Study

The ability to advance nursing knowledge must be grounded in study of persons as holistic beings, nursing action, the environments in which nursing is practiced and the principles and methods of scientific inquiry. This grounding is provided in a core of required courses which address the theoretical and empirical basis for nursing and the techniques of theory building and research. Throughout the required core courses, an integrative focus is maintained whereby theoretical and methodological approaches of the biophysical and behavioral-social sciences are selected and applied from the perspective of nursing.

Within the core courses opportunity is provided for students to build upon their educational and experiential backgrounds through a variety of individually selected learning experiences. Specialty courses, some of which are taken in related disciplines, provide additional flexibility to plan a course of study supportive to individual research interests and career goals.

The program design allows students to focus on study of the theoretical and empirical basis for a variety of nursing actions. Depth of knowledge in the specialty area is developed through required course work and related research experiences, selection of specialty and elective courses, independent study, and the dissertation research.

Nurses desiring preparation at the Ph.D. level as scholars and researchers may enter the doctoral nursing program at the University of Maryland at one of two points in their careers: either 1) after completing the baccalaureate degree with a major in nursing (post-baccalaureate entry option), or 2) after completing the master's degree with sub-specialty preparation and a major in nursing. Admission criteria and program requirements for the post-baccalaureate entry option, which are different from general program requirements, are discussed in the section which addresses this program option.

### Purpose and Objectives

The purpose of the Ph.D. program in nursing is to prepare scholars and researchers who will advance nursing science, thereby making more effective the practice of nursing, and who will provide innovative leadership to the profession. The program prepares graduates who are able to:

Construct, test and evaluate conceptual models and theories in nursing and related disciplines that reflect synthesis, reorganization, and expansion of knowledge.

Evaluate and apply appropriate research designs, measures, and statistics to the study of nursing and health phenomena.

Conceptualize practice phenomena from the perspective of frameworks and theory from nursing and related disciplines.

Design, conduct and communicate research relevant to nursing practice.

Facilitate the incorporation of new knowledge into practice.

Initiate, facilitate, and participate in collaborative endeavors related to the theoretical, conceptual and practical aspects of health care with clients, nurses and scholars from related disciplines.

### General Requirements

#### 1. Minimum Credits Required

Students are required to complete a minimum of 60 semester credits beyond the master's degree. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the doctoral program in nursing. Courses offered for transfer credit are evaluated individually by the Doctoral Program Director relative to Graduate School requirements, program requirements and the student's plan of study. Transfer of any more than 6 credits from another institution must be approved by the Doctoral Program Sub-Committee of the School of Nursing Curriculum Committee.

#### 2. Validation Examination

Each entering student is required to take a short examination in measurement and statistics in order to validate mastery of content which is prerequisite to NURS 850, 851, 852, and 853. The examination is taken prior to registration for the first semester of doctoral study. The student is expected to remedy identified deficits and must pass a retake of the statistics portion of the exam before enrolling in NURS 850, 851, 852, and 853. Courses taken to remedy deficits are not credited toward the doctoral degree.

#### 3. Integrated Scholarly Portfolio

At the completion of the doctoral program, students are recognized for their achievements in an elected area of expertise as documented in the Integrated Scholarly Portfolio. This expertise is evident in their ability to conduct research, communicate information to a variety of audiences, and provide service to the profession and the community. The inter-relationship among these manifestations of expertise is inherent when research results are communicated in manuscripts and in oral presentations that have been reviewed by peers, mentors, and referees. The Integrated Scholarly Portfolio is not the sole responsibility of the student nor of the advisor, but is a

combined, conjoint effort of all those involved in the doctoral program. The Portfolio is kept in the Office of Graduate Studies; the student maintains a duplicate copy.

The **Integrated Scholarly Portfolio** is separated into two categories. One category is comprised entirely of required items (\*); the other category allows selection of three items within it. One product may serve two purposes (e.g., paper presentation listed in item 7 may also count toward conference attendance listed in item \*5), although one product may not serve for every element. Many of these items may be achieved through course requirements.

**\*A. Curriculum vitae.**

**\*B. Demonstrated teaching experience.**

Manifestations might include presenting a workshop, providing a guest lecture, working in the skills or computer lab or being a teaching assistant. Teaching experience must be derived under faculty sponsorship that extends rather than continues the student's current level of experience.

**\*C. Demonstrated research experience.**

This work must involve completion of research rotations and research practica in conjunction with School of Nursing faculty researchers. Research experience must be derived under faculty sponsorship that extends rather than continues the student's current level of experience.

**\*D. Service to the school and profession.**

This aspect may include hosting potential students, participating in phonathons, providing assistance at graduate program information activities, serving as an officer of the Graduate Student Association, Doctoral Student Organization, Sigma Theta Tau, or being a committee member.

**\*E. Attendance at two research conferences**

Numerous local, regional, and national opportunities exist to achieve this component. Examples of conferences include UMB Graduate Student Research Conference, the Southern Nursing Research Society Conference, the Biennial State of the Science Conference, Sigma Theta Tau, and the National League for Nursing.

The **Integrated Scholarly Portfolio** also must include any three items selected by the student from items F-I below.

**F. Manuscripts in a publishable format (a minimum of 2) at least one of which must be data-based.**

These manuscripts may be single- or multiple-authored, collaborative works that emanate from ongoing research undertaken as part of a course requirement, from work as a research assistant, or as an individual effort.

**G. Paper or poster presentation at a scientific conference.**

Examples are the same as those listed in item 5, as well as a myriad number of nursing, interdisciplinary, and specialty area meetings.

**H. Manuscript in a publishable format based on the dissertation research.**

This manuscript is to be submitted to the dissertation committee at the time of the Defense.

**I. Submission of research grant application.**

Examples of funding sources to which students might apply include the National

Institutes of Health (e.g., National Research Service Award), private foundations, Sigma Theta Tau, American Nurses' Foundation, American Association of University Women, and other public and private sources related to individual specialty areas.

4. Preliminary Examination

Each student takes a written preliminary examination upon completion of selected required courses, constituting two semesters of full-time study or the equivalent (16-24 credit hours). The examination tests the student's ability to integrate knowledge from the areas of nursing theory, research design and statistics.

5. Comprehensive Examination

Each student takes a comprehensive examination upon completion of all required nursing courses and a minimum of 42 credit hours of course work. The examination has written and oral components and is an integrative experience which allows evaluation of the student's mastery of the chosen area of specialization and research.

6. Admission to Candidacy

The student may apply for admission to candidacy for the doctoral degree following successful completion (with a grade point average of 3.0 or above) of at least 42 credits of course work, including all required courses; and successful completion of preliminary and comprehensive examinations. The student must be admitted to candidacy at least 2 semesters before the date of graduation.

7. Dissertation

Each student is required to conduct an independent research project which adds to nursing's body of knowledge and to communicate the research in a written dissertation. A written dissertation proposal must be approved by a majority vote of the student's dissertation advisory committee.

8. Final Oral Examination

Each student is required successfully to defend the dissertation before a committee of faculty appointed by the Dean of the Graduate School. The final oral examination is scheduled following completion of the dissertation and approval by the student's dissertation advisory committee.

9. Length of Time to Complete Requirements

A student must be admitted to candidacy **within five years** after admission to the doctoral program and **at least one academic year** before the date on which the degree is to be conferred. The student must complete all program requirements **within four years following admission to candidacy**.

10. Residency

The equivalent of three years of full-time graduate study and research is the minimum (residency) required. Part-time study is available, although **full-time enrollment at the University of Maryland during two consecutive semesters is required**. It is recommended that these two semesters of full-time study take place early in the program; ideally this would be in the first year of study.

11. Cumulative Grade Point Average

The student must maintain a cumulative grade point average of 3.0 (on a 4.0 scale) throughout the program. Student progress is evaluated at the end of each semester of study by the Advisor who is responsible for notifying the Doctoral Program Director if a student's academic status is in jeopardy.

12. Continuous Registration

**Continuous registration of at least one credit per semester (Fall and Spring semesters) must be maintained by all PhD students from admission through graduation.** If the student is unable to engage in doctoral study for a given semester for health or personal reasons, a Leave of Absence Form must be completed and approval must be obtained from the advisor, Director of the Doctoral Program and the Graduate School. The student must be registered for credit during the term (Fall, Spring or Summer) in which the dissertation defense is scheduled and degree requirements completed.

Plan of Study

Each student plans collaboratively with his/her faculty advisor a plan of study which constitutes a unified program, planned within the framework of doctoral program requirements and the student's research interests and career goals. The Plan of Study is designed in conjunction with the student's Research Advisor and, submitted to the Director of the Doctoral for approval prior to the student's registering for elective and/or specialty courses. **The Program of Study is to be submitted to the Director of the Doctoral Program by the end of the first year of full-time study.** Descriptions of the major components of the doctoral program are included below. (See Proposed Plan of Study Form in Appendix A.)

**Core Courses:**

***Theory - 6 credits***

This component of the core addresses the theoretical and conceptual basis for nursing practice and the analysis, development, and testing of theory in NURS 840 and 841. Included are the study of key concepts in nursing and health care as well as the selection and integration of knowledge from nursing and other disciplines. Additional content on theory development and testing is integrated in research design courses (NURS 850 and 852) and then extended in a manner consistent with the specific focus of the chosen research area of a student within the context of the mentored research experiences. This approach allows for precise focusing of theoretical knowledge, specific to the chosen research focus of the students, which builds on the firm foundation of theory content essential for all students presented in required theory courses.

***Research and Statistics - 19 credits***

This component of the core addresses the techniques of measurement, design, and advanced data analysis essential to conducting nursing research. Students apply these techniques in developing and using measures and conducting research projects specific to their own interest. Experimental and non-experimental research methods are addressed to allow students to develop a repertoire of research skills. NURS 850, 851, 852, and 853 provide foundational content in these areas within the first year of study and concurrently provide the knowledge base needed for the research rotations and practica. Emphasis on and incorporation of theoretical linkages into the design courses further allows for the integration of content and learning experiences in grantsmanship providing students with the knowledge and skills to be able to submit an NRSA application or other application for funding as appropriate by the end

of their first year of study. Course assignments afford students learning opportunities encompassing all aspects of the research process and are driven by research to complement the practical research experiences. NURS 811 (Measurement of Nursing Phenomena), 812 (seminar in Nursing Measurement), and 816 (Multivariate Analysis in Health Care Research) in the second year comprise the remainder of credits in this area of core content.

### ***Research Experiences - 11-16 credits***

The required research experiences include research rotations and research practica that offer in-depth research experiences designed to foster connection of students with active faculty researchers to facilitate early identification of a research area. This immersion experience is individually tailored according to learning objectives negotiated between the faculty and student. The focus is faculty research. A periodic seminar facilitated by the course coordinator is used to assist in synthesizing these targeted mentored research experiences.

Five credits of research rotation are required as NURS 819; additional credits may be taken up to 10 credits total; these additional credits are highly recommended. During this course, students have the opportunity to work directly with two faculty research mentors (1 during each half of the semester) in mutually agreed upon research activities. A seminar provides an opportunity for synthesis of these learning experiences in relation to aspects of the research process. NURS 819 is taken only in blocks of 2,3 or 5 credits with 3 hours of research experience/week required for each 1 credit.

Research Practica (6 credits of NURS 818) provide an opportunity for students to work closely with faculty members in new and ongoing research projects with the focus shifting to the research area of the student. Mutually agreed upon objectives for learning experiences determine the content for these credits. A minimum of 3 credits must be taken with the student's research advisor to allow for further development of strong research relationships between student and mentor.

### **PhD Specialty Elective Courses - 12 credits minimum**

This component allows students to pursue an individualized plan of study that builds a specialized area of competence and supports their research interests and career goals. A portion of the elective courses is chosen from other disciplines (minimum of 3 credits) that contribute to the development of nursing knowledge through theoretical and methodological approaches. The student is able to draw upon the rich resources of the University System of Maryland in selecting courses and learning experiences from nursing and related disciplines. Course selection is approved by the student's Research Advisor. While the minimum number of required elective credits is reduced in the revised curriculum, it is recognized that additional credits may be required to support the research area of students. Elective courses are not taken until the student has selected a research advisor and their plan of study is approved.

### **Dissertation Research - 12 credits**

Each student must complete an independent original research project to be communicated in a written dissertation. The research must address questions of significance to the discipline of nursing.

## ADVISEMENT

### Overview

The doctoral and master's programs differ somewhat in the structure of the advisement system. In the doctoral program, each entering student is assigned to an Interim Advisor who functions in the capacity of an academic advisor until the student has selected a dissertation research topic and an appropriate Research Advisor to direct the research. Once selected, the Research Advisor assumes all advisement responsibilities, to include academic advisement and direction of the dissertation research project. A five-member Dissertation Research Advisory Committee is designated to provide assistance with monitoring the dissertation research.

### Qualifications and Selection of Faculty Advisors

1. Qualifications: Qualifications of faculty who may serve as advisors are specified by the Graduate School and doctoral program policy.
  - a) Interim advisors must be School of Nursing faculty who are either Regular or Associate members of the Graduate School faculty. They usually have expertise in the general area of the student's anticipated research interests.
  - b) Research advisors must be School of Nursing faculty who hold Regular membership on the Graduate School faculty. The Research Advisor must have sufficient expertise to guide the student's proposed area of research. In some instances, Associate Members of the Graduate School faculty may co-advise doctoral students along with a Regular member.
  - c) Dissertation Advisory Committee members must be members of the Graduate School faculty or be similarly qualified [if from outside the University of Maryland Graduate School, Baltimore (UMGSB)]. One member must hold an appointment in a department outside of Nursing. Members are chosen on the basis of expertise related to the student's research and must be approved by the Director of the Doctoral Program and the Graduate School. The members of the Dissertation Advisory Committee must be approved by the Dean of the Graduate School at least 6 months prior to the dissertation defense.
  
2. Selection:
  - a) The Interim Advisor is assigned to the student by the Director of the Doctoral Program in collaboration with the School of Nursing faculty who make admission decisions.
  - b) The Research Advisor is selected by the student with input from the Interim Advisor. Ideally, the student makes this choice following discussion with several qualified faculty members. It is expected that the student will choose a Research Advisor by the end of the second semester of study. The Interim Advisor, if qualified, may serve as the Research Advisor as well. The choice of a Research Advisor is based on mutual agreement between faculty member and the student. The Director of the Doctoral Program is informed of the student's selection by a written letter from the student. The Research Advisor chairs the student's Research Advisory Committee (Dissertation Committee).
  - c) The Dissertation Advisory Committee (Dissertation Committee) is selected by the student with input from the Research Advisor. The choice of Committee members is based on mutual agreement between Committee member, Research Advisor and student, and is subject to approval by the Director of the Doctoral Program and the Graduate School.

### Role of the Interim Advisor

The Interim Advisor represents a vital linkage between the entering student and the doctoral program. The Interim Advisor 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. The specific responsibilities of the Interim Advisor are to:

1. Interpret to the student the doctoral program design, requirements and policies.
2. Assist the student in planning objectives for doctoral study and clarifying career goals.
3. Assist the student in planning his/her program of study in accordance with program requirements, individual research interests and career goals.
4. Assist the student with registration procedures.
5. Approve and sign all registration materials, drop-add forms and other records.
6. Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, checking grades and meeting with the student.
7. Communicate evaluation of the student's academic progress in writing to the student and the Doctoral Program Director at the end of each year. (See End-of-Year Appraisal Form for Doctoral Students in Appendix.)
8. Maintain student records to include:
  - a. annual statement of student progress (Doctoral Program file).
  - b. notation of special advisement consultations, phone calls, etc.
9. Assist the student in selecting a dissertation research topic (general area for the research) and Research Advisor.
10. Forward the student's file to the Research Advisor.

### Role of the Research Advisor

The Research Advisor assumes the above responsibilities (#1-10) with respect to academic advisement of the student. In addition, the Research Advisor has the following responsibilities:

1. Assist the student with the selection of specialty and elective courses for pursuing a unified program of study supportive of the student's interests and career goals.
2. Ensure the Plan of Study has been completed and submitted to the Director of the Doctoral Program for approval before the student registers for elective/specialty credits. (See Preliminary Plan of Study Form in Appendix.)
3. Serve as Chairperson of the student's Dissertation Advisory Committee.
4. Assist the student in selecting a Dissertation Advisory Committee.

5. Assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, to include assistance with:
  - a. Selecting and delimiting a research topic;
  - b. Developing a written proposal for the research project;
  - c. Obtaining permission for the conduct of the study from the Institutional Review Board for the Protection of Human Subjects;
  - d. Carrying out the research as proposed (and approved); and
  - e. Developing the dissertation.
6. Notify the Director of the Doctoral Program in writing of the proposed dissertation topic and Dissertation Committee membership prior to the student's defense of the research proposal. (See Nomination of Members of the Doctoral Dissertation Committee Form in Appendix.)
7. Notify the Director of the Doctoral Program in writing when the student has successfully defended the dissertation research proposal. (See Notification of Doctoral Dissertation Committee's Approval of the Research Proposal Form in Appendix.)
8. Forward a copy of the approved dissertation proposal to the Director of the Doctoral Program.
9. In conjunction with the student, to determine his/her readiness to take the comprehensive examination, and subject to approval by the Director of the Doctoral Program, to appoint a committee to administer the comprehensive examination.
10. Serve as a member of the committee which administers the comprehensive examination to the student. (See Nomination of Members of the Comprehensive Examination Committee and Notification of Results of the Comprehensive Examination Forms in Appendix.)
11. Evaluate the student's progress toward completing candidacy requirements, and to complete and sign the Admission to Candidacy Form, forwarding it to the Director of the Doctoral Program and the Graduate School. (See Application for Admission to Candidacy for the Degree of Doctor of Philosophy Form in Appendix.)
12. Recommend to the Dean of the Graduate School via the Director of the Doctoral Program, the membership for the student's Dissertation Advisory Committee and Final Oral Examination Committee six months prior to the dissertation defense. (See Nomination of Members for the Final Doctoral Examination Committee Form in Appendix.)
13. Once the dissertation has been approved for defense by the student's Dissertation Advisory Committee, to send the certification form to the Director of the Doctoral Program for signature and forwarding to the Graduate School. (See Certification of Completion of Doctoral Dissertation Form in Appendix.)
14. Serve as the chairperson of the student's Final Oral Examination Committee.
15. Complete and forward to the Graduate School the Report of the Examining Committee form.
16. Approve and sign the final version of the dissertation.

### Role of the Dissertation Advisory Committee

This committee, selected on the basis of expertise relevant to the dissertation research, serves in an advisory capacity to the student and assures that the dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent researcher. The responsibilities of the Committee are:

1. To advise and ultimately approve (when appropriate) the dissertation research plans and the written dissertation proposal. Approval must be based upon majority rule.
2. To be available to the student for consultation regarding the research and the dissertation.
3. To read the dissertation and, when appropriate, to designate the dissertation to be defensible. The Committee's designation of the dissertation as complete and acceptable must be based on majority rule (as reflected by the signatures of 3 members on the certification form).
4. To communicate all Committee decisions in writing to the student and the Director of the Doctoral Program (Chairperson is responsible for this activity).
5. Generally, members of the Dissertation Advisory Committee are recommended to be members of the student's Final Oral Examination Committee.

### Change of Advisors

See the Graduate School policy for detailed procedures.

1. Requests for change of advisor should be forwarded to the Director of the Doctoral Program who coordinates reassignment of the student to another advisor.
2. A change in Research Advisor (and if appropriate, Advisory Committee membership) is indicated if the substantive area of the student's research changes markedly.
3. A change of advisor may be initiated by the Advisor or the Advisee without prejudice to themselves.
4. A change of membership on the Dissertation Advisory Committee must be recommended by the student's Research Advisor, subject to approval by the student, the Director of the Doctoral Program, and (following approval of the original Committee) the Dean of the Graduate School.

### Student Responsibilities with Respect to Advisement

The student is responsible for:

1. Communicating regularly with his/her advisor regarding progress, goals and plans.
2. Initiating contact with faculty members whom s/he is considering as Research Advisors.
3. Selecting a Research Advisor, in consultation with the Interim Advisor.
4. Initiating contact with faculty members being considered as members of the Dissertation Advisory Committee and comprehensive examination committee.

5. Selecting in collaboration with the Research Advisor and subject to approval by the Director of the Doctoral Program, members of his/her Dissertation Advisory Committee prior to registering for elective/specialty courses.
6. Communicating with Dissertation Committee members on a regular basis regarding progress, scheduling meetings (including the defense), etc.
7. Communicating to the Advisor and the Director of the Doctoral Program a desire to change advisors.
8. Becoming familiar with and complying with all relevant policies and procedures as set forth by the Graduate School and Doctoral Program of the School of Nursing.
9. Reporting problems that delay progress in completing the degree requirements to the Director of the Doctoral Program, and when appropriate, the Dean of the Graduate School.
10. Requesting appropriate approval of the Director of the Doctoral Program and ultimately the Graduate School where unusual problems have been encountered in meeting specific deadlines.

## PROGRESSION

### Categories of Admission

1. Unconditional Admission to Degree Program: This category is used for students who satisfy all Graduate School and Doctoral Nursing Program requirements, and are admitted without any provisions.
2. Provisional Admission to Degree Program: This category is used for students who fail to meet all Graduate School and Doctoral Nursing Program requirements, but who, in the opinion of the Graduate School and the Doctoral Teaching Faculty, demonstrate high potential for doctoral study. Three types of students are admitted under the category:
  - A student who has not yet completed the master's degree but is in the final semester.
  - A student with a G.P.A. less than 3.0 but greater than 2.75.
  - A student with a G.P.A. of 3.0 or above but whose previous academic program is lacking specific prerequisite courses.
  - A student with a G.P.A. of 3.0 or more, but who does not fully meet other Doctoral Nursing Program admission requirements.

Unconditional status is granted when the student has met the requirements identified in the individual letter of admission, e.g.,

- A student completes the master's degree and submits a transcript so stating.
- A student with a G.P.A. below 3.0 or marginal GRE scores will be granted Unconditional Status upon the attainment of "B" or better grades in every course of the first semester of full-time study (9 credit minimum) or 12 credits of part-time study.

- A student with marginal GRE scores in a particular component of the examination (e.g., quantitative) will be granted Unconditional Status upon completion of courses designated by the Doctoral Program Committee to signify competence in that component and also upon meeting the above course grade requirements.
- A student lacking prerequisite courses or content will be granted Unconditional Status upon completion of the required courses as identified by the Doctoral Program Committee. Courses taken to fulfill prerequisite requirements do not count toward the doctoral degree requirements.

The specific requirements for change to Unconditional Status will vary with the nature of the deficits. additional information, see Change in Academic Status.

#### Registration Procedures

The advisor (or in his/her absence, a designated faculty member or the Director of the Doctoral Program) signs registration materials. It is crucial that the student meet with his/her advisor for planning purposes prior to the registration period each semester.

If the student wishes to register for an elective course in another department on either the UMB or UMBC campus, permission of the course instructor should be gained in advance of registration.

If the student wishes to register for an elective course offered at another campus of the University of Maryland System, an Application for Inter-Institutional Enrollment form should be obtained from the Office of Admissions and Enrollment Management. Signatures of the advisor, Office of Admissions and Enrollment Management, and the Dean of the Graduate School are required before the form is taken to registration on another campus. Students should be aware that registration and course dates on the other campuses may differ from those at UMB. Students are expected to have met specified prerequisites for any course they wish to take.

In most instances when graduate courses in another discipline are being selected, it is advisable for the student and/or the Research Advisor to talk with the course instructor in advance of registration, in order to determine the appropriateness of the course for the student and to assess the student's ability to perform satisfactorily in the course given his/her previous preparation.

#### Continuous Registration Requirement

**All doctoral students are required to maintain continuous registration of a minimum of at least one credit each semester (Fall and Spring) from admission until graduation.** If a student is not involved in course work or independent study, the registration number should be NURS 899 Doctoral Dissertation Research. A student who is taking all courses off campus in a given semester should request a Leave of Absence (LOA) from the Dean of the Graduate School, so that he/she will not be dropped from the roster. Likewise a student who is unable to maintain continuous registration must complete the LOA form and receive approval in advance for an LOA from the advisor, Director of the Doctoral Program, and Dean of the Graduate School.

### Incomplete Grades

Students who do not complete course requirements on time because of illness or other extenuating circumstances may be given a grade of Incomplete (I) by the instructor. All work to rectify incomplete grades must be completed within one year following the course and the instructor must file a change-of-grade form with the Registrar's office. Students are advised whenever possible to complete requirements within the time allotted for the course. Incomplete grades must be rectified before taking Preliminary or Comprehensive Examinations. Incomplete grades do not count toward graduation. (See Graduate School Policy in Graduate Program in Nursing Handbook).

### Residency Requirement

Residency may refer either to 1) whether, for tuition purposes, an individual is considered a resident of the State of Maryland, or 2) the period of time during which an individual is enrolled in the University in pursuit of a degree. Specific policies relate to both of these areas.

#### 1) Residency for tuition purposes

A determination of residence status is made by the Office of the Registrar for each applicant to the graduate program. This decision may be appealed according to procedures outlined in the policy. Appeal procedures involve the filing of a petition with supporting documentation in the Office of the Registrar. The appeal may take up to 90 days, during which time the original decision applies. Students wishing to appeal or change the original decision because they have established residency should obtain necessary forms from the Office of the Registrar.

#### 2) Residency in the doctoral program

- a) A student has a period of nine (9) years after admission to complete program requirements. The student must be admitted to candidacy for the doctoral degree within five (5) years after admission to the program and at least one academic year before the date on which the degree is to be awarded. The student must complete all program requirements within four (4) years following admission to candidacy.
- b) The Graduate School states that the equivalent of three (3) years of full-time graduate study and research is the minimum residency required. The three-year period refers to all degree-related graduate work, thus includes time spent earning the master's degree. The Graduate School requires that the equivalent of one of the three years of full-time study be spent at the University of Maryland.
- c) Doctoral Program policy states that although part-time study is allowable, each student is required to enroll for full-time study (at least 8 credits) during two consecutive semesters (Spring and Fall, or Fall and Spring) at some point during tenure in the program. It is recommended that students enroll for the required period of full-time study prior to admission to candidacy (i.e., during the coursework phase of their program of study). The purpose of this requirement is to encourage students to become intensively involved in the pursuit of knowledge and to enhance their opportunity to form collegial relationships with faculty and peers.

### Transfer of Credit

Course credits earned at other institutions or in other departments of the University of Maryland may be offered in partial fulfillment of the requirements for the doctoral nursing program. The following criteria are taken into account in determining appropriateness for transfer.

#### **For Courses Taken Prior to Admission:**

1. The course must either be duplicative of courses required within the program or be directly relevant to the student's plan of study and congruent with the doctoral program purposes.
2. The course must have been taken within five years prior to admission to candidacy for the doctoral degree. (The date on which the transferred course was begun becomes the effective date of matriculation.)
3. No course work taken in order to fulfill prerequisite requirements for admission into the doctoral program can be transferred.
4. A maximum of six credits of course work taken under Non-degree status at the UMGSB may be considered for application to the doctoral program. However, transfer of such credits is not automatic and is subject to the criteria cited above.

#### **For All Courses:**

1. The course must not have been used toward meeting the requirements for another degree.
2. The student must have received graduate credit for the course at an accredited institution.
3. The student must have earned a grade of B or above.
4. The course cannot have been taken by correspondence or "credit by examination."
5. The approval of the Research Advisor must be secured, assuring that the course is directly relevant to the student's program of study and congruent with doctoral program purposes.
6. Six credits of course work directly relevant to the student's plan of study and congruent with the doctoral program purposes taken at other institutions may be accepted by transfer of credits. Under unusual circumstances, special consideration may be given to transfer of more than 6 credits (for example, for a sequence of study not available at the University of Maryland System, but directly relevant to the student's area of specialization).

A student requesting transfer of credit should submit the request and a copy of the course syllabus to his/her Research Advisor. If the course is acceptable, the Advisor should write a memo so stating, and send the materials to the Director of the Doctoral Program. One copy of the material goes to the Graduate School with the student's final certification form and approved program of study, and one copy goes to the student's permanent file. Doctoral students are not required to complete the Graduate School's Request for Transfer of Credit form to have the credit transferred.

Requests for transfer of more than six credits should be submitted with a letter giving rationale for the request and course syllabi to the Director of the Doctoral Program, who will forward it to the Doctoral Program Sub-Committee of the School of Nursing Curriculum Committee for consideration. The Research Advisor and student will be notified of Committee action. If a recommendation for transfer is made, the Advisor should submit a request for approval of transfer credit as noted above. All transfers of credit must be approved by the Director of the Doctoral Program and the Dean of the Graduate School.

### Waiver of Course

Occasionally, a student is admitted to the Graduate Program who presents the credentials of having taken required course content which is not acceptable for credit because the course is too old, or because the student's experience is too vast for the required course to be of significant value. In these instances, the student may request a waiver of course.

Students who, for one reason or another, would like a course waived, must request in writing to the Advisor, who sends it on to the Director of the Doctoral Program and the Doctoral Program Sub-Committee of the School of Nursing Curriculum Committee, a waiver of a specific course and the reason for the waiver. The request is then acted upon by the Sub-Committee. The final disposition of the waiver of course request is then inserted into the student's file. The Advisor, the student, and the Graduate School are then notified in writing of the action taken.

Any student receiving a favorable waiver of course action will be required to take a course, with advisement, that will provide the appropriate number of credits to compensate for the waived course.

### Health of Student

The School of Nursing reserves the right to have evidence of good physical and emotional health of applicants and enrolled students. It is required that each enrolled student have on file in the Student Health Office certification of his/her health status. Some clinical facilities require proof of immunizations before allowing a student to have a practicum experience there. Health Service regulations specify that each Fall semester a PPD skin test must be made, and other proof of immunization may be required as well.

A student in the program who is unable to meet course objectives due to health problems will be requested to either take an "incomplete" in the course or withdraw from the course depending upon which is more appropriate.

Conditions necessary to re-enter a course or to repeat it must be agreed upon and put in writing for the record. Whenever psychological or psychiatric consultation is specified, the therapist (or specialist) should know in advance what kind of evaluation will be expected when the student petitions for re-entry.

A Student Health Fee is charged to help defray the cost of providing Student Health Service. This service includes routine examinations and emergency care. Blue Cross and Blue Shield or other acceptable medical insurance is optional.

### Licensure as a Registered Nurse

A student in the Graduate Program must maintain current licensure as a registered professional nurse in at least one state or in a foreign country.

### Malpractice Insurance

All students, whether they are enrolled full-time or part-time, shall be required to have liability (malpractice) insurance. A bill for insurance coverage is included with the bill for tuition and fees. This insurance covers only school-related activities. Students who are employed should carry their own malpractice insurance as well as the policy required by the School.

**Course Requirements**

1. All students are required to complete the following courses. Careful attention must be given to pre-requisites and co-requisites as noted in the School of Nursing catalog.

<b>Course Number</b>	<b>Course Name</b>	<b># of Semester Credit Hours</b>
NURS 840	Philosophy of Science and Development of Theory	3
NURS 850	Experimental Nursing Research Designs 3 <i>(Pre-or Co-Requisite - NURS 840 and Co-Requisite - NURS 851)</i>	3
NURS 851	Analysis for Experimental Nursing Research Designs <i>(Pre-or Co-Requisite - NURS 840 and Co-Requisite - NURS 850)</i>	2
NURS 841	Theory and Conceptualization in Nursing Science	3
NURS 852	Non-Experimental Nursing Research 3 <i>Designs(Pre-or Co-Requisite - NURS 840 and Co-Requisite NURS 853 and Recommended Pre-Requisite - NURS 850 and 851)</i>	3
NURS 853	Analysis for Non-Experimental Nursing Research Designs <i>(Pre-or Co-Requisite - NURS 840 and Co-Requisite NURS 852 and Recommended Pre-Requisite - NURS 850 and 851)</i>	2
NURS 819	Research Rotation* <i>(Pre-or Co-Requisite NURS 850, 851 or NURS 852, 853)</i>	5
NURS 811	Measurement of Nursing Phenomena <i>(Pre-Requisite - Completion of NURS 840, 841, 850, 851, 852, 853 and Pass Preliminary Examination and Recommend Concurrent Enrollment in NURS 816)</i>	3
NURS 816	Multivariate Analysis in Nursing Research <i>(Pre-Requisite - Completion of NURS 840, 841, 850, 851, 852, 853 and Pass Preliminary Examination)</i>	3
NURS 818	Research Practica** <i>(Pre-Requisite - Completion of 5 credits of NURS 819)</i>	6
NURS 812	Seminar in Nursing Measurement <i>(Pre-Requisite - NURS 811)</i>	3
NURS 899	Doctoral Dissertation Research	12

\*Research Rotation required for total of 5 credits for all students - requires 15 hours/week including conferences as scheduled. An additional Research Rotation is highly recommended for all students up to a maximum of 10 credits of NURS 819

\*\* 6 credits of NURS 818 required for all students; 3 of these credits are to be as a research practicum (9 hours/week) with research advisor

2. All students are required to take a minimum of 12 credits of specialty support course work. The following requirements pertain:
- a. At least 3 credits must be taken outside the School of Nursing.
  - b. Each course must be directly supportive of the student's specialty/emphasis area and career goals in order to assure an integrated course of study.
  - c. It is recommended that some specialty support credits be in a basic biophysical or behavioral science (e.g., anatomy, physiology, chemistry, physics, biology, anthropology, sociology, psychology, economics, political science).
  - d. Upon recommendation of the Research Advisor, the student may be required to take more than the minimum number of specialty support credits, in order to assure adequate preparation for conducting the dissertation research project.

## **RESEARH EXPERIENCES**

### **NURSING 819 - Research Rotations**

The research rotations are designed to introduce the student to active research programs in the School of Nursing with application of various research methodologies to specific research projects. Research rotations may be taken in blocks of 2,3 or 5 credits. In each rotation, the student will apply research principles learned previously. In the 2- or 3-credit options, students will spend 6 or 9 hours per week in one research program, and in the 5-credit option, students will spend 15 hours per week in each of two successive seven-week sessions in two research programs. During each session, students will define their objectives with the faculty researcher and work on a component of the faculty researcher's project. Students may participate in activities such as literature review, measurement, data collection, statistical analysis, manuscript preparation, or proposal development. Students may repeat this course to a total of 10 credits. At the discretion of the Director of Graduate Studies, one repetition after the first 5 credits may consist of one 14-week session of 15 hours per week. The research rotations in each repetition must be different from those taken previously.

### **Nursing 818 - Research Practica**

Research Practica are designed as independently arranged research experiences in which the student actively engages in research activities under the mentorship of a faculty member. These activities are negotiated between student and faculty and relate to either an aspect of the faculty member's research related to the student's research area, or the student's research area. Six credits of research practica experiences, again using the 3 hours/credit/week formula, are required with at least three of these being with the student's Research Advisor.

### **Specialty Support/Elective Courses**

Specialty support/elective courses provide the opportunity for each student to plan a program specific to his/her interests and career goals. They allow the student to pursue in-depth content supportive to his/her research interests and to develop additional expertise in particular aspects of research methodology, theory, substantive content or role preparation. The specialty/elective course component for each student is planned individually. The Research Advisor plays a key role in helping the student to select appropriate courses.

Important considerations in selecting specialty support/elective courses follow:

1. All students are required to take at least 12 credits of course work supportive to their area of specialization and research interests. At least 3 credits must be taken in departments other than the School of Nursing. Because nursing science integrates theoretical and methodological approaches of the basic biophysical and behavioral-social sciences, it is recommended that some specialty support course work be selected from these disciplines.
2. Nursing science encompasses a wide range of research foci, many of which are reflected in the emphasis areas that are offered in the Doctoral Program. Thus, within the parameters noted above, students select the specific disciplines and courses which are most germane to their individual research interests. Faculty acts as advisors and resource persons for the student's selection of courses. The selection must be based on an explicit rationale substantiating relevance to the student's specialized research interests and career goals and is subject to the guidance and approval of the Research Advisor and Director of the Doctoral Program. For some emphasis areas recommended courses have been identified.
3. Any graduate course (numbered 600 or above or courses in the 400-499 or 500-599 series which have been approved for graduate credit) offered within the University of Maryland System may be potentially selected as a specialty/elective course by doctoral nursing students (if relevant to their course of study). Prerequisites must be satisfied by the student and/or permission of the instructor be obtained prior to registration. For courses in the 400-499 and 500-599 series that are not listed in the Graduate School catalog, written assurance from the Graduate School that the course has been approved for graduate credit must be presented to the Research Advisor before registering for the course.
4. Often departments offer sequences of two or more courses which should be taken "as a package," in order to gain optimal benefit from them. Communication with faculty in the department offering courses which the student desires to take should aid in identifying such sequences.
5. Copies of the current graduate catalogs from UMBC, UMCP, and other local universities are available in the Office of Admissions and Enrollment Management. Copies of the courses scheduled on each campus for each semester can be secured by calling the Graduate School Office on the respective campus. Whenever possible, copies are placed in the Doctoral Library.
6. Students may elect to use their specialty support and elective credits to gain depth of knowledge in one cognate discipline supportive to their research interests, or may choose to take courses in a variety of supportive disciplines. For example, a student interested in researching pain might wish to combine relevant courses in physiology and psychology. A cognate minor is not required.
7. Courses which are considered to cover content which is prerequisite to required doctoral-level courses (e.g., COMP 501, EDMS 645 and 646, and NURS 701) cannot be credited toward the doctoral degree.
8. Only graduate level courses (approved by the Graduate School) are acceptable. Course numbers 600 through 899 are normally considered graduate level. In addition, some 400 level courses have been approved for graduate credit (see respective Graduate School Bulletins).
9. Selected professional courses (numbers 500-599) have been approved by the Graduate School. In addition, graduate students may take a maximum of 4 credits of designated interprofessional courses (see current listing) if they are approved by the student's Research Advisor.
10. The University of Maryland System includes several campuses and many course offerings. Students sometimes encounter difficulty in trying to select specialty/elective courses, particularly since many courses are not offered every semester and sometimes courses are cancelled if there is insufficient enrollment. Suggested strategies include the following: 1) talk to faculty and other

students about courses with which they have had previous experience; 2) if you are considering a particular course or department, talk to the instructor or another member of the department directly about the proposed content prerequisites and scheduling; 3) plan ahead with your Research Advisor, identifying several possible courses from which to select electives; and 4) allow yourself plenty of time, since you may not be able to contact a course instructor the first time or two you try.

### **Planning a Program of Study**

In planning an individualized program of study specific to students needs, the following considerations may be helpful.

1. Students should postpone taking specialty/elective courses until after they have selected a Research Advisor. This allows them to be more specific in determining their ultimate area of specialization and provides time for exploration of possible courses.
2. Two required courses (NURS 819 and NURS 818) have research laboratory/field experience components. Credits for these courses require 3 hours/week/credit.
3. The preliminary examination is taken after completion of the second semester of full-time study or the equivalent (16-24 credit hours) and after completion of the following courses: NURS 840, 841, 850, 851, 852, and 853.
4. The comprehensive examination is taken after completion of all required nursing courses (except the dissertation) and a minimum of 42 credit hours of course work. Since the comprehensive tests mastery of the specialty area, most students choose to complete all specialty courses before taking the examination.
5. The five required NURS 819 (Research Rotation) credits must be completed before NURS 818 (Research Practica) credits are taken.
6. Dissertation Research (NURS 899) can begin prior to taking comprehensives. Ideally, the student should select a Research Advisor and a topic during the first year of study and should begin formulating a proposal during the second year. Every effort should be made to have the research proposal completed prior to or very shortly after the comprehensive examination (i.e., by the end of the second year of full-time study or the equivalent).
7. Planning by part-time students must be done carefully with advisor input. Students should be aware that some courses are prerequisites for subsequent courses. Courses that are required for the Preliminary Examination should be taken early in the program of study. The five-year limit for achieving admission to candidacy must be kept in mind.
8. A proposed plan of study should be filed with the Research Advisor and the Director of the Doctoral Program (see form in Appendix A) before the end of the student's second semester of study. The plan should be updated with the Advisor each semester. A complete plan of study is submitted to the Graduate School at the time of application to candidacy for the doctoral degree.

**Post-Master's Option****SAMPLE Plan of Study for Full-Time Students**

This plan of study utilizes summer sessions for elective credits and dissertation research. The student not wishing to study during summer sessions would need to increase the credit load each semester or prolong the program of study. Students who seek to complete the program in 3 years must begin dissertation work and take heavier credit loads in Year Two.

*(Note: All students required to attend a research seminar every other week during fall and spring semesters (7-8 seminars/semester) through admission to candidacy; optional after that point)*

<b><u>Fall - Year One</u></b>		<b><u>Credits</u></b>
NURS 840	Philosophy of Science and Development of Theory	3
NURS 850	Experimental Nursing Research Designs	3
NURS 851	Analysis for Experimental Nursing Research Designs	<u>3</u>
		9
	(TOTAL	9)
<b><u>Spring - Year One</u></b>		
NURS 841	Theory and Conceptualization in Nursing Science	3
NURS 852	Non-Experimental Nursing Research Designs	3
NURS 853	Analysis for Non-Experimental Nursing Research Designs	2
NURS 819	Research Rotation **	<u>2</u>
		10
	(TOTAL	19)
<b><u>Summer - Year One</u></b>		
NURS 819	Research Rotation **	3
	Specialty Elective	<u>2</u>
		5
	(TOTAL	24)
<b><u>Fall-Year Two</u></b>		
<b>(NOTE: Second Year Courses Taken Only After Passing the Preliminary Examination)</b>		
NURS 811	Measurement of Nursing Phenomena	3
NURS 816	Multivariate Analysis in Nursing Research	3
NURS 818	Research Practicum I***	<u>3</u>
		9
	(TOTAL	33)
<b><u>Spring -Year Two</u></b>		
NURS 812	Seminar in Nursing Measurement	3
NURS 818	Research Practicum II***	3
	Specialty Elective**	<u>3</u>
		9
	(TOTAL	42)

**Summer -Year Two**

Specialty Elective**	3
(TOTAL	45)

**Fall - Year Three**

Specialty Elective**	3
(TOTAL	48)

**Dissertation Credits****Continuing - Spring - Year 3 and Following**

Dissertation Credits (Minimum total credits - 12)	12
(NOTE: Continuous Enrollment Required)	(TOTAL 60)

**\*Required for submission of NIH Pre-Doctoral Fellowship Applications**

**\*\*Research Rotation I required for total of 5 credits for all students - requires 15 hours/week including conferences as scheduled. An additional Research Rotation is highly recommended for all students up to a maximum of 10 credits of NURS 819**

**\*\*\* 6 credits of NURS 818 required for all students; 3 of these credits are to be as a research practicum (9 hours/week) with research advisor**

**SAMPLE Plan of Study For Part-Time Students**

This sample plan offers one way a part-time student can progress through the program and complete the full-time residency requirement during the third year in the program. Summer sessions are utilized; a decision not to study during the summer would prolong the program of study. Careful attention must be given to pre- and co-requisites.

*(Note: All students required to attend a research seminar every other week during fall and spring semesters (7-8 seminars/semester) through admission to candidacy; optional after that point)*

<b><u>Fall - Year One</u></b>		<b><u>Credits</u></b>
NURS 840	Philosophy of Science and Development of Theory	3
	(TOTAL	3)
<b><u>Spring - Year One</u></b>		
NURS 841	Theory and Conceptualization in Nursing Science	3
	Specialty Elective **	<u>3</u>
		6
	(TOTAL	9)
<b><u>Summer - Year One</u></b>		
	Specialty Elective **	<u>2</u>
	(TOTAL	11)
<b><u>Fall-Year Two</u></b>		
NURS 850	Experimental Nursing Research Designs	3
NURS 851	Analysis for Experimental Nursing Research Designs	<u>3</u>
		6
	(TOTAL	17)
<b><u>Spring - Year Two</u></b>		
NURS 852	Non-Experimental Nursing Research Designs	3
NURS 853	Analysis for Non-Experimental Nursing Research Designs	2
NURS 819	Research Rotation**	<u>2</u>
		7
	(TOTAL	24)
<b><u>Summer - Year Two</u></b>		
NURS 819	Research Rotation**	3
	Specialty Elective**	<u>3</u>
		6
	(TOTAL	30)

**Fall - Year Three****(NOTE: Second Year Courses Taken Only After Passing the Preliminary Examination)**

NURS 811	Measurement of Nursing Phenomena	3
NURS 816	Multivariate Analysis in Nursing Research	3
	Research Practicum I	<u>3</u>
		9
	(TOTAL	39)

**Spring - Year Three**

NURS 812	Seminar in Nursing Measurement	3
	Specialty Elective**	3
NURS 818	Research Practicum II***	<u>3</u>
		9
	(TOTAL	48)

**Summer - Year Three**

Dissertation Credits and

**Continuing - Fall - Year 4 and Following**

Dissertation Credits (Minimum total credits - 12)	12
(NOTE: Continuous Enrollment Required)	(TOTAL 60)

**\*Required for submission of NIH Pre-Doctoral Fellowship Applications****\*\*Research Rotation I required for total of 5 credits for all students - requires 15 hours/week including conferences as scheduled, An additional Research Rotation is highly recommended for all students up to a maximum of 10 credits NURS 819****\*\*\* 6 credits of NURS 818 required for all students; 3 of these credits are to be as a research practicum (9 hours/week) with research advisors.**

### Post-Baccalaureate Entry Option

The post-baccalaureate entry option is for exceptionally well qualified nursing baccalaureate graduates whose career goals are research-oriented and who wish to progress as rapidly as possible toward the Ph.D. Students entering the doctoral program through the post-baccalaureate entry option complete a minimum of 95 to 115 total graduate credits and can earn the M.S. degree upon completion of 35 to 55 credits and a master's comprehensive examination. The program can be completed in four to five years of full-time study.

Application is made to the doctoral program; however, a master's level specialty /is identified at the time of application. A doctoral-level emphasis area is identified after the end of the first year of full-time study, at which time students are assessed to determine eligibility to proceed with doctoral study.

#### Post-Baccalaureate Option Curriculum Summary

<b>MS Core Courses</b>	<b>10 credits</b>
<b>Master's Specialty Courses</b>	<b><u>25-45 credits</u></b>
<b>Total MS Credits</b>	<b>35-55 credits</b>
<b>Ph.D. Core Courses</b>	<b>36 credits</b>
<i>Theory</i>	<i>6 credits</i>
<i>Research/Statistics</i>	<i>19 credits</i>
<i>Research Experiences</i>	<i>11-16 credits</i>
<b>Ph.D. Specialty Electives</b>	<b>12 credits</b>
<b>Dissertation</b>	<b>12 credits</b>
<b>Total Ph.D. (minimum)</b>	<b>60-65 credits</b>

In addition to the course requirements, each student must satisfy the requirements of the Integrated Scholarly Portfolio and must successfully complete the preliminary, comprehensive and final oral examinations required of the Ph.D. program. In accord with policy of the University of Maryland Graduate School, Baltimore students must be admitted to candidacy for the Doctor of Philosophy degree within five years of matriculation and at least one year prior to graduation.

1. Students enrolled in the post-baccalaureate entry option should have indicated the nursing subspecialty in which a focus is desired at the time of application (subspecialties would be those currently offered at the master's level).
2. An interim (Stage 1) advisor from the specialty area will be assigned by the Director of the Doctoral Program. Advisors must be members of the Graduate Faculty who are very familiar with both master's and doctoral programs. A Research (dissertation) Advisor is selected after the first 12-18 months of full-time study at which time the master's level course work is essentially complete.
3. At the end of the first calendar year of full-time study or the equivalent (completion of approximately 26 cr.), the student will be assessed by the Doctoral Program Sub-Committee for continuation in the Ph.D. program. Criteria for favorable recommendation include a satisfactory GPA, no grades below B, and no grades of Incomplete.
4. A student who does not meet the criteria for continuation in the Ph.D. program will be permitted to switch to the master's program and to complete requirements for the M.S. program. Such a

student would be permitted to reapply for the Ph.D. program after successfully completing the M.S.

5. Students who continue in the program have the option of earning the M.S. degree, as well as the Ph.D. **The Master's Comprehensive Examination is written and graded by the student's advisor.** Ordinarily, the student would be eligible to receive the M.S. degree at the end of the second year of full-time study. Since the number of credits required varies by master's specialty area, time for completion will also vary.

### Joint Ph.D./MBA Program

A joint Ph.D./MBA program is offered by the University of Maryland School of Nursing and the Robert G. Merrick School of Business, University of Baltimore; Smith School of Business, University of Maryland, College Park; or Frostburg State College. The program is designed for nurses who wish to earn both nursing and business degrees. The program requires completion of 91 credits and can be completed in a minimum of four years of full-time study. Application deadlines are:

	<u>Fall Admission</u>	<u>Spring Admission</u>
School of Nursing	February 1	Not Available
Business Schools	July 1	December 1

(Prospective applicants are advised to complete the application process as early as possible.)

Applicants must apply separately to and be accepted by each school. Acceptance to one school does not guarantee acceptance to the other. Admission requirements for the Ph.D. program are identical to those detailed above. For the MBA, requirements include:

1. Satisfactory scores on the Graduate Record Examination (GRE). The Smith School of Business, University of Maryland, College Park also requires the Graduate Management Admissions Test (GMAT). (A review course is offered prior to each test date.)
2. Grade point average is considered as part of a formula in conjunction with GMAT scores.
3. Two letters of recommendation.
4. Resume.
5. A letter of intent explaining reasons for pursuing the MBA.

### SAMPLE Full-Time Plan of Study – PhD Program Beginning Fall, 2002

*(Note: All students required to attend a research seminar every other week during fall and spring semesters (7-8 seminars/semester) through admission to candidacy; optional after that point)*

<u>Fall – Year One</u>		<u>Credits</u>
NURS 840	Philosophy of Science and Development of Theory	3
NURS 850	Experimental Nursing Research Designs	3
NURS 851	Analysis for Experimental Nursing Research Designs	2
NURS 691	Organizational Behavior	<u>3</u>
		11

		(TOTAL	11)
<b><u>Winter – Year One</u></b>			
<i>CIPP Ethics Course*</i>			1
		(TOTAL	12)

**Spring – Year One**

NURS 841	Theory and Conceptualization in Nursing Science		3
NURS 852	Non-Experimental Nursing Research Designs		3
NURS 853	Analysis for Non-Experimental Nursing Research Designs		2
NURS 819	Research Rotation**		<u>2</u>
			10
		(TOTAL	22)

**Summer – Year One**

NURS 819	Research Rotation**		3
MGMT 506	Productions & Operations Management		<u>3</u>
			6
		(TOTAL	28)

**Fall, Year Two (NOTE: Second Year Courses Taken Only After Passing the Preliminary Examination)**

NURS 811	Measurement of Nursing Phenomena		3
NURS 816	Multivariate Analysis in Nursing Research		3
NURS 818	Research Practicum I***		<u>3</u>
			9
		(TOTAL	37)

**Spring – Year Two**

NURS 812	Seminar in Nursing Measurement		3
NURS 818	Research Practicum II***		3
ACCT 504	Financial Accounting		<u>3</u>
			9
		(TOTAL	46)

**Summer – Year Two**

INNS 640	Information Systems & Technology		3
ECON 504	Economics		<u>3</u>
			6
		(TOTAL	52)

**Fall – Year Three**

NURS 899	Dissertation		2
NURS 736	Information Technology in Nursing & Health Care		3
MGMT 504	Marketing Management		3
FIN 504	Financial Management		<u>3</u>
			11
		(TOTAL	63)

**Spring – Year Three**

NURS 899	Dissertation		3
ACCT 640	Accounting for Managerial Decisions		3
OPRE 640	Applied Managerial Science		<u>3</u>
			9
		(TOTAL	72)

**Fall – Year Four**

NURS 899	Dissertation		3
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ECON 640	Global & Domestic Business Environment	3
MGMT 640	Strategic Innovations and Renewal	<u>3</u>
		9
		(TOTAL 81)

### Spring – Year Four

NURS 899	Dissertation	4
	Business Elective	3
MKTG 640	Organizational Creation & Growth	<u>3</u>
		10
		(TOTAL 91)

\* Required for submission of NIH Pre-Doctoral Fellowship Applications

\*\* Research Rotation I required for total of 5 credits for all students – requires 15 hours/week including conferences as scheduled. An additional Research Rotation is highly recommended for all students up to a maximum of 10 credits of NURS 819

\*\*\* 6 credits of NURS 818 required for all students; 3 of these credits are to be as a research practicum (9 hours/week) with research advisor

### Preliminary Examination

#### I. Purpose of the Preliminary Examination

The preliminary examination tests the ability to use knowledge in the areas of general nursing theory, analysis and construction of nursing theory, research design and statistics. To this end, the student preparing to write this examination must have completed NURS 840, 841, 850, 851, 852 and 853.

The purpose of this exam is to assess the student's ability to synthesize knowledge, as demonstrated by the selection and integration of knowledge from several courses, brought to bear upon the discussion of examination questions. The preliminary examination, therefore, builds upon course-level knowledge, but tests different higher-level synthetic and integrative skills and knowledge.

Evidence of the capacity to synthesize is prerequisite to continuation in the program. It is anticipated that the student will be ready, at the time of the examination, to proceed with upper level courses which will bear upon the dissertation research. Thus, this examination, in part, is given to indicate the student's readiness to proceed with advanced course work and early explorations of the dissertation topic.

The preliminary examination differs in this way from the comprehensive examination, as well as in the comprehensives' intent to demonstrate mastery of all course work, at the levels of both integration and synthesis. It is also foreseen that the preliminary can be used to evaluate strengths and weaknesses, regarding mastery of content presented in first level courses, for the purpose of diagnosis of learning needs and appropriate academic counseling regarding program planning.

#### II. Policies Regarding the Preliminary Examination

- A. Each student shall begin the written preliminary examination upon completion of the following courses: NURS 801, 840, 841, 850, 851, 852 and 853 and (except for post-baccalaureate entry students) prior to the completion of 24 credits of course work (excluding transfer credits). A post-master's entry PhD student cannot register for more than 24 credits before taking the preliminary examination for the first time. A post-baccalaureate entry student cannot register for over 48 credits before taking the examination.

- B. The Preliminary Examination Committee is responsible for the development and administration of the preliminary examination and for evaluation of student performance. The Preliminary Examination Committee is selected by the Director of the Doctoral Program from faculty with experience teaching those courses which must be completed prior to the examination. The examination will be offered twice a year, in January and June.
- C. The ad-hoc committee will compose an examination consisting of a minimum of two questions wherein students will be required to demonstrate competence in both theory and research and the ability to integrate the two.
- D. The questions for the total examination will be designed so that they may be answered within a six-hour period; however, students will be given a total of seven (7) hours for the examination. The same examination will be taken by all students at a given administration, and the same number of questions will be answered by each student.
- E. The examination will be constructed so that students are presented with some choice of questions to be addressed. Where such choice is provided, the examination is designed so that domains are covered in an equivalent fashion, regardless of choice(s) selected.
- F. Each student's examination will be read anonymously by the three member ad-hoc Preliminary Examination Committee who prepared the questions. Majority decision will determine the grade. If a student must repeat the preliminary examination (see II, H), the Examining committee for the retake will be comprised of four members: the three member Preliminary Examination Committee plus one additional member selected from the teaching faculty. In order to preserve anonymity the fourth reader will read the examinations for a sizable proportion of the cohort of students being examined, not only retakes. In case of a tie vote, a fifth reader will be appointed and the decision reached by majority rule.
- G. Grading will be on a pass-fail basis.
- H. A student who does not pass the examination on the first attempt will be required to repeat it the next time it is offered. A student may be asked to repeat all or part of the examination. The decision about which portion(s) of the examination must be repeated rests with the committee reading the initial examination and is reached by majority rule.
- I. Any student who fails all or part of the preliminary examination on the first attempt will not be permitted to take any required doctoral level courses until they subsequently pass the preliminary examination the next time it is offered.
- J. A student who fails the examination a second time or does not repeat it at the scheduled time (unless written permission from the Director of the Doctoral Program has been received) will be terminated from the program.

### III. Examination Procedure

- A. The preliminary examination is administered two times each year - during the first full week of January and June. The dates for the administration of the preliminary examination will be established by the Director of the Doctoral Program or a designee (usually the Chairperson of the Preliminary Examination Committee). Generally, the students sitting for a given administration of the examination are permitted to express their preferences as to date(s) and times(s).

- B. Eligible students will receive written notification from the office of the Director of the Doctoral Program well in advance of the scheduled date.
- C. The ad-hoc Preliminary Examination Committee will be appointed by the Director of the Doctoral Program at the beginning of each academic year and serve for that year. At least one member of this committee should have served the previous year to provide continuity.
- D. Students (as a group) may choose whether to take the entire examination in one day or to take it on two consecutive half days. If the examination is taken in one day, seven consecutive hours will be set aside. Students will be presented with all questions at the beginning of that period and will be expected to pace themselves with respect to breaks and meals. If the two half-days option is chosen, students receive half of the examination each day and are given three and one-half hours to answer each set of questions.
- E. A briefing about examination procedures will be offered at least 30 days before each examination administration. The briefing will be given jointly by the Director of the Doctoral Program and Chair of the Preliminary Examination Committee, who will determine the date and time for the briefing.
- F. The exam is a closed book exam and will be written on University computers using University software. Paper will be provided, but students should bring an adequate supply of pens for notes. Students requiring other arrangements should submit a written request to the chair of the Preliminary Examination Committee at least 30 days prior to the scheduled examination.
- G. Should a student unexpectedly be unable to take the examination on the specified date because of illness or other emergency, s/he should notify the Director of the Doctoral Program as soon as possible. Provided the student has not seen the examination, s/he may arrange to take it at the earliest possible time within the grading period for that administration.
- H. Should a student, because of illness or other emergency, be unable to complete the entire examination or a portion thereof once having seen the questions, s/he must notify and return all materials to the Doctoral Program Director or Administrative Aide. In order to preserve the principles of anonymity and equal opportunity, the student will not be permitted to complete the examination (or uncompleted portions thereof) until the next regularly scheduled administration (i.e., the following January or June).
- I. Written reports of the examination results will be provided by the Chairperson of the Preliminary Examination Committee within two weeks of completion. They will be placed in the student's campus mailbox at a predetermined time. Copies are sent simultaneously to the student's home, student's advisor, and the Director of the Doctoral Program. The student should seek feedback about his/her performance on the examination from members of the Preliminary Examination Committee.
- J. A copy of the student's examination is filed in the Doctoral Program Office. The student does not retain a copy.

### Criteria for Grading Preliminary Examination

- A. Student demonstrates an understanding of nursing theory, analysis and construction of nursing theory, research design and statistics.
- B. Student demonstrates the ability to synthesize knowledge through the integration of content from various courses (NURS 840, 841, 850, 851, 852 and 853).
- C. Student cites relevant sources to support responses.
- D. Student indicates readiness to proceed with advanced course work by demonstrating competence in both theory and research.
- E. Student provides answers that are complete, logical and responsive to the specific questions asked.

### Comprehensive Examination Guidelines

#### I. Purpose of the Comprehensive Examination

The purpose of the comprehensive examination is to evaluate the student's mastery of 1) knowledge essential for conducting scholarly, scientific inquiry in nursing, and 2) knowledge of his/her selected specialty area within the doctoral program. As the examination which immediately precedes admission to candidacy for the doctoral degree, the comprehensive is an integrative experience which is designed to validate the student's readiness to conduct independent research within his/her specialized area of interest in nursing. Thus, the examination provides an opportunity for the student to demonstrate 1) attainment of a depth of knowledge of the specialty area, 2) ability to integrate the specialty area within the broader context of nursing knowledge, and 3) ability appropriately to select, apply and evaluate the tools of scientific inquiry in nursing (i.e., theory development, conceptualization, measurement, research methodology and statistics).

The comprehensive examination has both written and oral components; however, a grade is assigned to the examination as a whole. The written component of the examination includes one required activity which is similar for all students and additional questions which are developed for each student specific to his/her specialty area.

#### II. Policies Regarding the Comprehensive Examination

- A. Each student shall take the comprehensive examination upon completion of all required nursing courses (NURS 840, 841, 850, 851, 852, 853, 819, 818, 811, 812, and 816) and a total of at least 42 credits (excluding dissertation credits) and including course work supportive of the specialty area.
- B. The Doctoral Program Sub-Committee of the School of Nursing Curriculum Committee is ultimately responsible for the development, administration and evaluation of the comprehensive examination. The Sub-Committee delegates to the Director of the Doctoral Program the responsibility to appoint an examining committee which in turn, is responsible for developing and administering the examination to the individual student for evaluating his/her performance.
- C. The examination committee for the comprehensive examination is comprised of at least three members, one of who is the student's Research Advisor. Composition of the committee will be recommended by the student's advisor to the Director of the Doctoral Program to include persons who are members of the Graduate School faculty (or have

equivalent credentials) with expertise in the student's specialty area (as defined by the student and advisor and reflected in the program of study), nursing theory and research. The committee chairperson will be appointed by the Director and will be an individual other than the student's advisor. A majority of the members must be School of Nursing faculty.

- D. The comprehensive examination is one examination comprised of written and oral components. The written component of the comprehensive examination is comprised of two parts:

1) Research Critique and Proposal

The examining committee members will select and assign to the student a printed/published research study related to his/her specialty area two weeks before the date of the written examination. The student is to provide in writing on the date of the examination: a) a written critique of the study, and b) an alternative research proposal which s/he has developed. The alternative proposal must address the same question(s) as the assigned study (or a minor modification thereof) and must represent a study which is superior to the original in conceptualization, measurement and/or design, and which addresses weaknesses identified in the critique. Specific guidelines for the critique and proposal are provided to the student when the study is assigned. If the assigned study is not readily accessible, a copy will be supplied to the student.

2) Written Questions

The examining committee shall construct an examination consisting of a minimum of two questions which require the student to demonstrate competence in his/her specialty area and the ability to integrate the specialty within the context of nursing inquiry. The questions will be designed so that they may be answered within a six-hour period. The questions will be individualized for each student.

The oral component of the comprehensive examination will be conducted by the examining committee. The examination will not exceed two hours in length. The date for the oral component is arranged by the chairperson of the examining committee and must fall within a two to six-week period following completion of the written component.

- E. The student's performance on the comprehensive examination will be evaluated by the examining committee and the grade (pass, fail or pass with distinction) determined by majority rule. In the case of a tie, an additional examiner will be appointed by the Director of the Doctoral Program.
- F. A student who does not pass the examination is permitted to retake it once. The re-examination must be taken no sooner than three months and no later than six months from the date the initial examination was completed. The form and content of the re-examination will be determined by the examining committee. A student may be asked to repeat all or part of the examination; this decision rests with the examining committee.
- G. The retake of the comprehensive examination is evaluated by the examining committee and the grade (pass with distinction, pass or fail) determined by majority rule. A student who fails the retake of the comprehensive examination will be terminated from the doctoral nursing program.

### III. Examination Procedures

- A. Each student in consultation with the Research Advisor, determines his/her readiness to take the comprehensive examination. The Advisor is responsible for determining that the student has met requirements of eligibility for the examination and has mastery of his/her specialty area.
- B. The Advisor, in conjunction with the student, recommends a list of at least three qualified persons, one of whom (other than the Advisor) is recommended to chair the committee. The faculty named must have agreed to serve. The list is sent to the Director of the Doctoral Program. The Director appoints a committee and chairperson and sends written notification to the committee and the student.
- C. The examination committee selects an article for critique, prepares the written questions and establishes the dates for the examination. The chairperson is responsible for notifying the Director of the Doctoral Program of the scheduled date for the written and oral components of the examination.
- D. The examination committee informs the student of the assigned study two weeks before the examination date.
- E. The student is responsible for submitting the completed critique and proposal to the Director of the Doctoral Program on the date of the written question portion of the examination. Thereafter, the student receives the written questions. A student who does not submit the critique and redesign will not be permitted to proceed with the examination, and shall be assigned a failing grade.
- F. Eight hours will be set aside for the student to respond to written questions. The student has the option (to be communicated to the Committee in advance) of completing the examination within an eight-hour period on one day or within two four-hour periods on two consecutive days. If the two-day option is chosen, the student will be given half the examination on each day. The student will be presented with the question(s) at the beginning of the period and is expected to pace him/herself with respect to breaks and meals.
- G. The exam is a closed book exam and will be written on University computers using University software. Paper will be provided, but students should bring an adequate supply of pens for notes. Students requiring other arrangements should submit a written request to the chair of the Committee at least 30 days prior to the scheduled examination.
- H. Students do not receive a copy of their written examination. If needed during the oral examination, the Chair of the Comprehensive Examination Committee will make a copy available for review only.
- I. Should the student unexpectedly be unable to take the examination on the specified dates because of illness or other emergency, the Committee Chairperson and Director of the Doctoral Program should be notified as soon as possible, and the examination rescheduled.
- J. Should a student, because of illness or other emergency, be unable to complete the entire examination or a portion thereof once having seen the questions, s/he must notify and return all materials to the Committee Chairperson, who will reschedule the examination. Different questions will be developed and used for the rescheduled examination.
- K. The Comprehensive Committee Chairperson, in consultation with the student and the

other members of the examining committee, is responsible for scheduling the date and place of the oral examination.

- L. The results of the examination will be conveyed verbally to the student within one hour after termination of the oral component of the examination. The chairperson is responsible for informing the Director of the Doctoral Program in writing about the student's grade.
- M. The student will receive no feedback from the examining committee regarding his/her performance on any component of the examination until after the grade has been determined.
- N. A copy of the written component of the examination is kept on file in the Doctoral Program Office. The student does not retain a copy.

#### **Criteria for Grading Comprehensive Examination**

- A. Student demonstrates depth of knowledge of his/her specialty area.
- B. Student demonstrates the ability to integrate the specialty area within the broader context of nursing knowledge.
- C. Student demonstrates ability to appropriately select, apply, and evaluate the tools of scientific inquiry in nursing (i.e., theory development, conceptualization, measurement, research design and statistics).
- D. Student demonstrates ability to articulate and defend ideas in both written and oral forms.
- E. Student cites relevant sources to support response.
- F. Student demonstrates ability to critique and redesign a research study related to his/her specialty area using guidelines prepared by the committee.
- G. Student provides answers that are complete, logical and responsive to the specific questions asked.

### Dissertation

The Dissertation Advisory 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 present a framework within which it is expected that the student and committee will operate.

#### I. Dissertation Advisory Committee

- A. The Dissertation Advisory Committee will be officially appointed by the Dean of the Graduate School upon recommendation of the Director of the Doctoral Program at least 6 months prior to the date of the final oral examination. The committee will consist of at least 5 voting members holding the doctoral degree or its equivalent. The student's Research Advisor serves as Chairperson of the Dissertation Advisory Committee.
- B. The student and Research Advisor will designate at least four additional Graduate School faculty members to comprise the dissertation advisory committee. In addition to the chairperson, at least two other members will be regular members of the Graduate School faculty. One of the members must hold appointment in a department other than Nursing. Members of the committee are chosen on the basis of their scholarly capability relative to the student's research.
- C. It is the responsibility of the Dissertation Advisory Committee to:
  1. Advise with respect to the research plans;
  2. Approve the dissertation proposal;
  3. Be available to the student regarding the research and dissertation including attendance at the proposal approval meeting and dissertation defense;
  4. Read the dissertation and, when appropriate, designate the dissertation as complete and ready to be orally defended; and
  5. Utilize majority rule in the approval of the proposal and in the designation of the dissertation as complete.
- D. It is the responsibility of the chairperson of the Dissertation Advisory Committee to:
  1. Review the proposed research for scientific quality and provide advisory input to the student;
  2. Assure appropriate protection of human subjects according to IRB guidelines and procedures;
  3. Record and communicate committee action to the student and to the Director of the Doctoral Program;
  4. Recommend change in the membership on the committee, subject to approval by the student and the Director of the Doctoral Program and (if already approved) the Dean of the Graduate School; and
  5. Submit the form certifying the completion of the dissertation to the Graduate School.

## II. What Constitutes an Acceptable Research Endeavor?

The student and the Dissertation Advisory Committee shall reach an agreement as to the scope of the investigation for the doctoral dissertation. The statements below present a philosophical stance rather than precise evaluative criteria.

- A. The problem to be investigated should be relevant and important to nursing theory and/or practice and be such that the result of the investigation shall extend the knowledge base for nursing. (This allows tool development or other methodological issues in nursing research to be a major focus of a dissertation.)
- B. The problem must be grounded in a theoretical framework and couched in terms wherein it is possible to envision extension or advancement of the theory as a result of the study.
- C. The unit of analysis should be relevant to the purposes of the study.
- D. The quality of the investigation should lend itself, in part or in whole, to publication in a refereed journal.

## III. Regarding the Research Process

- A. Dissertation research credits (NURS 899).
  1. Students may enroll for dissertation research credits (NURS 899) at any time during their program of study when they are planning, conducting or writing the results of the dissertation research. Some dissertation credits can be taken prior to the Comprehensive Examination; however, the majority of dissertation credits are usually taken after admission to candidacy for the doctoral degree. The credits taken during a given semester should reflect the expenditure of time (student's and advisor's) on dissertation-related activity. A grade of Incomplete (I) is assigned to NURS 899 credits until after the dissertation defense is completed.
  2. Each semester, the Director of the Doctoral Program offers a 1 credit NURS 899 Dissertation Research Seminar for students at all stages of the dissertation. This seminar provides the opportunity for students to discuss problems, issues and strategies involved in designing and conducting their own and others dissertation research. It also affords students the opportunity to critique the work of their peers and to receive feedback from other students to facilitate their progress and to promote the quality of their research study. It is designed to compliment and not to replace the more individualized experience provided by the Dissertation Committee.
- B. The Proposal
  1. A written proposal will be presented to the student's dissertation advisory committee at least 2 weeks before the formal proposal approval meeting.
  2. Prior to final approval, there will be a meeting of the committee at which the proposal is discussed, and a formal recommendation is made.
  3. The proposal usually contains the elements listed in Section IV; however, the specific elements to be included are specified by the student's Research Advisor and Committee.

4. Many committees require that the literature review be written prior the student's defense of the proposal. It is recognized that additional literature may need to be consulted contingent upon the process of data collection; the results of the analysis, and the rapidity with which knowledge is emerging with respect to the problem under investigation.
5. It is expected that agency procedures for gaining access to subjects will be followed.
6. The approval of the proposal serves as a written agreement between the student and the committee regarding the expectations, limitations and scope of the research project.
7. If there are modifications to the proposal, these must be agreed to by the student and the committee.

C. **Protection of Human Subjects**

1. In accordance with an administrative decision of the University, those research proposals which involve human subjects are subject to the guidelines and procedures of the Institutional Review Board. Current information can be obtained from the Office of Research Subjects at <http://medschool.umaryland.edu/ors/>.
2. Should data collection involve subjects who are associated with a formal organization, it may be necessary to submit the proposal for human rights review to the designated body for that organization. This review may be independent of, subsequent or preparatory to obtaining administrative approval for conduct of the study in that organization.
3. Student IRB submissions are to be routed through the Office of the Director of the Doctoral Program who reviews them and signs as the Department Chair.
4. IRB submissions, after they are signed by the Director of the Doctoral Program, are first submitted to the Office of Research for review and approval by the Clinical Research Review Committee before submission to the IRB for review.

D. **Data Collection**

1. No data may be collected until IRB approval for the project is obtained.
2. Data may be obtained from a variety of sources and a variety of locations; their acceptability is judged on the basis of relevance to the research questions and/or hypotheses to be tested.
3. Data need not be collected by the student personally; the appropriateness of utilizing another person or persons to collect data is determined by the design. However, it is expected that the student will have personally utilized all instruments and procedures. If another person or persons are used for data collection, the student is responsible for training and supervision of data collectors in so far as this is possible given the circumstances of the study. An existing data set can be utilized if appropriate.

E. **Data Analysis**

1. The plan for data analysis shall be such that assumptions underlying the use of all statistical procedures be met or their violation justified. Appropriate caution will be observed in both the analysis and the interpretation of the findings.

2. It is possible that additional hypotheses, research questions and proposed procedures for analysis may be generated during the processes of data collection and analysis and that attention may be given to these within the dissertation. The Dissertation Advisory Committee should be consulted prior to work on these emergent areas.
3. Data analysis should be carried out by the student.

IV. **Elements of the Research Proposal**

- A. Abstract
- B. Complete literature review
- C. Theoretical framework which provides rationale for the study
- D. Statement of the problem
- E. Limitations
- F. Assumptions
- G. Research question(s) and/or hypotheses
- H. Theoretical and operational definitions
- I. Precise methodology, as appropriate
  1. Design
  2. Sample
  3. Instruments, including statement of reliability and validity
  4. Data collection procedures
  5. Data analysis procedures
- J. Measures for protection of human subjects, if appropriate
- K. Potential significance
- L. Complete bibliography
- M. Appendices
  1. Letters of administrative approval for data collection, if necessary.
  2. Instruments, if appropriate.
  3. Documents for protection of human subjects, if appropriate.
  4. Other, as needed.

V. **Final Oral Examination - Guidelines**

Each student must successfully complete a final oral examination.

A. **Composition of the Examining Committee**

The examining committee will consist of a minimum of five and a maximum of seven voting members who hold a doctoral degree or its equivalent. At least three of the members will be regular members of the Graduate Faculty. One member will be from an area of specialization which is outside that of the department or program in which the candidate has majored. One or more members of the committee may be scholars in the field of the dissertation from another institution or another component of the University of Maryland. Such persons must hold the doctoral degree or its equivalent.

Nominations for membership on the committee are submitted to the Dean of the Graduate School by the student's Research Advisor, via the Director of the Doctoral Program on the appropriate form at least 6 months prior to the anticipated defense date. The Research Advisor chairs the Dissertation Advisory Committee.

Once the dissertation has been completed and is ready for defense, a Certification Form must be completed and signed by at least 3 committee members. The Certification Form and the abstract of the dissertation are sent to the Director of the Doctoral Program who forwards it to the UMGSB Office of Graduate Studies. Upon receipt, the Dean of the Graduate School designates one of the members as the Graduate School representative. The members of the committee shall receive the dissertation at least ten days before certification is to be filed. Certification is to be at least 2 weeks before the defense.

B. **Conduct of the Examination**

The committee, having convened, meets in private to decide on the following matters:

1. That the document is acceptable as a doctoral dissertation and that it is defensible. If a majority of the committee agrees that the dissertation is not defensible, the examination is cancelled. If the dissertation is defensible, the examination will proceed.
2. The committee is to agree on procedure; e.g., length of time for the initial presentation by the candidate; whether the initial presentation may be interrupted by questions or whether it should be completed before the questioning begins; maximum time interval allowed before the questioning begins; maximum time interval allowed to an individual examiner on the first round of questioning. A not unreasonable period of time for the initial presentation would be 15-30 minutes and the first round of questioning one hour or one and one-half hours. Unless there is serious question about the candidate's performance, it seems unreasonable for the examination to go much beyond two hours. All final doctoral examinations are open to members of the Graduate Faculty with the permission of the Chairperson but only members of the committee may examine the candidate. All spectators must withdraw while the committee deliberates on the examination and arrives at its decision.

C. **Conclusion of the Examination**

At the end of the examination, the candidate withdraws and the committee deliberates in private on the performance of the candidate. The Chairperson should ask each examiner to comment on this part of the examination and on the total examination. Following such deliberation, the members should be polled for their votes as to whether the candidate has passed or failed. The members shall sign the Graduate School Examination Form and register their vote. Four affirmative votes constitute a Pass. The signed Graduate School Examination Form is returned to the Office of the Director of the Doctoral Program and then forwarded to the Graduate School.

If the candidate fails to receive the required affirmative votes, the committee should come to a conclusion at that time as to necessary remedial action concerning, for example, the following:

1. In spite of an initial decision that the dissertation was defensible, it has been found faulty. The committee is to recommend suggestions to remedy the dissertation.
2. The dissertation was found to be sound but the candidate's defense was faulty. The committee will decide on the date of the next examination.

The candidate and the Director of the Doctoral Program should be informed of the decisions as soon as possible. In the event that the candidate fails the examination, the Graduate School's representative will report in writing to the Graduate School that the candidate has failed, the reasons for the failure, the decisions concerning necessary remedial action and approximately when the re-examination is to be held. With this letter, s/he will also return the signed Graduate School Examination Form. Copies of the letter will be provided to the candidate and the candidate's advisor. Re-examination will be within one year from the date of the defense of the first examination. When the time for re-examination approaches, the advisor notifies the Director of the Doctoral Program and the Graduate School so that the Dean of the Graduate School can provide his/her representative with the necessary documents for the second examination. The candidate may present himself/herself for the final oral examination only twice.

## **Change in Academic Status**

Changes in academic status occur: 1) when a student admitted with provisional status is eligible to gain unconditional status, 2) when a student is placed on academic probation, or 3) when a student is dismissed from the program. The Doctoral Program Director and the Director of Admissions and Enrollment Management review the status of each student at the end of each semester.

### **1. Students Admitted with Provisional Status**

When a student is admitted to the Doctoral Program with provisional status, specific requirements or conditions for removal of provisional status are set forth in the notification of acceptance. A time limit is placed on fulfilling these requirements.

Once a student has fulfilled the stated requirements or met the stated conditions s/he submits evidence of such (e.g., transcripts) to the Director of the Doctoral Program who in turn submits a request to the Graduate School that the student be changed to unconditional (full) graduate status. The student is notified in writing of the change.

### **2. Student with Unsatisfactory Academic Achievement**

Any unconditionally admitted full-time student with a grade point /average below 3.0 at the end of the first semester is placed on probation and will be dismissed if "B" minimum grades in every course (8 credits) are not achieved during the next semester. Part-time students who have not maintained a B average for the first 12 credits are to be placed on probation and must achieve "B" minimum grades in every course during the next 12 credit hours or they too will be dismissed. Any student admitted provisionally who earns a grade below "B" in any course taken during the first 12 credits of study is dismissed from the program.

A cumulative GPA of 3.0 must be attained by all graduate students by the end of the third semester and thereafter. Failure to achieve and maintain a cumulative GPA of 3.0 will result in dismissal from the program.

### **3. Conditions for Dismissal from the Program**

A student will be asked to withdraw or will be dismissed from the Doctoral Program if any of the following events occurs. Failure to:

- a. Maintain a cumulative GPA of 3.0 (as specified above).
- b. Pass the preliminary examination at second attempt.
- c. Pass the comprehensive examination at second attempt.
- d. Be admitted to candidacy within five years of admission into the program.
- e. Complete degree requirements within four years following admission to candidacy.
- f. Demonstrate a satisfactory level of research performance as determined by the Research Advisor and Dissertation Advisory Committee; or
- g. Maintain continuous registration.

When the actions of a student are judged by competent authority, using established procedures, to be detrimental to the interests of the University community, the student may be dismissed.

The University of Maryland at Baltimore, through its various faculties or appropriate committees, reserves the discretionary right to suspend or dismiss any student from the University for failure to maintain a satisfactory academic record, acceptable personal behavior, acceptable standards of academic conduct, accepted standards of practice in a clinical agency or satisfactory standards of health.

Appeal procedures in all instance of grievance are handled according to Graduate School Policy.

### **Change in Name/Address/Telephone Number**

Change in students name, address and telephone number should be immediately communicated in writing to the following:

1. Student's advisor.
2. Office of the Director of the Doctoral Program.
3. Office of Admissions and Enrollment Management.
4. The Graduate School Office.
5. Office of the Registrar (Special form must be filled out for the name change for Registrar).

Following graduation, address changes should be submitted to the Director of the Doctoral Program to facilitate contact with alumni.

### **Student Responsibilities Related to Progression**

The student is expected to:

1. Take an active part in planning his/her individualized plan of study, selecting specialty and elective courses, and selecting a faculty member with whom to work in NURS 818 (Special Topics in Nursing Research).
2. Take an active part in selecting a research topic and Research Advisor by discussing potential ideas with a variety of faculty.
3. Rectify any grades of incomplete (I) (except in NURS 899) within one year.
4. Maintain continuous registration. If not possible, to request a Leave of Absence from the advisor, Director of the Doctoral Program, and Dean of the Graduate School.
5. When appropriate, sign up for the preliminary examination (eligible students will be notified).
6. When appropriate, submit a request to take the comprehensive examination to the Director of the Doctoral Program (see form in the Appendix). This form must be signed by the Research Advisor and submitted to the Director of the Doctoral Program for approval.
7. Provide input to the Advisor regarding the composition of the oral Comprehensive Examination Committee and the Research Advisory Committee.

8. When appropriate, to file an Application for Admission to Candidacy form with the Graduate School via the Director of the Doctoral Program. (Forms are obtained from the Graduate School.)
9. File a Preliminary Plan of Study form (approved by the Advisor) with the Director of the Doctoral Program.
10. Forward a Plan of Study form to the Graduate School via the Director of the Doctoral Program at the time of application for admission to candidacy.
11. Submit to his/her Research Advisory Committee a proposed dissertation topic and a written dissertation proposal.
12. Communicate to the Director of the Doctoral Program evidence of successful completion of any requirements specified for change from provisional graduate status.
13. Submit to the Director of the Doctoral Program any request for change in major.
14. Submit in writing to the Director of the Doctoral Program and the Graduate School any changes in the original Plan of Study and to update the plan as needed.
15. Take necessary action regarding completion of incomplete course work and change of grade.
16. Review carefully, written comments about and sign each end-of-year progress report completed by the Advisor after discussion of the report with the Advisor.
17. Submit in writing to the Advisor, Director of the Doctoral Program, Office of Admissions and Enrollment Management, Graduate School Office, and the Registrar's Office changes in name and address.
18. Submit on time all materials required for graduation. (See Progression and Graduation Milestones Checklist in Appendix.)
19. Provide a copy of the completed dissertation to the Doctoral Program Director to be placed in the Doctoral Student Reading Room.
20. Inform the Office of Graduate Studies, Office of Student Affairs, and Graduate School of current contact information (e.g. address, telephone, and email addresses) and changes as appropriate.

## GRADUATION

### Final Oral Examination (Dissertation Defense)

The Final Oral Examination is the dissertation defense. It is scheduled after the dissertation has been completed and approved by the student's Dissertation Advisory Committee. Policies pertaining to the Final Oral Examination as determined by the Graduate School are detailed above in the dissertation guidelines.

### Graduate Student Responsibilities

Nine (9) years are available for completion of the doctoral program: five years prior to admission to candidacy and four years following admission to candidacy. Students and faculty alike share in the responsibility for seeing that all requirements are met and important deadlines observed.

Sequential steps to be accomplished in order to graduate include:

1. Attainment of Unconditional Admission Status.
2. Successful completion of written Preliminary Examination.
3. Removal of all incomplete grades for course work.
4. Successful completion of written and oral Comprehensive Examinations.
5. Admission to Candidacy.
6. Approval of Research Advisory Committee membership by the Director of the Doctoral Program and the Graduate School.
7. Application for a diploma.
8. Completion of a unified, coherent program of study which satisfies all course requirements.
9. Provision of grades for any course taken elsewhere for which grades are missing, and filing petitions for any transfer credits.
10. Completion of the dissertation.
11. Certification for the degree.
12. Successful completion of the Final Oral Examination.
13. Submission of completed and signed dissertation and accompanying documentation to the Director of the Doctoral Program and the Graduate School.

Procedures and policies for graduation are essentially similar to those for the master's program.

- A. **The student must personally file an Application for Diploma prior to the published deadlines – by the third week of a semester in which graduation is expected or by the second week of a summer session. If graduation does not occur, another application must be filed for the appropriate semester, although only one fee is paid.**

**No exceptions are granted by the Registrar's Office when deadlines are missed; neither can a diploma be back-dated even though all degree requirements were met.**

- B. "Incompletes" should be removed within the semester after they occur. However, if any are still standing they must be removed prior to the student taking the Comprehensive Examination, except for "I" grades in NURS 899 - Doctoral Dissertation Research. A student cannot be admitted to candidacy until "incomplete" grades for courses (except NURS 899) are removed or courses re-taken (see policy for Incomplete Grades).
- C. In cases where a grade report has not been received for the official file in the School of Nursing, it is the responsibility of the student to provide it. This includes courses taken on other campuses as well as transfer credit.
- D. Certification deadlines are established each semester for submission of forms to the Dean of the Graduate School. The Research Advisor initiates the certification form only after the Dissertation Advisory Committee deems the dissertation to be complete and defensible.
- E. The Final Oral Examination must be completed and an acceptable document (incorporating any changes recommended by the Final Oral Examination Committee) completed by the specified date after authorization. Appropriate signatures must be affixed. The student is responsible for distributing copies of the documents by specified deadlines.
- F. It is expected that, in addition to copies of the completed dissertation submitted to the Graduate School, the student will provide each member of the Dissertation Advisory Committee and the Office of Graduate Studies with a copy of the completed dissertation.

## LIBRARIES

### Health Sciences and Human Services Library

The new Health Sciences and Human Services Library (HS/HSL), located at 601 W. Lombard St. provides students, faculty and staff members with a focal point for both traditional and computerized information resources and services. Distinguished as the first library established by a medical school in the United States, the HS/HSL is a recognized leader in state-of-the art information technology. As the library for the Southeastern/Atlantic Region of the National Network of Libraries of Medicine, the HS/HSL serves 10 southeastern states, the District of Columbia, Puerto Rico and the Virgin Islands. The library is ranked among the top 25 health sciences libraries in the country.

### Doctoral Student Reading Room

A reading room for doctoral student use is located in Suite 462 the School of Nursing Building. Available are computers, copies of completed dissertations, and a small conference area. Student mailboxes are also located in this area.

## FINANCIAL ASSISTANCE

Sources for student financial assistance vary from year to year. Some currently available sources are listed below. Interested students should contact the Director of the Doctoral Program and the Assistant Dean for Student Affairs for additional information. Student Affairs maintains a computerized database for financial aid that is accessible in any of the School's computer laboratories.

1. Nurse Traineeship. Federal Division of Nursing traineeships are available to doctoral students who have previously had less than 36 months of support from this funding source. Funds are awarded to the University and then are distributed to full-time students on a competitive basis. Eligible applicants are requested to complete traineeship application forms at the time of the application and every year thereafter.
2. Graduate Assistantships. Graduate Assistantships are available to full-time doctoral students. Funding for these positions is provided by the School of Nursing. A salary (for 10 months) is provided, tuition (up to 10 credits per semester) is remitted, and the student is eligible to receive student health insurance benefits. In return, the student is required to work 20 hours per week as a teaching assistant or research assistant to a faculty member. Additional research assistantships are frequently available through grants awarded to individual faculty members. Files of such assistantships are maintained by the Director of the Doctoral Program may be are posted on the bulletin board near the Doctoral Program Library or via electronic mail to the Doctoral Student List serve.

3. Minority Student Grants. These funds are made available through the University Office of Student Financial Aid to eligible students who apply.
4. Individual Pre-Doctoral Nurse Fellowships. These fellowships called National Research Service Awards (NRSA), are awarded on a competitive basis by the Division of Nursing to individual nurses enrolled in full-time pre-doctoral study in nursing and other research disciplines. Individuals must apply directly to the National Institute for Nursing Research, NIH, Bethesda, MD, for these funds.
5. Graduate School Fellowships. A variety of fellowships are awarded annually. Application dates and eligibility criteria vary. Information can be obtained from the Director of the Doctoral Program.
6. Dissertation Research Support. A number of organizations support dissertation research directly related to their specific interests and priorities. For example, the National Center for Health Services Research supports studies on the organization, delivery and financing of health care services. Files of such potential support are maintained by the Director of the Doctoral Program.

Other sources of funding become available periodically. Notices will be posted in the Doctoral Student Reading Room.

**ANSWERS TO QUESTIONS MOST FREQUENTLY  
ASKED ABOUT THE DOCTORAL PROGRAM**

Admissions

1. Is there a limit to the number of students who will be admitted to the program each year?

*Yes. The number of students admitted to the program is carefully monitored each year to ensure that program resources are more than adequate to provide students with a high quality educational experience.*

2. Can students be admitted in the Spring semester?

*No. All admissions are for Fall. Applications for Fall admission are due February 1.*

3. Can those who have earned master's degrees in fields other than nursing be admitted to the Doctoral Program?

*The Doctoral Program Committee has determined that a master's degree in nursing (from an NLN or CCNE accredited program) is a necessary condition for admission to Unconditional (full) Graduate Status. An otherwise very well qualified applicant with a master's degree in another discipline can be considered for admission to Provisional Graduate Status. However, s/he would be expected to complete sufficient master's-level nursing course work to assure theoretical and specialized competence in nursing. Specific requirements are determined on an individual basis. Alternatively, the applicant, if qualified, could select the post-baccalaureate entry option and earn an M.S. in nursing as well as the Ph.D.*

4. Can a student who is admitted provisionally, because of a particular deficit in preparation, take doctoral-level courses while remedying the deficiency?

*Yes, but care should be used in selecting appropriate doctoral courses. For example, if an individual is admitted provisionally because of a deficit in research background, s/he should be counseled not to take doctoral-level research courses until the deficit is removed.*

5. Can master's prepared School of Nursing faculty be admitted to the Doctoral Program?

*No.*

6. Is a master's thesis required for admission?

*No, however completing and reporting research is an indicator of commitment to research goals which are emphasized in this program.*

Progression/Program

1. How long would it take a student to complete the program?

*Assuming a student goes to school full-time and makes good progress in completing requirements, s/he should be able to complete the program in three to four years (two years of course work and 1-2 years for the dissertation, including summers). Part-time students will, of course, require longer periods of time. Some students have completed the program in three calendar years.*

2. Is it necessary for a student to have selected a dissertation topic prior to admission?

*No, however the application does require the applicant to specify potential research interests. Frequently, a student will change his/her mind about a research topic once s/he begins taking doctoral courses. A research topic should be selected by the end of the first year of study. This timing facilitates student progression through the program.*

3. How does the student acquire depth of knowledge in a particular area of nursing in which s/he wishes to claim expertise?

*The specialty support courses and dissertation (a total of 24 credits) provide this opportunity. In addition, course requirements in the required nursing courses generally are sufficiently flexible to allow the student to pursue an aspect of interest to him/her. For example, the research experiences of NURS 818 are planned to be specific to individual research.*

4. Can a student in this program develop additional clinical expertise?

*The focus of the program is on research and theoretical skills, rather than on clinical practice. However, a student carrying out a clinical research project will undoubtedly increase his/her breadth of related clinical knowledge through support courses and the research process itself. Clinical courses can be taken provided their relevance to the student's doctoral program of study can be substantiated and their selection is approved by the advisor.*

5. Is the Doctoral Program oriented toward any one nursing conceptual framework?

*The Doctoral Program Sub-Committee has expressed the belief that at the doctoral level students should become familiar with the variety of different conceptual frameworks which exist in nursing. Each represents a slightly different approach and makes slightly different assumptions about the nature of nursing and key elements of nursing knowledge. Students discuss the various frameworks in NURS 840. The frameworks are presented as alternative views, each with potential strengths and weaknesses in terms of their utility for developing nursing knowledge. No single framework is advocated.*

6. Can doctoral students take master's level courses as specialty support or electives?

*Yes, provided their relevance to the student's program of study can be substantiated and provided the advisor's approval is obtained.*

## APPENDICES

**NOTE:** All Doctoral Program forms are found on the World Wide Web at:  
<http://parsons.umaryland.edu/dept/eahpi/forms>

"Explorer" should be used in accessing these forms.

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**NOTE:** All Graduate School forms are found on the World Wide Web at:  
<http://graduate.umaryland.edu/resources.html>

**APPENDIX A**

Doctoral Advisement Forms

1. Integrated Scholar Portfolio Submission
2. Integrated Scholar Portfolio Checklist
3. End-of-Year Appraisal for Doctoral Students
4. NURS 818: Research Practica
5. NURS 888: Special Problems in Nursing
6. Preliminary Plan of Study
7. Nomination of Members of the Comprehensive Examination Committee
8. Notification of Results of the Comprehensive Examination
9. Nomination of Members of the Doctoral Dissertation Committee
10. Notification of Doctoral Dissertation Committee's Approval of the Research Proposal

**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING  
DOCTORAL PROGRAM**

**Integrated Scholarly Portfolio Submissions**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Name of Advisor \_\_\_\_\_

The following item (attached) has been approved by me for inclusion in the student's official Scholarly Portfolio File.

\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1. Curriculum vitae
- \_\_\_\_\_ 2. Demonstrated teaching experience
- \_\_\_\_\_ 3. Demonstrated research experience
- \_\_\_\_\_ 4. Service to the School and profession
- \_\_\_\_\_ 5. Attendance at two research conferences
- \_\_\_\_\_ 6. Manuscripts in a publishable format (a minimum of 2)  
at least one of which must be data-based.
- \_\_\_\_\_ 7. Paper or poster presentation at a scientific conference
- \_\_\_\_\_ 8. Manuscript in a publishable format based on the dissertation research
- \_\_\_\_\_ 9. Submission of research grant application

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date

UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING

Doctoral Program

INTEGRATED SCHOLARLY PORTFOLIO CHECKLIST

Name of Student \_\_\_\_\_

Entry Term \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Requirement

Date submitted for inclusion in the student's Scholarly Portfolio file.

- 1) Curriculum vitae \_\_\_\_\_
- 2) Demonstrated teaching experience \_\_\_\_\_
- 3) Demonstrated research experience \_\_\_\_\_
- 4) Service to the school and profession \_\_\_\_\_
- 5) Attendance at two research conference  
1) \_\_\_\_\_  
2) \_\_\_\_\_

Three of the items listed below

- 6) Manuscripts in a publishable format (a minimum of 2) at least one of which must be data-based.  
1) \_\_\_\_\_  
2) \_\_\_\_\_
- 7) Paper or poster presentation at a scientific conference.  
3) \_\_\_\_\_
- 8) Manuscript in a publishable format based on the dissertation research.
- 9) Submission of research grant application.

**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING**

**End-of-Year Appraisal for Doctoral Students**

Name of Student \_\_\_\_\_

Emphasis Area:

Semester: \_\_\_\_\_

Instructions: The advisor should complete this form at the end of each year (Spring semester). A signed copy should be forwarded to the Director of the Doctoral Program by August 1 of each year. Progress since the last evaluation should be addressed. The progress report is to be discussed with and signed by the student. The advisor and the student should each retain a copy.

I. Educational Achievement

A. Courses taken and grade:

B. Preliminary or Comprehensive Examinations taken and results:

C. Progress toward dissertation:

II. Written and oral communication skills:

III. Extra-curricular scholarly productivity and/or collaborative activities - (publications, presentations, involvement in research):

IV. Scholarly Portfolio items completed: (students entering Fall 1996 and thereafter).

V. Additional Comments and Recommendations:

---

Advisor's Signature

Date

I have read the End of Year Progress Report and discussed the content with my advisor.

---

Student Signature

Date

Student Comments:

**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING**

**NURS 818: Special Topics in Nursing Research**

**Student-Faculty Contract**

Instructions: Once negotiated, a copy of this contract should be filed with the Director of the Doctoral Program. When available, the advisor should notify the Director of the resulting grade and turn in a grade to the Records Office in Admissions.

Student:

Faculty Member:

Credits:

Semester:

Research Project Title:

Objectives:

Requirements:

Evaluation Criteria:

Publication Agreement (if any):

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Grade: \_\_\_\_\_

## NURS 818: Special Topics in Nursing Research

### Guidelines

1. The purpose of this course is to increase the student's exposure to and involvement in nursing research under the direction of a faculty mentor who is actively engaged in planning and implementing a nursing research project.
2. The student is responsible for identifying and initiating contact with a faculty member in whose research project s/he is interested. Input from the advisor is desirable before a final selection is made.
3. The student and faculty member must establish mutually agreed upon objectives and evaluation criteria. The agreement is to be recorded (Contract for Special Topics in Nursing Research) and a signed copy is to be forwarded to the Director of the Doctoral Program for placement in the student's permanent file. The recorded agreement should include:
  - a. Student and faculty member's name and date
  - b. Objectives
  - c. Stated requirements
  - d. Evaluation criteria
4. Specific objectives, requirements and evaluation criteria will depend on the stage of the research in which the student is participating, the student's level of research competence at the time the course is taken and the student's educational needs. Objectives and requirements must address active involvement by the student in the research project.
5. The faculty member provides guidance as needed throughout the course. The experience can vary in terms of the degree of independence with which the student functions. However, the course is designed to encourage collaborative effort with a faculty mentor on a project for which the faculty member is responsible.
6. Specific learning experience will vary according to the stage of the research. Students may become involved with problem conceptualization, theoretical development, planning of methodology, data collection, and/or data analysis. Projects at any stage of development or implementation may be selected by the student.
7. Credit allocation can vary from one (1) to three (3) credits per semester depending on the nature of the objectives and requirements. Credit value is calculated as for a laboratory course (3 hours of laboratory = 1 semester credit).
8. All doctoral students are required to register for and successfully complete a minimum 1 credit of NURS 818. In the event that a student may desire to continue with the project or develop a similar research experience with another faculty member, NURS 818 may be repeated to a maximum of 6 credits.
9. All NURS 818 credits taken in excess of the one (1) required credit are counted as electives within the student's program of study, hence must receive approval by the student's advisor in advance of registration.

**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING**

**NURS 888: Special Problems in Nursing**

**Student-Faculty Contract**

Instructions: Once negotiated, a copy of this contract should be filed with the Director of the Doctoral Program. When available, the advisor should notify the Director of the resulting grade and turn in a grade to the Records Office in Admissions.

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Credits: \_\_\_\_\_

Semester: \_\_\_\_\_

Independent Study Topics: \_\_\_\_\_

Objectives: \_\_\_\_\_

Requirements: \_\_\_\_\_

Evaluation Criteria: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Grade: \_\_\_\_\_

## NURS 888: Special Problems in Nursing

### Guidelines

1. The purpose of this course is to allow students to select and study a topic related to nursing under the guidance of a faculty member with specialized expertise in the content area selected.
2. The student is responsible for identifying and initiating contact with a faculty member with whom s/he is interested in studying. Input from the advisor is desirable.
3. The student and faculty member must establish mutually agreed upon objectives and evaluation criteria. The agreement is to be recorded (Contract for Special Problems in Direct Nursing) and one copy is to be forwarded to the Director of the Doctoral Program for placement in the student's permanent file. The recorded agreement should include:
  - a. Student and faculty member's name and date
  - b. Objectives
  - c. Stated requirements
  - d. Evaluation criteria
4. Specific objectives, requirements, learning experiences and evaluation criteria will depend on the topic selected and the student's goals for the independent study.
5. The faculty member provides guidance as needed throughout the course. The experience can vary somewhat in terms of the degree of independence with which the student functions. However, the course is designed to encourage independent study with the faculty member providing guidance.
6. Credit allocation can vary from one (1) to three (3) credits per semester depending on the nature of the objectives and requirements. Credit value is calculated as for a laboratory course (3 hours of independent study per week = 1 semester credit). NURS 888 may be repeated to a maximum of 6 credits.
7. All NURS 888 credits are counted as electives within the student's program of study, hence must receive approval by the student's advisor in advance of registration.

**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING  
Doctoral Program**

**Preliminary Plan of Study**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Emphasis Area: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

The Preliminary Plan of Study must be completed in collaboration with the Research Advisor and submitted to the Director of the Doctoral Program for approval prior to the student's registering for elective and/or specialty courses. The program should represent all courses the student plans to present for the degree sought, work completed, work in progress, and any proposed courses. Any transfers requested should also be listed with the name of the University where they were taken.

Year	Description of course	Course Number	Fall Credit and Grade	Spring Credit and Grade	Summer/Winter Credit and Grade	Total Credit Hours

Approved: \_\_\_\_\_





**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING  
Doctoral Program**

**Nomination of Members of the Doctoral Dissertation Committee**

DATE: \_\_\_\_\_

TO: Director of the Doctoral Program

FROM: \_\_\_\_\_  
Research Advisor/Dissertation Chairperson

The following individuals are nominated to serve on the Doctoral Dissertation Committee for the

Student's Name: \_\_\_\_\_  
Last
First
MI

Emphasis Area: \_\_\_\_\_

Research Topic:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>NAME</u>	<u>GRADUATE FACULTY STATUS</u>	<u>RESEARCH/ AREA OF EXPERTISE</u>
Dissertation Committee Chairperson:	1. _____		
Other Members:	2. _____		
	3. _____		
	4. _____		
	5. _____		
	6. _____		

**Proposed Date of Dissertation Proposal Defense:** \_\_\_\_\_  
Month
Day
Year

**NOTES:**

1. The Chairperson must be a Regular Member of the UMGSB graduate faculty.
2. There will be a minimum of five (5) members on the Doctoral Dissertation Committee (including the Chair), of whom at least three (3) must be Regular members of the UMGSB Graduate Faculty. All members must hold the doctorate degree.
3. At least one individual must be from outside the candidate's department or program.
4. Two members should be designated as "Readers" by an asterisk (\*) following their names. At least two weeks (10 working days) prior to the date of the Final Examination, these individuals and the Chairperson will certify that the dissertation is complete and ready to be defended by filing the Certification form with the Graduate School.
5. For any proposed examiners who are not members of the UMGSB graduate faculty, indicate professional affiliation and credentials, and provide a curriculum vitae.

Signature: \_\_\_\_\_  
Director, Doctoral Program

\_\_\_\_\_ Date



## APPENDIX B

### Graduate School Forms

1. Nomination of Members for the Final Doctoral Examination Committee
2. Application for Admission to Candidacy for the Degree of Doctor of Philosophy
3. Graduate School Record
4. Certification of Completion of Doctoral Dissertation
5. Announcement of PhD Dissertation Defense

### UNIVERSITY OF MARYLAND GRADUATE SCHOOL, BALTIMORE GUIDELINES FOR GRADUATE STUDENT ADVISEMENT August, 1994<sup>\*</sup>

#### Overview

This document sets forth general principles and guidelines for graduate student advisement that apply to all graduate programs<sup>1</sup> and students. Some departments have a handbook or policy statement to which students should refer for additional policies and procedures specific to the particular graduate program. [For the graduate program in nursing, the student must refer also to the *1997-1998 Graduate Program in Nursing Handbook* and the *current Doctoral Program in Nursing Handbook*.]

Graduate advisement is conceptualized as a two-stage process. In Stage I, entering students are assigned to an Interim (Stage I) Advisor who helps with orientation and planning through the early stages of course work. In Stage II, the Research Advisor<sup>2</sup> provides guidance through the later phases of the program and guides the student's research. Finally, a Thesis/Dissertation Committee is designated to provide guidance for the student's research and to certify completion.

#### **Qualifications and Selection of Faculty Advisors and Thesis/Dissertation Committees**

1. **Qualifications:** Qualifications of faculty who may serve as advisors are specified by Graduate School and by individual program policies.

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<sup>\*</sup>Text contained within brackets [ ] has been added to refer specifically to the graduate program in nursing.

<sup>1</sup>The term "program" refers to a degree-earning course of study that is recognized and approved by the Graduate School.

<sup>2</sup>The term "Research Advisor" as used in this document refers to the faculty member who provides guidance in later program stages to master's degree students who select a non-thesis or thesis option and to doctoral students undertaking dissertation-related research.

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\*Text contained within brackets {} has been added to refer specifically to the graduate program in nursing.

<sup>1</sup>The term "program" refers to a degree-earning course of study that is recognized and approved by the Graduate School.

<sup>2</sup>The term "Research Advisor" as used in this document refers to the faculty member who provides guidance in later program stages to master's degree students who select a non-thesis or thesis option and to doctoral students undertaking dissertation-related research.

**University of Maryland, Baltimore**  
**Graduate School**  
**NOMINATION OF MEMBERS FOR THE FINAL**  
**DOCTORAL EXAMINATION COMMITTEE**

**DIRECTIONS:**

1. This form is to be filed with the Graduate School at least six months prior to the final examination.
2. The Chairperson must be a regular member of the graduate faculty.
3. There will be a minimum of five (5) members on the Final Examination Committee (including the Chair), of which at least three (3) must be regular members of the graduate faculty. All members must hold a doctoral degree.
4. At least one individual must be from outside the candidate's department or program.
5. In addition to the Chairperson, two members should be designated as "Readers" by an asterisk (\*) following their names. At least two weeks (10 working days) prior to the date of the final examination, these individuals and the Chairperson will certify that the dissertation is complete and ready to be defended by filing the Certification form with the Graduate School.
6. For any proposed examiners who are not members of the graduate faculty, indicate professional affiliation and credentials and provide a curriculum vitae.

TO: **Dean of the Graduate School**

FROM: \_\_\_\_\_  
**Dissertation Chairperson** **Program**

The following individuals are nominated to serve on the Final Doctoral Examination Committee of:

Student's Name: \_\_\_\_\_  
LAST FIRST M.I. Social Security Number

NAME DEPARTMENT GRADUATE FACULTY STATUS\*

Dissertation Committee

- Chairperson: 1. \_\_\_\_\_
- Other Members: 2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Proposed Date of Examination:**

month day year \_\_\_\_\_

Signature: \_\_\_\_\_

Graduate Program Director

\_\_\_\_\_ Date

*\* Graduate Faculty membership status is available in the back of the Graduate School Catalog. The Graduate School Website ([www.ab.umd.edu/graduate](http://www.ab.umd.edu/graduate)) or by calling the Graduate School.*

*University of Maryland Graduate School, Baltimore*

APPLICATION FOR ADMISSION TO CANDIDACY  
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

DIRECTIONS:

Read carefully the requirements for the Doctoral Degree as set forth in the catalog of the University of Maryland Graduate School, Baltimore and be familiar with the specific requirements for the degree established by your department. Complete this application and have it endorsed by the professor in charge of the major subject and by the Graduate Program Director. Each application must be accompanied by the Graduate School Record form, listing your entire program of graduate courses, research credits and formal independent study required for the degree. This includes all study, both completed and proposed. Credit for courses from other institutions should also be included. Credit hours should follow each course and also the grades for courses completed. Official transcripts of the undergraduate record and any work accepted from another institution must be on file in the Graduate School before the application can be approved. Copies of each form should be retained by the student and by Graduate Program Director. The original and one copy of this application and the completed Graduate School Record form are to be forwarded to the Graduate School.

DATE \_\_\_\_\_

Ms. \_\_\_\_\_

Mr. \_\_\_\_\_

\_\_\_\_\_ Social Security Number

Present Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code

Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_

Undergraduate Degree, Date, Institution: \_\_\_\_\_

Graduate work done elsewhere offered in partial fulfillment of the degree: \_\_\_\_\_

Graduate Program and Major Area of Concentration: \_\_\_\_\_

Minor Subject or Supporting Area: \_\_\_\_\_

*Endorsement of this application and its unconditional approval by the Graduate School indicate: (1.) that the applications undergraduate training has been substantially equivalent to that required for the corresponding first degree of this University (2) that in the opinion of the applicant's professors and the Graduate School the applicant has the necessary preliminary training and demonstrated ability for the successful pursuit of graduate study in the applicant's chosen field as required for the degree sought; and (3) that the course of serf described on the accompanying form has been approved.*

ACTION OF GRADUATE SCHOOL:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Dean of the Graduate School

Major Advisor

\_\_\_\_\_ Advisor for Minor or Cognate Field (if appropriate)

\_\_\_\_\_ Date

\_\_\_\_\_ Graduate Program Director





**University of Maryland, Baltimore**  
***Graduate School***

Announcement of Ph.D. Dissertation Defense

Candidate: \_\_\_\_\_ Time and Place: \_\_\_\_\_

Department: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Dissertation Committee*

**NAME**

**TITLE**

Chairperson

<i>Dissertation Committee</i>	<b>NAME</b>	<b>TITLE</b>	Chairperson

This defense is open to all members of the Graduate Faculty who may attend the proceedings on the invitation of the chairperson only members of the committee may examine the candidate and vote.

**APPENDIX C**  
**Progression Milestones Checklist**

**UNIVERSITY OF MARYLAND  
SCHOOL OF NURSING**

**DOCTORAL PROGRAM MILESTONES**

MILESTONE	DATE COMPLETED
1. Validation examination in statistics taken and, if applicable, deficits are removed.	_____
2. Preliminary program of study is approved by interim advisor and approved by and the Director of the Doctoral Program.	_____
3. Research Advisor selected and Director of the Doctoral Program notified in writing. (Research Advisor should be selected by the end of the first year of full-time study or equivalent.)	_____
4. Program of study has been reviewed and updated with Research Advisor and approved by the Director of the Doctoral Program. (This also should be done periodically until coursework is complete.)	_____
5. Preliminary examination taken and passed. (Exam should be taken after completion of two semesters of full-time study or equivalent, i.e., 18-24 credit hours. Student must have completed NURS 801, 805, 813, and 815.)	_____
6. Director of the Doctoral Program has been petitioned to approve comprehensive examination committee upon recommendation of Research Advisor. (All required courses, i.e., NURS 801, 803, 804, 805, 806, 811, 812, 813, 814, 815, 816 and 818; and a total of 42 course credits must be completed.)	_____

(CONTINUED)  
COMPLETED

DATE

- 7. Comprehensive examination has been taken and passed. \_\_\_\_\_
- 8. Application for admission to candidacy has been filed in the Graduate School office. (Must pass comprehensive examination prior to applying. Student must apply for candidacy within five years after enrollment and must be admitted to candidacy at least two full semesters prior to date of graduation.) \_\_\_\_\_
- 9. Dissertation Advisory Committee has been approved by the Director of the Doctoral Program and officially appointed by the Dean of the Graduate School. (Committee must be appointed at least six months prior to date of final oral examination; form must be completed and sent via advisor and Doctoral Program Director.) \_\_\_\_\_
- 10. Dissertation proposal has been approved by the Dissertation Advisory Committee. (Must be approved prior to the initiation of data collection.) \_\_\_\_\_
- 11. All human subjects documents have been submitted and approved by the Institutional Review Board and other human subjects committees if required. (Must receive approval prior to data collection.) \_\_\_\_\_
- 12. Application for graduation has been filed in the Graduate School Office. (Application deadlines are beginning of Fall semester for January graduation and beginning of Spring semester for May graduation. Check University calendar.) \_\_\_\_\_

(CONTINUED)  
COMPLETED

DATE

13. Dissertation has been approved for oral defense. (Form certifying that the dissertation has been completed to the satisfaction of the Committee must be signed and submitted to the Graduate School via the Director of the Doctoral Program.) \_\_\_\_\_
14. Completed Scholarly Portfolio is submitted. \_\_\_\_\_
15. Final oral defense of dissertation has been passed. (Form certifying the successful completion of orals on dissertation must be signed by Research Advisor and submitted to the Graduate School.) \_\_\_\_\_
16. Final copies of the completed and signed dissertation have been deposited in the Graduate School Office and a copy provided for the Doctoral Library. \_\_\_\_\_
17. CELEBRATE!!!

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Bookbinding  
Company  
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