



*University of Pennsylvania School of Nursing*

**DOCTORAL STUDENT HANDBOOK  
2015-2016**

## Contents

<b>1. ABOUT THE STUDENT HANDBOOK .....</b>	<b>6</b>
<b>2. MISSION AND PHILOSOPHY OF THE SCHOOL OF NURSING.....</b>	<b>6</b>
<b>3. MISSION OF THE DOCTORAL PROGRAM IN NURSING .....</b>	<b>7</b>
<b>4. OBJECTIVES OF THE DOCTORAL PROGRAM IN NURSING .....</b>	<b>8</b>
<b>5. PROGRAM REQUIREMENTS AND PLANS OF STUDY.....</b>	<b>8</b>
<b>Program Requirements and Plan of Study for First Year PhD Students (entered in Fall 2011 and after) .....</b>	<b>9</b>
<b>Program Requirements and Plan of Study for PhD / MS-PhD students who entered program in Fall 2010 or earlier .....</b>	<b>11</b>
<b>Plan of Study Procedure for First Year Students.....</b>	<b>11</b>
<b>Changes to the Plan of Study .....</b>	<b>12</b>
<b>Dual Degree Program Requirements.....</b>	<b>12</b>
<b>Program Time Limit.....</b>	<b>12</b>
<b>6. ADVISORS.....</b>	<b>12</b>
<b>Change of Advisor Procedure.....</b>	<b>13</b>
<b>7. COURSE FACULTY.....</b>	<b>13</b>
<b>8. TRANSFER OF CREDIT and WAIVER FROM COURSES .....</b>	<b>13</b>
<b>9. REGISTRATION .....</b>	<b>15</b>
<b>Penn In Touch .....</b>	<b>15</b>
<b>Advisor Sign-Off .....</b>	<b>15</b>
<b>Course Load .....</b>	<b>15</b>

<b>Full-time Status .....</b>	<b>15</b>
<b>Grade Type .....</b>	<b>15</b>
<b>Independent Study Courses .....</b>	<b>15</b>
<b>Courses that Require Permits.....</b>	<b>16</b>
<b>Summer Courses .....</b>	<b>16</b>
<b>Teaching Residency and Research Residency .....</b>	<b>16</b>
<b>Change of Registration Status to Full or Part-time.....</b>	<b>16</b>
<b>Dissertation Seminar .....</b>	<b>17</b>
<b>Dissertation Status .....</b>	<b>17</b>
<b>10. TEACHING RESIDENCY .....</b>	<b>17</b>
<b>11. RESEARCH RESIDENCY .....</b>	<b>18</b>
<b>12. SCHEDULING DOCTORAL EXAMINATIONS .....</b>	<b>19</b>
<b>13. GENERAL EXAMINATION (for MS/PhD students only).....</b>	<b>19</b>
<b>14. QUALIFYING EXAMINATION.....</b>	<b>22</b>
<b>Qualifying Exam Procedure .....</b>	<b>23</b>
<b>15. CANDIDACY EXAMINATION (FORMERLY KNOWN AS THE DISSERTATION PROPOSAL DEFENSE) .....</b>	<b>25</b>
<b>Candidacy Examination Procedure .....</b>	<b>26</b>
<b>16. DISSERTATION .....</b>	<b>27</b>
<b>Dissertation Committee .....</b>	<b>30</b>
<b>Dissertation Status .....</b>	<b>30</b>
<b>Dissertation Status Tuition Billing .....</b>	<b>30</b>
<b>Dissertation Defense .....</b>	<b>31</b>

<b>Dissertation Defense Procedure</b> .....	31
<b>17. ANNUAL REPORTING OF STUDENT PROGRESS</b> .....	33
Documentation of Annual Meeting with Dissertation Committee .....	33
<b>18. INCOMPLETES IN COURSES</b> .....	33
<b>19. LEAVE OF ABSENCE POLICY</b> .....	33
<b>20. ACADEMIC REGULATIONS</b> .....	34
Student in Good Standing .....	34
Warning .....	34
Probation .....	34
Dismissal .....	35
PhD Progressions Committee .....	35
<b>21. GRIEVANCE POLICY</b> .....	35
<b>22. FINANCIALS</b> .....	35
Funding and Tuition Billing.....	35
Teaching Assistantships .....	36
Research Opportunities.....	36
Supplemental Employment.....	37
<b>23. ACADEMIC INTEGRITY POLICIES</b> .....	37
Academic Dishonesty Definitions .....	37
Handbook for Students: Ethics and Original Research.....	38
Fairness of Authorship Credit.....	38
Graduate Supervision: Guidelines for Students, Faculty, and Administrators.....	38
<b>24. STUDENT RESOURCES</b> .....	38

<b>Writing Assistance .....</b>	<b>38</b>
<b>Weingarten Learning Resources Center .....</b>	<b>38</b>
<b>The Critical Writing Program .....</b>	<b>38</b>
<b>Doctoral Student Organization (DSO).....</b>	<b>39</b>
<b>DSO Mission Statement.....</b>	<b>39</b>
<b>DSO Aims, Structure, and Functions.....</b>	<b>39</b>
<b>Doctoral Student Lounge .....</b>	<b>39</b>
<b>25. GRADUATION.....</b>	<b>40</b>
<b>Preparing to Graduate with MS Degree.....</b>	<b>40</b>
<b>Preparing to Graduate with PhD Degree .....</b>	<b>40</b>
<b>Graduation Ceremonies .....</b>	<b>41</b>
<b>PhD Hooding .....</b>	<b>42</b>
<b>26. PROGRAM CONTACTS .....</b>	<b>42</b>

***University of Pennsylvania School of Nursing***  
**DOCTORAL STUDENT HANDBOOK 2015-2016**

## **1. ABOUT THE STUDENT HANDBOOK**

The SON Doctoral Student Handbook provides academic information, policies, and procedures about the doctoral program in Nursing. It also serves as a guide to resources within the School of Nursing and across the University. All students are responsible for the regulations listed within this handbook.

In addition, all graduate students are responsible for the regulations listed in the University of Pennsylvania *PennBook*, a collection of policies that relate to student life at the University of Pennsylvania. The two most important policies in the PennBook are the *Code of Student Conduct* and the *Code of Academic Integrity*. These two policies outline the general responsibilities of being a student at Penn. All students are expected to have read and understood both policies before coming to campus. The policies can be found at: <http://provost.upenn.edu/policies/pennbook>.

If you have questions regarding the contents of this handbook, please contact the Chair of the Graduate Group in Nursing, your faculty advisors, or Office of Student Services at 215-898-6687 or [advisor@nursing.upenn.edu](mailto:advisor@nursing.upenn.edu).

The School of Nursing and the University of Pennsylvania must reserve the right to make changes affecting policies, fees, curriculum, or any other matters announced in this publication.

## **2. MISSION AND PHILOSOPHY OF THE SCHOOL OF NURSING**

### **MISSION**

The mission of the University of Pennsylvania School of Nursing is to make a significant societal impact through the generation and dissemination of new knowledge, development of models of care that define excellent practice, and preparation of future clinicians, scholars, and global leaders of the profession.

### **PHILOSOPHY**

The mission of the School of Nursing is aimed at meeting the health needs of society in a global and multicultural world. To this end, scholarship, research, education, and practice are integrated to create a culture of inquiry that values intellectual curiosity and diversity, and where faculty, clinicians, staff, and students thrive and learn from one another.

### **SCHOLARSHIP AND RESEARCH**

We believe that integration of the arts and sciences is the basis for nursing knowledge and the framework for nursing practice and scholarship. Nursing knowledge encompasses empirical, philosophical, historical, ethical, and personal ways of knowing, and is fundamental to the advancement of professional practice. Scholarship encompasses not only research, but also the integration of research into practice and the advancement and dissemination of nursing knowledge. Research is integral to every educational program and is strengthened by participating in and contributing to the rich scholarly environment of the University.

Nursing is scientifically based and carried out both autonomously and interdependently. The focus is development, dissemination, and utilization of knowledge about nursing actions that promote positive

changes in patients, systems of care, and the larger society. Nurses collaborate with individuals, families, groups, communities, and other professions to achieve health and well-being for all people.

The School of Nursing is responsive to numerous influences that shape health care, including evolving models of care, consumer advocacy, demographic changes, and advances in science and technology. The faculty is committed to a scholarly agenda that pushes the boundaries of nursing science, in turn influencing education and shaping policy and practice.

## **EDUCATION**

Education at the University of Pennsylvania facilitates the intellectual, personal, and social development of students as they identify and attain academic and professional goals. Our educational environment fosters independence, ethical behavior, creative and critical thinking, increased breadth of knowledge, and sensitive interactions concerning cultures and viewpoints.

Programs, from baccalaureate to post-doctoral and lifelong learning, are enriched by the varied needs and perspectives of a culturally diverse population, as well as pressing needs for nursing leaders in a rapidly changing world. These leaders will be the clinical experts and nursing scholars of the future.

The baccalaureate program, including traditional and second-degree students, focuses on professional nursing practice across the continuum of health care, with particular emphasis on vulnerable populations. The dynamic curriculum reflects changes in science and technology, with content and clinical experiences emphasizing evidence-based practice, leadership skills, and interdisciplinary collaboration.

The Master's programs focus on advanced practice nursing and administration, with an emphasis on specialty and subspecialty practice in concert with changing societal needs. Graduate nurses are prepared for advanced practice that creatively combines knowledge and skills in critical thinking and expert interventions across the lifespan. Special attention is given to clinical decision making and management skills, as well as methods of quality evaluation and cost of care.

Pre- and post-doctoral education is dedicated to advancing the discipline of nursing through research. The goal is to equip students with a foundation in nursing and a field of concentration in order to make substantive contributions to scholarship. Strong faculty mentorship is integral to the development of a critical cadre of future researchers, academicians, and leaders, nationally and internationally.

## **PRACTICE**

Serving as the foundation for research and education, practice is defined as the diverse and varied construction, application, and evaluation of knowledge and action within the discipline of nursing, and most importantly for the users and recipients of nursing care. We believe it is the responsibility of academic nursing to serve as the fulcrum for modeling the intentional integration of education, research, and clinical care in order to advance the science and shape the structure and quality of health services.

*Mission affirmed by the School of Nursing Faculty Senate on April 6, 2009. Philosophy approved by the School of Nursing Faculty Senate on February 3, 2003.*

## **3. MISSION OF THE DOCTORAL PROGRAM IN NURSING**

The mission of the doctoral program of the University of Pennsylvania School of Nursing is to prepare nurse scientists for successful careers particularly in research-intensive environments.

Graduates of this program will serve as leaders at the forefront of nursing science by conducting and

disseminating research for the advancement of nursing practice. These nurse scientists will take responsibility for shaping and advancing health care, with the ultimate goal of improving the public's health through the integration of theory, research, and practice.

The educational experience focuses on the processes of exploring and examining substantive bodies of knowledge. The researcher's development is fostered through exposure to an array of philosophic and methodological aspects of nursing and related basic and applied disciplines.

Research preparation consists of both formal and informal learning opportunities including course work, examinations and precepted learning opportunities such as residencies and assistantships. Evidence of scholarly development is required throughout the program of study to mark the student's developing intellectual scholarly capability and breadth and depth of knowledge potential. Hallmarks of these accomplishments include approval of a coherent plan of study, successful and timely completion of the qualifying examination (general exam substituted for MS/PhD students), candidacy examination (formerly known as the proposal defense), and the dissertation.

Unless otherwise stated in this handbook, the University-Wide Academic Rules for Graduate Degrees apply: <https://provost.upenn.edu/policies/pennbook/2013/02/13/academic-rules-for-phds-and-research-master-s-degrees>

#### **4. OBJECTIVES OF THE DOCTORAL PROGRAM IN NURSING**

To develop nurse scholars and scientists who will:

1. Conduct research for advancement of nursing knowledge and practice.
2. Provide leadership in the research, education, and practice mission of academic nursing.
3. Design a plan for continuing scholarly and career development.
4. Integrate nursing knowledge within the broad social, economic and political contexts to influence the strategic direction of healthcare policy institutions and organizations.
5. Display well-honed aptitude for intellectual critique and scholarly writing.

#### **5. PROGRAM REQUIREMENTS AND PLANS OF STUDY**

Core courses, a statistics sequence, concentration courses, and non-credit requirements are required by the Graduate Group in Nursing for the PhD in Nursing degree. *Specific requirements are noted below according to year of entrance.* Descriptions of requirements are listed below.

##### **Core Courses**

*The following courses, foundational for the PhD in Nursing, are required (unless transfer credit or a waiver is approved for an eligible course):*

NURS 750 Inquiry and Nursing  
NURS 753 Evolving Nursing Science  
NURS 754 Quantitative Research Designs and Methods  
NURS 800 Dissertation Seminar  
NURS 813 Qualitative Paradigm Empirical Nursing Research  
Statistics Course 1 (e.g. SOCI 535 or STAT 500)  
Statistics Course 2 (e.g. SOCI 536 or STAT 501)  
NURS 890 Teaching Residency  
NURS 897 Research Residency



### **Concentration Courses**

Concentration courses are intended to support the dissertation. These courses may be in particular content areas (e.g. genetics, health disparities) that are related to the planned dissertation or methods courses teaching specific approaches (e.g. clinical trial design). These courses must be graduate level courses taught by doctorally prepared faculty. Courses may be taken in nursing or a different discipline at the University of Pennsylvania. The student should discuss possible content and methods courses with her/his advisors and search for courses that support the dissertation topic. The plan of study is approved by the Graduate Group Chair.

The length of time that most students take to complete coursework is from three to five years of full-time study.

### **Non-Credit Requirements**

Doctoral programs at the University of Pennsylvania also have non-credit requirements for graduation. The Graduate Group in Nursing requires:

- Qualifying Examination (or MS General Examination for those students entering the MS-PhD program)
- Candidacy Examination (a defense of the dissertation proposal)
- Dissertation work and registration of NURS 995 Dissertation Status
- Defense of the final dissertation

### **Program Requirements and Plan of Study for First Year PhD Students (entered in Fall 2011 and after)**

Students who entered in Fall 2011 and after are required to complete 22 course units (CUs), comprised of:

- Seven (7) core courses (NURS 750, NURS 753, NURS 754, NURS 813, Statistics sequence course 1, Statistics sequence course 2, and NURS 800)
- Five (5) concentration courses (content and methods courses to support the dissertation)
- NURS 890 Teaching Residency (1 CU) and NURS 897 Research Residency (1 CU)
- Eight (8) courses transferred in as "General Credit" from the primary Master's degree

Non-credit requirements:

- Qualifying Examination
- Candidacy Examination (a defense of the dissertation proposal)
- Dissertation work and registration of NURS 995 Dissertation Status
- Defense of the final dissertation.

#### ***Sample plan of study 1 for students who entered in Fall 2011 and after (12 CUs post-master's):***

<b>Fall Year 1</b> NURS 750 Inquiry and Nursing NURS 813 Qualitative Paradigm Empirical Nursing Research Statistics Course 1 (e.g. SOCI 535 or STAT 500)	<b>Spring Year 1</b> NURS 753 Evolving Nursing Science NURS 754 Quantitative Research Designs and Methods Statistics Course 2 (e.g. SOCI 536 or STAT 501)  <i>Submit doctoral plan of study</i> <i>Write Self-Funding Grant (NRSA, etc.)</i>
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<p><b>Fall Year 2</b>  <i>Qualifying Examination</i>                  Concentration Course 1                  Concentration Course 2                  Concentration Course 3</p>	<p><b>Spring Year 2</b>                  Concentration Course 4                  Concentration Course 5                  One additional course</p> <ul style="list-style-type: none"> <li>• NURS 900 (work related to the Dissertation Proposal)</li> <li>• Audit or take NURS course (if needed for completion of the dissertation, courses across the University)</li> </ul>
<p><b>Fall Year 3</b>                  NURS 800 Dissertation Seminar                  NURS 890 Teaching Residency*                  NURS 897 Research Residency*</p> <p><i>Candidacy Examination (Defense of Dissertation Proposal)</i></p>	<p><b>Spring Year 3</b>                  Dissertation Status (full-time) until <i>Defense of Dissertation</i></p>

\* NURS 890 and NURS 897 may be taken any time prior to graduation, but registration may occur in a different semester to ensure the student has full-time registration (i.e. Fall Semester, Year 3).

The PhD sample plan of study can be found at:

[http://www.nursing.upenn.edu/admissions/doctoral/Pages/doctoral\\_plan\\_of\\_study.aspx](http://www.nursing.upenn.edu/admissions/doctoral/Pages/doctoral_plan_of_study.aspx) **Program Requirements and Plan of Study for MS-PhD First Year Students (entered in Fall 2011 and after)**

The MS/PhD program in Nursing consists of a total of 22 course units (CUs). The Master of Science (MS) degree requires 8 CUs -- four of these courses must be taken within nursing and four must be taken within the student's area of interest/major. The remaining 14 CUs are comprised of seven core courses, five concentration courses to support the dissertation, and the Teaching and Research Residencies. Each course is worth 1 CU. A full-time student takes three or four courses each Fall and Spring semester. A part-time student typically takes two courses each Fall and Spring semester.

Non-credit requirements:

- MS General Examination
- Candidacy Examination (a defense of the dissertation proposal)
- Dissertation work and registration of NURS 995 Dissertation Status
- Defense of the final dissertation.

Students who have fulfilled the degree requirements and successfully passed the MS General Exam must apply through the Degree Candidate System of the Graduate Division of the College of Arts and Sciences to be awarded the MS degree: <https://fission.sas.upenn.edu/sso/gas/degree/app-start.php> (for more information, please see the "Graduation" section of this handbook).

**Sample plan of study for MS-PhD students who entered in Fall 2011 and after (20 CUs):**

<p><b>Fall Year 1</b>                  MS NURS Course 1                  NURS 750 Inquiry and Nursing                  Statistics Course 1 (e.g. SOCI 535 or STAT 500)</p>	<p><b>Spring Year 1</b>                  MS NURS Course 2                  MS NURS Course 3                  NURS 753 Evolving Nursing Science                  Statistics Course 2 (e.g. SOCI 536 or STAT 501)</p> <p>Submit doctoral plan of study                  Write Self-Funding Grant (NRSA, etc.)</p>
<p><b>Fall Year 2</b>                  MS General Exam                  MS Course 4                  MS Course 5                  NURS 813 Qualitative Paradigm Empirical Nursing Research</p>	<p><b>Spring Year 2</b>                  MS Course 6                  MS Course 7                  NURS 754 Quantitative Research Designs and Methods</p>
<p><b>Fall Year 3</b>                  MS Course 8                  Concentration Course 1                  Concentration Course 2</p>	<p><b>Spring Year 3</b>                  Concentration Course 3                  Concentration Course 4                  Concentration Course 5</p>
<p><b>Fall Year 4</b>                  NURS 800 Dissertation Seminar                  NURS 890 Teaching Residency*                  NURS 897 Research Residency*</p> <p><i>Candidacy Examination (Defense of Dissertation Proposal)</i></p>	<p><b>Spring Year 4</b>                  Dissertation Status (full-time) until <i>Defense of Dissertation</i></p>

\* NURS 890 and NURS 897 may be taken any time prior to graduation, but registration may occur in a different semester to ensure the student has full-time registration (i.e. Fall Semester, Year 3).

The MS-PhD sample plan of study can be found at:

[http://www.nursing.upenn.edu/admissions/doctoral/Pages/Joint\\_Degree\\_Options.aspx](http://www.nursing.upenn.edu/admissions/doctoral/Pages/Joint_Degree_Options.aspx)

**Program Requirements and Plan of Study for PhD / MS-PhD students who entered program in Fall 2010 or earlier**

For program requirements and plans of study for PhD and MS-PhD students who entered the program in Fall 2010 or earlier, please request a copy of an archived handbook from the Associate Director of Graduate Academic Affairs.

**Plan of Study Procedure for First Year Students**

In the spring semester of the first year, students must meet with their academic advisor(s) to select coursework for the plan of study.

The student, with assistance from the academic advisor(s), should develop a plan of study that provides sufficient breadth and depth of the methods, theoretical perspective, and content needed to complete the dissertation study.

The plan of study should include the 14 course units to be taken if entering with a Master's degree or 22

2015-2016; October 2015

course units if entering with a baccalaureate. It should include the semester that each course will be taken. Students must complete the PhD “Plan of Study” form in conjunction with the academic advisor(s), and submit to the Associate Director of Graduate Academic Affairs. The Graduate Group in Nursing Chair will review for final approval.

Once the Plan of Study has been approved, students should enter the plan into their Academic Planning Worksheet in Penn in Touch. The worksheet is an electronic repository for the plan of study. Instructions on how to log the plan of study are posted on the DSO intranet site.

*The plan of study form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

### **Changes to the Plan of Study**

Any changes to the plan of study must first be approved by the academic advisor(s). Students must then complete the “Plan of Study Modification” form and submit to the Associate Director of Graduate Academic Affairs, who will coordinate with the Graduate Group in Nursing Chair for final review. Students should also update their academic planning worksheet in Penn-in-Touch.

*The plan of study modification form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

### **Dual Degree Program Requirements**

Students who enter the PhD program without a Master’s degree must complete the requirements for the Master of Science in Nursing (MSN) or a Master of Science (MS) as well as the requirements for the PhD degree.

Students in the MSN/PhD, MBE/PhD, or other programs must fulfill the requirements of their selected master’s program in addition to the PhD requirements.

Unless otherwise stated in this handbook, the University-Wide Academic Rules for Graduate Degrees apply with respect to degree program requirements:

<https://provost.upenn.edu/policies/pennbook/2013/02/13/academic-rules-for-phds-and-research-master-s-degrees>

### **Program Time Limit**

The total amount of time permitted for completion of coursework, examinations, residencies, and dissertation is seven (7) years from the date of matriculation for students in the PhD in Nursing and the MS/PhD in Nursing programs. It is eight (8) years from the date of matriculation for students in MSN/PhD in Nursing program. A request for an extension to the time limit must be put in writing and addressed to the Graduate Group in Nursing Chair for consideration.

## **6. ADVISORS**

Academic advisors are members of the Graduate Group in Nursing and members of the Standing Faculty. Upon acceptance to the Doctoral Program each student is assigned two co-advisors. The advisor(s) help the student to become acquainted with faculty and other staff, gain familiarity with University community and professional resources, and guide the student in selection of courses and scholarly opportunities. The academic advisor(s) may or may not be the Chair of the Qualifying or General Examination and may or may not eventually Chair the dissertation. If the advisor leaves the Standing Faculty of the School of Nursing through retirement or change of position, another advisor from the Standing Faculty must be

appointed.

### **Change of Advisor Procedure**

Students may change an advisor or Dissertation Chair at any time. If the student changes academic advisor(s) or Dissertation Chair, the student must notify the original advisor(s), Graduate Group in Nursing Chair, and the Associate Director of Graduate Academic Affairs in writing of the change. To ease the transition, it is useful to schedule a meeting with the former advisor or chair and the new advisor or chair and the student to discuss future plans. Counseling about advisor changes is available with the Graduate Group in Nursing Chair or the Office of Student Services.

## **7. COURSE FACULTY**

Each selected course for the PhD program must be taught by a member of the faculty of the University of Pennsylvania who holds a doctoral degree. The course must be graduate-level. If the course is *not* listed as graduate-level, the student must submit a letter from the faculty of the course to the Graduate Group in Nursing Chair and copy the academic advisor stating that the student will complete additional doctoral-level work for the course.

## **8. TRANSFER OF CREDIT and WAIVER FROM COURSES**

### **TRANSFER OF CREDIT**

#### **MS Degree**

At least eight course units of the total program required for the Master's degree must be completed in a graduate program at the University of Pennsylvania or through an approved program at another school. Where more than eight course units are required, graduate work done at other universities may be accepted for the balance of the course requirements, if approved by the Graduate Dean (*the Graduate Group in Nursing Chair at the School of Nursing*). A student may transfer courses completed at other graduate schools of the University with the approval of the Graduate Dean. No work done as an undergraduate, whether done at this institution or at any other, will be counted toward a higher degree. (Graduate courses completed by an undergraduate as part of submatriculation in a graduate group count as graduate courses and, therefore, may be counted toward graduate degree requirements; see section below about PhD transfer credit.)

Credit also can be given for a maximum of four course units of graduate-level work completed while registered in the College of Liberal and Professional Studies.

Source: Academic Rules for PhDs and Research Master's Degrees

<https://provost.upenn.edu/policies/pennbook/2013/02/13/academic-rules-for-phds-and-research-master-s-degrees>

#### **PhD Degree**

Students receive eight course units of general credit from the primary master's degree (e.g. MSN, MPH, etc.) toward the PhD degree. No further credit above eight course units will be awarded from the primary master's degree. If eligible, PhD credit may be awarded for up to two course units of post-master's (i.e. not from the primary master's degree) coursework taken at Penn or another institution. In unusual circumstances, if post-master's courses were taken at Penn or another institution and contribute to the scientific training of the student, an additional two PhD course units may be awarded for a total of four course units.

Courses approved for transfer credit are not required to be replaced by more advanced courses, but the

2015-2016; October 2015

student may choose to take additional courses for her/his scientific training.

No work done as an undergraduate, whether at this institution or at any other, will be counted toward the degree with the exception of graduate courses completed by undergraduates as submatriculants in a graduate group.

### **WAIVER FROM CORE COURSES**

*Approved 4/12/12 by the Graduate Group in Nursing*

A student who provides concrete evidence of meeting course competencies may be eligible for a waiver from particular core courses (see below). The most obvious evidence is to provide a transcript showing the grade and a course description, syllabus, and sample assignment (if possible). A minimum course grade of B is required. A waived course is documented on the student's transcript and is not awarded course unit credit (0.0 CU posted on transcript). **A student granted a waiver for an eligible course must take another course, and preferably a more advanced course, in its place.** The student should consult her/his faculty advisors for course suggestions.

*A waiver may be requested for:*

- Statistics sequence course 1 (e.g. STAT 500 or SOCI 535)
- Statistics sequence course 2 (e.g. STAT 501 or SOCI 536)
- NURS 813 - Qualitative Paradigm Empirical Nursing Research
- NURS 754 - Quantitative Research Design and Methods
- NURS 800 - Dissertation Seminar

*No waivers will be considered for:*

- NURS 750 - Inquiry and Nursing
- NURS 753 - Evolving Nursing Science
- NURS 890 Teaching Residency
- NURS 897 Research Residency

### **Transfer Credit or Waiver Procedure**

The student should initiate the process for transfer of credit or waiver post-admission, but before the start of classes.

An official transcript of the course must be on file in the Office of Student Information at the time of application. The official transcript must be received before the credit can be posted to the student's transcript.

*To request transfer credit or a waiver:*

1) The student completes the "PhD Transfer Credit or Waiver" form for each course to be approved for transfer credit or a waiver, a brief written rationale for the course to be transferred or waived, the course description, syllabus, and a sample assignment or other evidence (if possible) to the faculty advisor.

The *PhD Transfer Credit or Waiver* form can be found at:

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

2) The faculty advisor signifies approval by signing the form and the student submits all materials to the Office of Student Services for processing.

- 3) The Grad Group Chair consults with at least one faculty member who has either taught the course or has expertise in course content. S/he might also consult with the advisor(s) and with the Chair-Elect if needed. If the Grad Group Chair is the advisor of record, s/he will consult with the Chair-Elect to maintain the integrity of the process. All consultations are documented on the “PhD Transfer Credit or Waiver” form.
- 4) The Grad Group Chair approves or denies the request, and forwards paperwork to the Associate Director of Graduate Academic Affairs for processing. The decision is emailed to the student, with a copy to the advisor(s), course faculty and Chair-Elect.
- 5) If approved, the Office of Student Information will post the transfer credit or waiver on the student’s transcript.

## **9. REGISTRATION**

*Students should register during the advance registration period each fall and spring semester for best course availability and no later than two weeks before the start of classes.* This is so that the Office of Student Services has adequate time to audit students’ course enrollments to ensure they are correctly registered for full- or part-time status. Early registration of courses, submission of independent study forms, and requests for course permits is necessary to ensure that students are fully registered by the beginning of each semester.

### **Penn In Touch**

All Penn students must register for courses through Penn’s online registration system, Penn in Touch, which can be accessed via PennPortal at <http://www.upenn.edu/pennportal>.

### **Advisor Sign-Off**

All doctoral students, including those on dissertation status, will be placed on registration hold prior to each semester. In order to register for courses, students must get electronic advisor sign-off each Fall and Spring semester. This ensures regular communication between the advisor/chair and student, and enables the advisor(s) to help guide the student with course selection.

### **Course Load**

Students are expected to take three to four course units (CUs) each fall and spring semester for timely completion of the program and to maintain full-time status.

### **Full-time Status**

Full-time status is defined as enrollment in a minimum of three course units (CUs) each fall and spring semester. Dissertation status (registration for NURS 995) carries full-time status.

### **Grade Type**

Students must choose “Normal Grading” (letter grade) when registering for a course in Penn in Touch if the course will be used to fulfill degree requirements. A course may be taken pass/fail or by audit only if it is not needed to fulfill degree requirements.

### **Independent Study Courses**

Students may enroll, with the approval of the academic advisor and under the supervision of a faculty member with a doctoral degree, in an Independent Study for course credit. The purpose of such a course is to allow the student to pursue an area of special interest that may not be covered by an existing course. There is no limit to the number of Independent Study courses a doctoral student may

take. The student must design the Independent Study project with a faculty member, who approves the plan the semester before the study is to begin along with the academic advisor.

To register for an Independent Study (NURS 900), the student completes the Independent Study form (Form 1), obtains required signatures, and submits the completed form to the Office of Student Services, Suite M-18, for processing. *Due to faculty travel schedules, students should meet with faculty preceptors of Independent Studies prior to summer and winter breaks to formulate Independent Study courses for the upcoming semester. The form, which serves as registration for the course, should be submitted two weeks before classes start. The form must be submitted by the end of the Course Selection Period.*

Grades for Independent Studies are submitted by the supervising faculty member upon completion of the work. Student and faculty evaluations of the Independent Study must be completed and copies of these evaluations should be submitted to the Office of Student Services.

**The Independent Study form, including guidelines and directions, is available at:**

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

### **Courses that Require Permits**

If a course requires a permit for registration, the student should contact the relevant academic department to request the permit. The student may need to contact the instructor of the course directly for permission to enroll. Then the student must “claim” the permit in Penn in Touch to complete registration. To enroll in an HCMG course, email a request to the Office of Student Information, [osi@nursing.upenn.edu](mailto:osi@nursing.upenn.edu), and a permit will be obtained. To enroll in an MBA class, it is necessary to wait for the “MBA Auction” period and contact the Wharton Graduate Division.

### **Summer Courses**

Students who take summer courses will be charged tuition and fees.

### **Teaching Residency and Research Residency**

For more information, see the *Teaching Residency* and *Research Residency* sections of this handbook.

### **Change of Registration Status to Full or Part-time**

A student who desires a registration status change to full or part-time (or vice versa) must submit a letter requesting the change to the Graduate Group Chair and Associate Dean for Academic Programs, with a copy to the Associate Director of Graduate Academic Affairs six weeks before the date of the status change. A full-time student who desires part-time registration is not guaranteed funding if a switch back to full-time registration status is desired.

### **Registration of More Than Four Course Units**

A student who wishes to take more than four course units must request faculty advisor approval. If the student is in good academic standing and if the advisor agrees, the advisor should send an approval email to [advisor@nursing.upenn.edu](mailto:advisor@nursing.upenn.edu) in order for the Office of Student Services to raise the student’s max load. Once the max load is raised, the student may then register for the additional course(s).

### **Registration of Extra Courses**

Students who have fulfilled curricular requirements for the PhD degree in Nursing and wish to take extra courses for a letter grade, pass/fail grade, or audit above and beyond what is needed for the degree are eligible to do so if the student is in good academic standing, if it is within the funding period, and with faculty advisor approval. School of Nursing funding cannot be used to



support the cost of extra courses taken outside the School of Nursing that are not directly related to the area of research and part of an approved plan of study. Extra courses taken after the expiration of SON funding must be paid for by the student or the by student's external funding source.

### **Dissertation Seminar**

Students must complete the following courses before taking Dissertation Seminar: NURS 750, NURS 753, NURS 754, NURS 813, two semesters of Statistics, and all required concentration courses. Additionally, students must have successfully passed the Qualifying or General Exam and have identified a Dissertation Chair. It is expected that students will have drafted at least the first chapter of their dissertation and have an outline of subsequent chapters or a clearly delineated plan for articles if they are using the 3-article format when they start the course.

### **Dissertation Status**

Typically, the semester after a student successfully completes Dissertation Seminar and completes all required courses, the Office of Student Information will register a student for NURS 995: Dissertation Status. Dissertation Status carries full-time status.

Students must complete *all* coursework required for the PhD in Nursing degree before entering Dissertation Status. Students *may* take extra courses during Dissertation Status if eligible; refer to the "Registration of Extra Courses" policy.

## **10. TEACHING RESIDENCY**

The purpose of the Teaching Residency is to enhance the expertise of students in the role of educator. Because students enter the program with differing prior experiences in the role of educator, the Teaching Residency is tailored to students' individual learning needs. At the minimum, it is expected that students with no or minimal prior teaching experience will graduate with a beginning level of expertise in course planning, course evaluation, dealing with difficult student situations, test construction, paper assignment construction and grading, content delivery methods, and other aspects of the faculty teaching role. Students entering with more extensive teaching experience tailor their teaching residencies to enhance their expertise in these various areas.

The Teaching Residency must include activities that exceed the routine work of a teaching assistant (TA). *Activities that may occur during the Teaching Residency include:*

- Serving as a TA with an additional focused project or role.
- Working with faculty on faculty teaching projects with a particular focused project or role
- Participating in curricular initiatives within the School of Nursing
- Taking additional coursework in teaching
- Participating in University programs for TAs: <http://www.ctl.sas.upenn.edu/>

The Teaching Residency is one semester in length and may be completed in any semester prior to graduation. The Teaching Residency, NURS 890, is awarded 1 course unit (1.0 CU) of academic credit. It is graded Satisfactory (S) /Unsatisfactory (U) and is not counted toward the GPA. Students who receive a grade of "Unsatisfactory" will need to remediate the residency.

*Before the residency begins:*

Each student, with the help of his or her advisor(s), will identify the semester during which s/he wishes to complete the Teaching Residency, develop objectives for the residency based on the student's prior teaching experiences, and identify a faculty preceptor. The faculty preceptor may be a different person from the advisor and may be a master teacher (e.g. practice professor) who can craft an exceptional teaching experience for the student. The advisor, preceptor and student will plan activities to accomplish the objectives and will submit this information on the Teaching Residency proposal form. **The form, which serves as registration, should be submitted before the beginning of the residency, and before the end of the Course Selection Period in any semester, to the Office of Student Services for review and approval by the Graduate Group in Nursing Chair.** The Teaching Residency may be taken any time prior to graduation, but registration may occur in a different semester to ensure the student has full-time registration (i.e. Fall Semester, Year 3). Only one member of the Graduate Group in Nursing may be recorded in the registration system as the faculty of record. Timely submission of the proposal and evaluation forms is required.

*After the residency ends:*

Upon completion of the Teaching Residency, the student, faculty preceptor, and faculty advisor (if different than the preceptor) must complete and sign the Teaching Residency Evaluation form and submit it to the Office of Student Services. If objectives and activities have been successfully completed, the Graduate Group in Nursing Chair will sign the form. The Office of Student Information (OSI) will then process the form and post official credit.

*The Teaching Residency Proposal and Teaching Residency Evaluation forms can be found at:*  
<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

## **11. RESEARCH RESIDENCY**

The purpose of the Research Residency is to enhance socialization to the role of the researcher.

*Activities that may occur during the one semester Research Residency should include at least two of the following:*

- Serving as a Research Assistant (RA) with a particular focused project
- Being a fellow on a T32 grant with a particular focused project or attendance at a series of research seminars (schedule to be submitted)
- Preparing an individual NRSA with focused mentoring by a Standing Faculty member
- Working with faculty on faculty research, including data-based publications, with focused duties and responsibilities
- Attending Doctoral and Post-Doctoral Research Seminars (schedule of topics to be attached)
- Attending Faculty Seminar Series (schedule of topics to be attached)
- Attending seminars throughout the University that are research based (schedule of topics to be attached)
- Participating in the review and critique of proposals during research center meetings (details of proposals reviewed attached)

The Research Residency is one semester in length and may be completed in any semester prior to graduation. The Research Residency, NURS 897, is awarded 1 course unit (1.0 CU) of academic credit. It is graded Satisfactory (S) /Unsatisfactory (U) and is not counted toward the GPA. Students who receive a grade of "Unsatisfactory" will need to remediate the residency.

*Before the residency begins:*

Each student, with the help of his or her advisor/chairperson, will identify the semester during which s/he wishes to complete the Research Residency, develop objectives for the residency based on the student's

prior research experiences, and identify a faculty preceptor. The faculty preceptor may be a different person from the advisor but must be a member of a Graduate Group within Penn. The advisor, preceptor and student will plan activities to accomplish the objectives and will submit this information on the Research Residency proposal form. **The form, which serves as registration, should be submitted before the beginning of the residency, and before the end of the Course Selection Period in any semester, to the Office of Student Services for review and approval by the Graduate Group in Nursing Chair.** The Research Residency may be taken any time prior to graduation, but registration may occur in a different semester to ensure the student has full-time registration (i.e. Fall Semester, Year 3). Only one member of the Graduate Group in Nursing (advisor if the faculty preceptor is not affiliated with the Graduate Group in Nursing) may be recorded in the registration system as the faculty of record. Timely submission of the proposal and evaluation forms is required.

*After the residency ends:*

Upon completion of the Research Residency, the student, faculty preceptor, and faculty advisor (if different than the preceptor) must complete and sign the Research Residency Evaluation form and submit it to the Office of Student Services. If objectives and activities have been successfully completed, the Graduate Group in Nursing Chair will sign the form. The Office of Student Information (OSI) will then process the form and post official credit.

*The Research Residency Proposal and Research Residency Evaluation forms can be found at:*  
<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

## **12. SCHEDULING DOCTORAL EXAMINATIONS**

Required examinations (General Exam for MS/PhD students or the Qualifying Exam for PhD students, Candidacy Exam, Proposal Defense, and Dissertation Defense) should not be scheduled during University holidays, including Fall, Winter, and Spring Break. Note that most faculty are on a 9-month schedule so it is challenging to schedule an exam over the summer months. To schedule an exam, view the *procedure* section for each exam.

PhD students who enter the program with a General Credit transfer from a primary Master's degree take the Qualifying Exam, while MS-PhD take the General Examination, consistent with university policy. See the *General Examination* and *Qualifying Examination* sections for further details about each exam.

## **13. GENERAL EXAMINATION (for MS/PhD students only)**

Students in the MS/PhD program must pass a General Examination. This exam substitutes for the Qualifying Examination. According to the University-Wide Academic Rules for Graduate Degrees, the "purpose of this examination is to test the candidate's knowledge of his or her major subject in its broader aspects and proficiency in the particular courses he or she has taken. This examination may be oral, written, or both, at the discretion of the graduate group." The Graduate Group in Nursing has decided that the General Examination will include both a written and oral component.

The General Examination determines the student's potential for continuing doctoral study. Successful completion of the examination signifies the student's potential and the faculty's commitment to provide scholarly resources needed to complete continuing course work and the dissertation.

**The deadline for defending the examination is October 15th (or March 15th for students in alternate sequences, such as part-time students) unless the student obtains written permission of the**

**Graduate Group in Nursing Chair.** This mid-semester deadline is to allow time for remediation if the student fails the exam on the first attempt. Should remediation be needed, the second defense must be held prior to the last day of the Drop Period in the semester immediately following the semester in which the original exam was defended. For the exact date of this deadline, refer to the University's Three Year Academic Calendar.

Students are eligible to take the exam once they have successfully completed 6-8 courses in the Penn PhD program. Successful completion is indicated by a passing grade of C or above. The exam may not be taken if there is an incomplete in any course. Students who do not take the general exam and those who do not successfully pass the general exam are not considered to be in good academic standing and may not continue in the doctoral program.

The General Examination consists of written and oral components. The focus of both elements of the examination is a substantive discussion of a concept with relevance to the student's phenomenon of interest, within the perspective afforded by the discipline of nursing. Alternatively, the student may produce a substantive exposition of the state of the science in an area of inquiry and research of relevance to the discipline of nursing. Although there is no requirement that the General Examination be publishable, students are encouraged to think about transforming this examination into a scholarly publication.

The *written component* of the examination is constituted by a scholarly paper. The written examination may not exceed 20 double-spaced, typed pages of text (references not included) and should be prepared in keeping with the American Psychological Association standards unless permission has been received from the Chair for a different citation format.

The *oral component* of the examination is constituted by an oral defense of that paper by the student for the Examining Committee. The oral examination is scheduled for one hour and should consist of an introduction of how and why the student chose the topic and a brief summary of the paper.

All three members of the Examining Committee evaluate the written and oral examination. The grading system for the General Examination is Pass/Fail. Students who fail the exam a second time can receive a grade of "Pass with MS Degree Only." These students will be granted the MS degree but will not be allowed to progress in the doctoral program. A minimum of two out of the three Examining Committee members must be in agreement on the final grade. The criteria for grading both the written and the oral examination are:

- Form and organization of the written examination
- Relevance, critique, and integration of the supporting literature, and the student's synthesis and conclusion
- The student's ability to communicate both in writing and orally on an abstract level
- The student's ability to translate specifics to a higher level of generalization, and develop ideas for future direction

If the grade is Fail for either or both parts of the examination, both portions of the General Examination must be retaken and a grade of Pass must be achieved, with at least two of the three Examining Committee members in agreement, prior to enrolling in further courses. The examination must be retaken with the same Examining Committee unless a substitute member is approved by the Graduate Group in Nursing Chair. The examination may be retaken only once with no extension of the deadlines mentioned above. Failure to pass both parts of the examination on the second attempt will result in the student being withdrawn from the program.

### **General Examination Procedure**

*Note: Please start the scheduling process at least four weeks in advance of the potential exam date.*

1. In the student's second semester of study the Chair of the General Examination should be determined. This is usually the student's academic advisor, but if the student has two advisors, they should decide between themselves who the Chair will be.
2. After discussion and negotiation with his/her Chair the student selects the topic to be addressed. The topic usually will be a concept that contributes to the student's understanding of a particular area of interest that will be pursued further in the dissertation. The student must identify the body of literature or primary and secondary data that will help explain, describe, and analyze the topic, and then focus the analysis on a deconstruction of the literature. This process, again negotiated with the Chair, could be in the form of a formal concept analysis, an examination of the state of the science for that topic, a historical case study, or various other methods of concept deconstruction appropriate for their area of interest.
3. The Chair guides the student in the preparation of the written examination by discussing the relevant literature, and the general structure and specific content of the paper. The Chair may review and comment on **no more than one complete draft** of the written examination. This review is at the discretion of the Chair; no other person will read the paper prior to formal submission of the examination to the Chair. With the Chair's approval, students may receive writing assistance from one of the Penn writing centers for structure but not content of the examination. The Chair may also help the student to prepare for the oral examination.
4. After the written examination has been approved by the Examining Committee Chair, the student should email the title of the paper and names of several suggested examiners by the Examining Chair, in priority order, to the Graduate Group Chair with a copy to the Examining Committee Chair and Associate Director of Graduate Academic Affairs. The suggested examiners must be members of the Graduate Group in Nursing. Several names of examiners should be suggested for scheduling purposes, but not contacted in advance for their availability.
5. The Graduate Group Chair will review the list of suggested examiners and reply to the student, Examining Chair, and Associate Director of Graduate Academic Affairs with the approved names of potential examiners to contact in order.
6. Then the student should contact the top two suggested examiners first, and move down the list until two examiners are available to serve on the committee. A sample email:

*Dear Dr. X,*

*The Graduate Group Chair, Dr. Riegel, recommended you as an examiner for my General Examination. My chair is Dr. X, and my topic is X.*

*The exam is scheduled for one hour. Possible dates and times for the exam are:*

*If you are available and willing to serve, please let me know.*

*Once I have my examiners, date, time, and room location, I will send a scheduling confirmation email to my committee. Also, I will email my committee the exam to read two weeks before the*

*defense date.*

*FYI, information about the General Exam is in the PhD handbook:*

*<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>*

*Sincerely,*

X

7. The student should contact the committee to select an exam date and time. The exam is scheduled for one hour. Once the date is finalized, the student should request a small sized conference room on the Facilities Office intranet site. It is recommended that the student schedule the room for the required hour plus 15 minutes prep time and at least 15 minutes post-exam time in case additional discussion is needed. Once the student receives a confirmation email from the Facilities Office, the student should confirm the date, time, and room of the exam with the committee, with a copy to the Associate Director for Graduate Academic Affairs, who will note it for official records.
8. The student must distribute a copy of the examination to each member of the Examining Committee **at least 2 weeks prior to the scheduled oral defense.**
9. The student should bring the MS General Exam form to the examination for committee signatures, and then return the form to the Office of Student Services for processing.

*The MS General Exam form can be found at:*

*<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>*

## **14. QUALIFYING EXAMINATION**

The Qualifying Examination determines the student's potential for completing doctoral study. Successful completion of the examination signifies the student's potential and the faculty's commitment to provide scholarly resources needed to complete continuing course work and the dissertation.

**The deadline for defending the examination is October 15th for Fall defenses and March 15th for Spring defenses (only for students in alternate sequences such as part-time students) unless the student obtains written permission of the Graduate Group in Nursing Chair.** This mid-semester deadline is to allow time for any possible remediation within the same semester. Should remediation be needed, the second defense must be held prior to the last day of the Drop Period in the semester immediately following the semester in which the original exam was defended. For the exact date of this deadline, refer to the University's Three Year Academic Calendar.

Students are not eligible to take the qualifying exam if they have not successfully completed 6 courses (usually 2 full semesters) in the Penn PhD program. These courses must include the four core courses (N750, N813, N753, N754). Successful completion is indicated by a passing grade of C or above. The exam cannot be taken if there is an incomplete in any course. *Students who do not take the qualifying exam and those who do not successfully pass the qualifying exam are not considered to be in good academic standing and may not continue in the doctoral program.*

The Qualifying Examination consists of written and oral components. The focus of both elements of the

examination is a substantive discussion of a concept with relevance to the student's phenomenon of interest, within the perspective afforded by the discipline of nursing. Alternatively, the student may produce a substantive exposition of the state of the science in an area of inquiry and research of relevance to the discipline of nursing. Although there is no requirement that the Qualifying Examination be publishable, students are encouraged to think about transforming this examination into a scholarly publication.

The *written component* of the examination is constituted by a scholarly paper. The written examination may not exceed 20 double-spaced, typed pages of text (references not included) and should be prepared in keeping with the American Psychological Association standards unless permission has been received from the Chair for a different citation format.

The *oral component* of the examination is constituted by an oral defense of that paper by the student for the Examining Committee. The oral examination is scheduled for one hour and should consist of an introduction of how and why the student chose the topic and a brief summary of the paper.

All three members of the Examining Committee evaluate the written and oral examination. The grading system for the Qualifying Examination is Pass/Fail, with a minimum of two out of the three Examining Committee members in agreement. The criteria for grading both the written and the oral examination are:

- Form and organization of the written examination
- Relevance, critique, and integration of the supporting literature, and the student's synthesis and conclusion
- The student's ability to communicate both in writing and orally on an abstract level
- The student's ability to translate specifics to a higher level of generalization and develop ideas for future direction

If the grade is Fail for either or both parts of the examination, both portions of the Qualifying Examination must be retaken and a grade of Pass must be achieved, with at least two of the three Examining Committee members in agreement, prior to enrolling in further courses. The examination must be retaken with the same Examining Committee unless a substitute member is approved by the Graduate Group in Nursing Chair. The examination may be retaken only once with no extension of the deadlines mentioned above. Failure to pass both parts of the examination on the second attempt will result in the student being withdrawn from the program.

### **Qualifying Exam Procedure**

*Note: Please start the scheduling process at least four weeks in advance of the potential exam date.*

1. Early in the PhD program but no later than April 1 of the first year of full time study (or before the completion of six courses for students in part time study), the student must identify the Standing Faculty member of the School of Nursing who will chair the student's Qualifying Examination. This must be by mutual agreement between the student and the faculty member. This faculty member does not have to be the same person as the academic advisor. The student is to notify the Associate Director of Graduate Academic Affairs of the selection of Chair.
2. After discussion and negotiation with his/her Chair the student selects the topic to be addressed. The topic usually will be a concept that contributes to the student's understanding of a particular area of interest that will be pursued further in the dissertation. The student must identify the body of literature or primary and secondary data that will help explain, describe, and analyze the topic,

and then focus the analysis on a deconstruction of the literature. This process, again negotiated with the Chair, could be in the form of a formal concept analysis, an examination of the state of the science for that topic, a historical case study, or various other methods of concept deconstruction appropriate for their area of interest.

3. The Chair guides the student in the preparation of the written examination by discussing the relevant literature, and the general structure and specific content of the paper. The Chair may review and comment on **no more than one complete draft** of the written examination. This review is at the discretion of the Chair; no other person will read the paper prior to formal submission of the examination to the Chair. With the Chair's approval, students may receive writing assistance from one of the Penn writing centers for structure but not content of the examination. The Chair may also help the student to prepare for the oral examination.
4. After the written examination has been approved by the Examining Committee Chair, the student should email the title of the paper and names of several suggested examiners by the Examining Chair, in priority order, to the Graduate Group Chair with a copy to the Examining Committee Chair and Associate Director of Graduate Academic Affairs. The suggested examiners must be members of the Graduate Group in Nursing. Several names of examiners should be suggested for scheduling purposes, but not contacted in advance for their availability.
5. The Graduate Group Chair will review the list of suggested examiners and reply to the student, Examining Chair, and Associate Director of Graduate Academic Affairs with the approved names of potential examiners to contact in order.
6. Then the student should contact the top two suggested examiners first to select an exam date and time, and move down the list until two examiners are available. A sample email:

*Dear Dr. X,*

*The Graduate Group Chair, Dr. Riegel, recommended you as an examiner for my Qualifying Exam. My chair is Dr. X, and my topic is X.*

*The exam is scheduled for one hour. Possible dates and times for the exam are:*

*If you are available and willing to serve, please let me know.*

*Once I have my examiners, date, time, and room location, I will send a scheduling confirmation email to my committee. Also, I will email my committee the exam to read two weeks before the defense date.*

*FYI, information about the Qualifying Exam is in the PhD handbook:*

*<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>*

*Sincerely,*

*X*

7. Once the date and time are finalized, the student should request a small sized conference room on the Facilities Office intranet site. It is recommended that the student schedule the room for the required hour plus 15 minutes prep time and at least 15 minutes post-exam time in case additional discussion is needed. Once the student receives a confirmation email from the Facilities Office, the student should confirm the date, time, and room of the exam with the committee, with a copy



to the Associate Director for Graduate Academic Affairs, who will note it for official records.

8. The student must distribute a copy of the examination to each member of the Examining Committee **at least 2 weeks prior to the scheduled oral defense.**
9. The student should bring the Qualifying Exam form to the examination for committee signatures, and then return the form to the Office of Student Services.

*The Qualifying Examination form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

## **15. CANDIDACY EXAMINATION (FORMERLY KNOWN AS THE DISSERTATION PROPOSAL DEFENSE)**

*Students who completed Dissertation Seminar (Nursing 800) prior to or during Fall Semester of 2009 will complete the Candidacy Examination as outlined in the Doctoral Student Handbook, 2009-2010. These guidelines are available through the Associate Director of Graduate Academic Affairs. All other students will complete the Candidacy Examination as outlined in this handbook.*

The Dissertation Proposal Defense serves as the Candidacy Examination. The purpose of the Candidacy Examination is to demonstrate an understanding of knowledge in the concentration area that supports the student's dissertation research. Upon successful completion of required coursework and this examination, the student advances to degree candidacy status. **Students are expected to pass the Candidacy Examination no later than the end of the 3rd semester following Dissertation Seminar (for full-time students entering with a master's degree, this would be the second semester of the fourth year) unless the student obtains written permission of the Graduate Group in Nursing Chair. Students who do not abide by these policies will no longer be in good academic standing (see "Academic Standing") which will be reported to funding agencies and the Associate Dean for Academic Programs.**

The Candidacy Examination contains a written and an oral component. The student must achieve a passing grade for both the written and oral components to advance to degree candidacy status. The preparation of the Candidacy Examination occurs under the guidance of the Dissertation Committee. The Chair serves as the facilitator of the Candidacy Examination.

In the *written* Candidacy Examination, the student discusses the problem to be studied, the relevant literature, and the methodology to be used in the dissertation research (see below for a discussion of possible dissertation formats).

For the *oral* portion of the Candidacy Examination, which is two hours in length, the student provides an oral presentation of the dissertation proposal and responds to questions by the Examining Committee. The Examining Committee includes the members of the Dissertation Committee plus two readers selected by the Graduate Group in Nursing Chair with recommendations for readers offered by the Dissertation Chair. These two readers must be members of the Graduate Group in Nursing with expertise in the area of study.

The written and oral proposal defense is graded on a "Pass" or "Fail" basis. If the student receives a failing grade for either of the two components (written or oral components), the student fails the defense. If the student fails the defense, s/he may repeat the defense of the proposal (both oral and written components) one time within the next 60 days. Students who fail the Candidacy Examination twice may be withdrawn from the School of Nursing.

## **Candidacy Examination Procedure**

*Note: Please start the scheduling process at least six weeks in advance of the potential exam date.*

1. The student should consult the Dissertation Committee for potential date(s) and time(s) for the oral defense portion of the Candidacy Examination. The oral Candidacy Examination is scheduled for two hours.
2. The student should email 1) the title of the paper, 2) names of the Dissertation Chair and committee, and 3) names of at least four suggested readers from the Graduate Group in Nursing (two will be selected), in priority order, to the Graduate Group Chair with a copy to the Dissertation Chair and the Associate Director of Graduate Academic Affairs. Several names of readers should be suggested for scheduling purposes, but not contacted in advance for their availability.
3. The Graduate Group Chair will review the list of suggested readers and reply to the student, Dissertation Chair, and Associate Director of Graduate Academic Affairs with the approved names of potential readers to contact in order.
4. Then the student should contact the top two suggested readers first to ask for availability, and move down the list until two examiners are available. A sample email:

*Dear Dr. X,*

*The Graduate Group Chair, Dr. Riegel, recommended you as a reader for my Candidacy Exam. My chair is Dr. X, and my topic is X.*

*The exam is scheduled for two hours. Possible dates and times for the exam are:*

*If you are available and willing to serve, please let me know.*

*Once I have my readers, date, time, and room location, I will send a scheduling confirmation email to my committee. Also, I will email my committee the exam to read two weeks before the defense date.*

*FYI, information about the Candidacy Exam is in the PhD handbook:*

*<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>*

*Sincerely,  
X*

5. Once the date and time are finalized, the student should request a small sized conference room on the Facilities Office intranet site. It is recommended that the student schedule the room for the required two hours plus 15 minutes prep time and at least 15 minutes post-exam time in case additional discussion is needed. Once the student receives a confirmation email from the Facilities Office, the student should confirm the date, time, and room of the exam with the committee, with a copy to the Associate Director for Graduate Academic Affairs, who will note it for official records.
6. The student is responsible for providing the exam committee and readers with a copy of the exam

at least two weeks before the exam date.

7. The student should bring the Candidacy Exam form to the examination for committee signatures, and then return the form to the Office of Student Services.

*The Candidacy Exam form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

## **16. DISSERTATION**

The preparation of the dissertation constitutes the final phase of the PhD program. The dissertation should demonstrate a high-level of analytical and research competence and represent an original contribution to the field of nursing science. It is expected that the formation of a topic will begin in the early phases of study in the program and grow out of experience and work in the focused area of science and scholarship. It is also expected that the dissertation topic will build on the research and expertise of two or more members of the Graduate Group in Nursing.

Generally, three dissertation formats are appropriate. The best option depends on the type of research planned. Each format is described in the table below, with an explanation of the nature and scope of work for the dissertation proposal. Note that all three formats are potentially suitable for qualitative and mixed-methods research; students pursuing a qualitative or mixed-methods project should consult with the Chair and the Dissertation Committee to determine the most appropriate format for the student's specific study. The dissertation format must be approved by the student's Dissertation Committee. Additional formats may be suggested as nursing science continues to evolve; formats of dissertations (and proposals) that are not addressed below will be considered. In this case, the Dissertation Chair and student will review their recommended format with the Graduate Group in Nursing Chair.

University of Pennsylvania policy permits dissertations based on joint work with other researchers, provided that, in such cases, a unique and separate dissertation is presented by each degree candidate. The candidate must include a concise account of his or her contribution to the whole work. Authorship of a dissertation by more than one degree candidate is not allowed.

The following table provides the structure and content of the various format:

<b>Format</b>	<b>Structure of dissertation</b>	<b>Content of dissertation proposal for Candidacy Examination</b>
<b>Five chapter</b>	<p><b>Chapter 1:</b> Introduction and Specific aims  <b>Chapter 2:</b> Substantive review of the literature  <b>Chapter 3:</b> Methods  <b>Chapter 4:</b> Results  <b>Chapter 5:</b> Discussion</p>	<p>Chapters 1-3.   <i>May use NIH PHS398 subheadings, but see note below.*</i></p>
<b>Three article</b>	<p><b>Chapter 1:</b> Introduction to the body of work  <b>Chapters 2-4:</b> Three manuscripts prepared for submission, submitted or published in appropriate peer-reviewed journals. At least two of the three manuscripts should be data-based (i.e., not methodological or conceptual). Data-based manuscripts should include aims, background, methods, results, and conclusions.                      One of the three papers can be a new grant proposal such as a post-doctoral fellowship application.</p>	<p>Chapter 1, plus a summary of the aims, background, and methods/approach for <b>each article</b>.   <i>May use NIH PHS398 subheadings, but see note below.*</i></p>

	<b>Chapter 5:</b> Summary chapter synthesizing conclusions, implications, and future directions. <i>Additional information about the format and requirements of this option are described in a separate section below.</i>	
<b>Humanities</b>	Integrated analysis and data-based narrative of a set of historical, qualitative, or ethnographic questions that provide the basis for a book manuscript or a series of manuscripts.	Presentation of a narrative that establishes the background context, significance, and possible primary and secondary sources (which may include archival sources, oral histories, or possible interview subjects or texts used in ethnographic or other qualitative research) that the student will use to address the questions during the dissertation research.

**NOTE:** \*The proposal for a five-chapter or three-article dissertation may use the NIH PHS398 subheadings (Specific Aims, Background and Significance, Innovation, and Approach) **provided that the background and significance are presented in sufficient depth to demonstrate thorough mastery of the relevant literature.** PHS398 page limits do not apply; proposals using the PHS398 subheadings will likely be longer than 10-15 single-spaced pages. **An NRSA proposal is not an acceptable dissertation proposal.** If using the PHS398 subheadings for the dissertation proposal, the student should negotiate the appropriate scope of the Background and Significance section in advance with the Chair and Committee. An underdeveloped background and significance section may be grounds for failing the Candidacy Exam.

Note that the three manuscripts option may include manuscripts that are published during the course of the doctoral program. As noted in the University’s Dissertation Manual:

**Use of Copyrighted, Previously Published, or Coauthored Material**

Previously published articles may be submitted as part of the dissertation, with written permission of the copyright holder (such as the journal or publisher) and approval of the dissertation committee and Graduate Group Chairperson. (See page 12 of this manual for instructions on how to submit a Copyright Permissions Letter online.) If you use copyrighted material (images, quotations, datasets), you are responsible for ensuring permission for re-use of that material. In most cases, you are able to use copyrighted material under the “fair use” provisions of copyright law. Read about “fair use” at [COPYRIGHT & FAIR USE](#). If you still have questions regarding copyright and “fair use” send email to: [repository@pobox.upenn.edu](mailto:repository@pobox.upenn.edu)

Requirements and Format of the Three Article Dissertation

The Graduate Group allows students who publish papers during their doctoral program to use these papers as part of their dissertation. Following are the requirements and format for the Three Article dissertation option:

Requirements

1. Any publications (or publishable papers) to be used in the dissertation must represent research or scholarship comparable in scope and contribution to the standard dissertation.
2. A minimum of three papers should be included that are full-length articles in line with expectations for reviews or reports of original research that are found in recognized journals. At least two of the papers must be data-based manuscripts. Abstracts,

monographs or short summaries are not acceptable. One paper may be a grant submission if the grant is substantive in effort and length (e.g. K99).

3. Each paper must be prepared under the supervision of at least one member of the dissertation committee.
4. The student must be the primary author of the papers, with content based on scholarship or research conducted primarily by the student.
5. Potential content, authorship, journals for submission, and anticipated dates for submission of each paper will be agreed upon by the student and dissertation committee when the committee meets to approve the student's dissertation proposal (see Form A - "Proposed Publications for Dissertation – Three Article Format"). With agreement of the committee, planned content of the papers may change based upon findings from the dissertation or other factors. Publication titles, authorship and other details should be finalized for each publication when an initial draft of the dissertation is submitted by the student as evidence of readiness for graduation (see Form B - "Publications for Dissertation – Three Article Format"). Both forms can be found at <http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx#>.
6. Papers submitted for publication prior to the final defense of the dissertation need to have approval of all dissertation committee members if they are to be included in the dissertation.
7. Papers not yet submitted at the time of the final defense should be approved by all committee members as ready for publication. The committee's assessment of readiness should consider:
  - 1) coherence and substantive quality of the content,
  - 2) congruence with the guidelines and format of the journal to which a paper is being submitted, and
  - 3) an agreed upon date for submission.
8. At least one paper must be fully formatted for the chosen journal and ready for submission by the time of graduation.
9. When determining authorship on papers, students should refer to the Publication Manual of the American Psychological Association for information on 'publication credit' or the International Committee of Medical Journal Editors' reference on 'Authorship and Contributorship': [http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html).

#### Format

1. The dissertation should begin with an introductory chapter that describes the study problem, including the purpose of the study, its significance, and the research aims or questions that were approved by the committee in the proposal defense. The introduction should also describe how each published/publishable paper will be incorporated into the overall dissertation.
2. The rationale, methods and findings of the dissertation can be described within the published/publishable papers. Each paper should be presented as a separate chapter of the dissertation and should be clearly linked to one or more of the original study aims/questions. If key aspects of the dissertation's methods and/or results are not

described in the papers, they should be included as an additional chapter to assure that methods and results related to all study aims/questions are fully addressed in the dissertation.

3. A final discussion chapter should synthesize dissertation findings for all aims/questions, describe and interpret the significance of the overall dissertation results, and identify implications for research and practice that stem from the entire dissertation. It is important that this chapter show how separate findings presented in distinct papers contribute to an integrated body of knowledge that addresses the overall purpose of the dissertation research.

### **Dissertation Committee**

Having selected an area of research, the student identifies a Chair of the Dissertation Committee. The Chair must be a member of the Standing Faculty of the School of Nursing. The individual may or may not have been the student's advisor. There is no duty to invite the advisor to chair the dissertation committee.

The student, in consultation with the Chair, then selects two other members of the Dissertation Committee, at least one of whom is a member of the Graduate Group in Nursing. The third individual may be a faculty member at or outside of the University of Pennsylvania with approval from the Graduate Group in Nursing Chair. The individual's CV and a rationale for membership on the committee should be emailed to the Graduate Group in Nursing Chair for consideration, with a copy to the Associate Director for Graduate Academic Affairs. In some cases, the student may have a committee of more than three individuals.

If the Chair leaves the Standing Faculty in Nursing or retires before the dissertation is completed, that person may remain on the committee but another member of the Standing Faculty in Nursing must be appointed Chair. If a faculty member retires from the Standing Faculty, s/he may remain as the primary dissertation advisor but a new Chair must be appointed from the Standing Faculty (see p. 16 of the University Handbook for Faculty and Academic Administrators). The Dissertation Committee oversees and approves the research proposal, and ultimately, the dissertation.

*Procedure to establish a dissertation committee:*

To make the committee official, the student must submit a *Request for Dissertation Committee* form with committee signatures to the Office of Student Services for review by the Graduate Group in Nursing Chair.

*The Request for Dissertation Committee form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

### **Dissertation Status**

Following Dissertation Seminar, the student will be registered for dissertation status. Registration is done by the Office of Student Information and is required in each succeeding semester until all degree requirements are met. A student who has passed the Candidacy Exam and who wishes to take additional coursework may do so with approval of the academic advisor and Graduate Group in Nursing Chair depending on available funding for tuition. While supported by School of Nursing or federal funding, students may only take coursework that is directly related to their dissertation question.

### **Dissertation Status Tuition Billing**

Dissertation status tuition will continue to be charged in Fall and Spring semesters until the student has officially been cleared for graduation. Dissertation status tuition will be charged for a summer semester if the student graduates in the summer. If a student defends the dissertation before the end of the drop period in any semester, tuition may be waived for that semester.

### **Dissertation Defense**

When the written dissertation is completed to the satisfaction of the dissertation committee, an oral defense with public and closed components will be scheduled for two hours. The examining committee for the dissertation consists of the dissertation committee and two readers from the Graduate Group in Nursing who are appointed by the Graduate Group in Nursing Chair. All members of the Graduate Group and doctoral students as well as other individuals whose presence is desired by the student are invited to the public component. The public component consists of a brief presentation of the findings and their implications by the student followed by a brief question and answer by individuals who are not members of the examining committee. The following component may be either open or closed depending on the preference of the Dissertation Chair. In this portion, guests may be excused while questioning and discussion by the readers, the dissertation committee members, and the student occur. The dissertation defense is graded on a Pass/Fail basis with the majority of the five examiners necessary for a decision.

At least three members of the dissertation committee must participate in the defense. Participation of one of the three may be via video or audio.

Source: Academic Rules for PhDs and Research Masters Degrees

<http://provost.upenn.edu/policies>

### **Dissertation Defense Procedure**

*Note: Please start the scheduling process at least six weeks in advance of the potential dissertation defense date.*

1. The student should consult the Dissertation Committee for potential date(s) and time(s) for the Dissertation Defense. The defense is scheduled for two hours.
2. The student should email 1) title of the dissertation, 2) name of the Dissertation Chair, 3) names of the committee members, 4) the potential date(s) and time(s) of the defense, and 5) names of at least four suggested readers from the Graduate Group in Nursing (two will be selected), in priority order, to the Graduate Group Chair with a copy to the Dissertation Chair and the Associate Director of Graduate Academic Affairs. Several names of readers should be suggested for scheduling purposes, but not contacted in advance for their availability. Noting readers who participated in the Candidacy Exam is helpful to the Graduate Group Chair. If for some reason these two individuals should not be reappointed, please note that as well.
3. The Graduate Group Chair will review the list of suggested readers and reply to the student, Dissertation Chair, and Associate Director of Graduate Academic Affairs with the approved names of potential readers to contact in order. The approved names of potential readers may or may not be the same individuals who were readers on the Candidacy Exam.
4. Then the student should contact the top two suggested readers first to ask for availability, and move down the list until two examiners are available. A sample email:

*Dear Dr. X,*

*The Graduate Group Chair, Dr. Riegel, recommended you as a reader for my Dissertation Defense. My chair is Dr. X, and my topic is X.*

*The exam is scheduled for two hours. Possible dates and times for the exam are:*

*If you are available and willing to serve, please let me know.*

*Once I have my readers, date, time, and room location, I will send a scheduling confirmation email to my committee. Also, I will email my committee the exam to read two weeks before the defense date.*

*FYI, information about the Dissertation Defense is in the PhD handbook:  
<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>*

*Sincerely,  
X*

5. The student should ask the committee and two available readers to hold the date and time.
6. To schedule a room, the student should email the Associate Director for Graduate Academic Affairs with the date, time, and anticipated number of attendees at the defense. Please note if a dissertation reception/celebration is planned following the defense. (It is traditionally the responsibility of the Dissertation Chair to organize and pay for the reception.) The Associate Director for Graduate Academic Affairs will advise on room selection.
7. The Associate Director for Graduate Academic Affairs will reserve a room, and communicate the location to the student.
8. The student should confirm the date, time, and location of the exam with the Dissertation Committee and readers.
9. The student should email an abstract of the dissertation at least two weeks in advance of the defense date to the Associate Director of Graduate Academic Affairs. Past abstracts can be found on the School of Nursing Intranet site, under “Departments,” “Office of Student Services,” and “Dissertation Abstracts.” The abstract should be formatted as indicated in the Dissertation Manual: [http://www.upenn.edu/provost/dissertation\\_resources](http://www.upenn.edu/provost/dissertation_resources)  
The dissertation defense date will be announced to the School of Nursing and the dissertation abstract posted to the School of Nursing intranet.
10. The student must distribute a copy of the examination to the Examining Committee and readers **at least two weeks prior to the scheduled oral defense.**
11. There are four forms required by the University and the SON as part of the graduation process: 152, 153, 154, and 155. The student needs to bring the four forms to the dissertation defense, fill in information where applicable (except form 155), and get committee signatures on all forms. The student should return the forms to the Associate Director of Graduate Academic Affairs, who will get the Graduate Group Chair’s signature and Dean’s (or designee’s) signature, complete form 155, and hold forms temporarily for safekeeping. If minor changes need to be made to the dissertation, the Chair must email the Associate Director of Graduate Academic Affairs to document when those changes have been satisfactorily completed. Once all requirements for the



PhD have been met, and once all forms are complete, the Associate Director for Graduate Academic Affairs will scan the completed forms for the student's official academic file, email a copy of the forms to the student for personal records, contact the student to pick up the original, signed forms for the dissertation deposit, and give the student official approval in the University's online application for degree. (See section on "Preparing to Graduate with PhD Degree.")

*The four University required forms can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

## **17. ANNUAL REPORTING OF STUDENT PROGRESS**

Beginning with the second year of study (either full or part time), **all** students must complete and submit to the Associate Director of Graduate Academic Affairs an *Annual Progress Report* by **May 1st of each year** outlining their progress in completing program requirements during the past 12 months, and a timeline for the completion of the remaining program requirements. This report is to have been reviewed and signed by the student's advisor or dissertation chair. The report is reviewed by Graduate Group in Nursing Chair. This is a School of Nursing requirement of all doctoral students.

*The Annual Progress Report form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

### **Documentation of Annual Meeting with Dissertation Committee**

It is a University requirement that students **who have constituted their dissertation committee must meet with their entire committee as a group at least once each year.** The *Documentation of Annual Meeting With Dissertation Committee* form must be submitted to the Associate Director of Graduate Academic Affairs by **May 1st of each year, documenting that at least one such meeting has occurred during that calendar year.** The form is documented by the school in the student's academic record.

*The Documentation of Annual Meeting With Dissertation Committee form can be found at:*

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx>

## **18. INCOMPLETES IN COURSES**

A student who fails to complete a course and within the prescribed period and does not withdraw or change his or her status to auditor shall receive at the instructor's discretion either a grade of **I** (incomplete) or **F** (failure). It is expected, in general, that a student shall complete the work of a course during the term in which that course is taken. The instructor may permit an extension of time up to one year for the completion of the course. In such cases, any course which is still incomplete after one calendar year from its official ending must remain as incomplete on the student's record and shall not be credited toward a degree.

Source: Academic Rules for PhDs and Research Masters Degrees

<http://provost.upenn.edu/policies>

A student with more than one incomplete is not in good academic standing. An incomplete in any one of the core courses is unacceptable and must be resolved before the student may progress in the program.

## **19. LEAVE OF ABSENCE POLICY**

Continuous registration as a graduate student is required unless a formal leave of absence is granted by the dean of the student's school. A leave of absence will be granted for military duty, medical reasons, or family leave; this leave is typically for up to one year and "stops the clock" on time to completion. Personal leave for other reasons may be granted for up to one year with the approval of the Graduate Dean (*Associate Dean for Academic Programs at the School of Nursing*), but it does not automatically change the time limit. Additional requirements for return may be imposed by the Graduate Dean. No degree examinations may be taken while a student is on leave of absence. A student without an approved leave of absence who fails to register each semester will be considered to have withdrawn from the program; approval by the Graduate Dean and recertification are required for reinstatement.

Source: Academic Rules for PhDs and Research Masters Degrees

<http://provost.upenn.edu/policies>

A student who wishes a leave of absence must submit a written request to the Graduate Group in Nursing Chair for initial approval and then to the Associate Dean of Academic Programs for final approval. The granting of a leave of absence for personal reasons does not automatically change the time limit for completion of degree requirements.

## **20. ACADEMIC REGULATIONS**

### **Student in Good Standing**

The ability to progress in the program and to qualify for funding requires that students maintain "Good Academic Standing."

A student in good standing is defined as a student who:

- Maintains an appropriate course load (3 CU per semester until on dissertation status);
- Maintains a minimum GPA of 3.0 with continuous enrollment or on an approved leave of absence;
- Maintains a cumulative GPA of 3.0 to graduate from the School of Nursing and the University of Pennsylvania;
- Completes coursework within the specified timeframes of the course and has no more than one "incomplete" indicated on the transcript;
- Completes the General or Qualifying Examination and Candidacy Examination (formerly known as the dissertation proposal defense) within the timelines stated in the handbook;
- Completes all coursework required (i.e. no incomplete grades) to be eligible to take the General Exam or Qualifying Exam within the timelines specified in the handbook;
- Completes required coursework (i.e. no incomplete grades) to be eligible for Dissertation Status
- Completes the "Dissertation Committee and Progress Update form," required by the University of Pennsylvania and School of Nursing annually

### **Warning**

A student who has a cumulative GPA or a single semester term GPA between 2.5 and 3.0 will be given a warning notice.

### **Probation**

A student will be placed on probation if s/he has:

- a *cumulative* GPA of less than 2.5 at the end of any semester
- a *term* GPA below 2.5 at the end of any semester

2015-2016; October 2015

- a *cumulative* GPA of less than 3.0 in core (required) courses in the PhD program
- failed a core course in the PhD program

### **Dismissal**

A student may be withdrawn from the School of Nursing for any of these reasons:

- failing a core course in the PhD program twice
- a GPA of less than 2.5 for two semesters in a row
- academic probation for two consecutive semesters for any reason
- failure to pass the qualifying or candidacy examination after two attempts
- failure to progress in the program per the policies of the PhD handbook and directives from the PhD Progressions Committee

### **PhD Progressions Committee**

The Doctoral Progressions Committee determines the academic regulations for the doctoral program in Nursing and considers matters related to policies about student progression. The committee monitors the students to assure that they remain in good academic standing and makes recommendations to the Graduate Group Chair and Associate Dean for Academic Programs on a case-by-case basis. The committee meets several times during the academic year and as needed. Students will be notified in a timely way of Progressions Committee actions or if they are not considered in “Good Academic Standing,” with a copy to the advisor(s) and appropriate individuals as necessary. The Doctoral Progressions Committee is the highest ruling body in the School of Nursing, and no further appeals of decisions will be heard by any committee or member of the School of Nursing. The Committee reserves the right to make decisions in the best interest of the student and the School of Nursing.

Students are expected to communicate in a timely way to directives and requests from the Doctoral Progressions Committee, faculty advisors, and administrators. Students who do not communicate or comply as requested may have a Registration and/or Transcript Hold placed on his/her academic record until the matter is resolved.

## **21. GRIEVANCE POLICY**

Should a student wish to grieve an academic decision the order of appeal is as follows: (Note: the student may end the process at any point.)

- Professor who made the decision, then if necessary ascending to
- the Graduate Group in Nursing Chair
- the Associate Dean for Academic Programs
- the University Ombudsman

Note that the University Ombudsman can be consulted for advice at any time but is not part of the appeal process.

## **22. FINANCIALS**

### **Funding and Tuition Billing**

All full-time PhD students who entered in 2011 or later and maintain good academic standing will receive full funding for three years for tuition, student fees, and individual health insurance (excluding dental insurance) in addition to a stipend for the academic year. This funding may be “internal” through teaching

assistantships, or “external” through institutional fellowships and grants, individual fellowships, or other sources. The source of this funding may vary from year to year.

Full-time PhD students who enter with an approved Master’s degree will receive additional tuition-only support for the fourth year. Full-time MS/PhD students will receive additional tuition-only support for the fourth and fifth year. Students who receive School of Nursing tuition-only funding in the fourth and fifth years will be required to serve in a half-time teaching assistantship (8 hours per week). Students will not receive stipend or health insurance beyond the third year.

Students are billed “full” tuition and fees by the University for the first five years of the PhD program. After the fifth year, “reduced” tuition and fees are charged.

### **Teaching Assistantships**

Students may be funded by a Teaching Assistantship at the School of Nursing. The primary objective of this experience is to expand students’ knowledge of teaching while being supported by experienced course faculty. Teaching Assistants (TA) should refer to the Nursing TA Handbook, posted online, for additional guidance on the role and responsibilities of a TA.

- The TA time requirement is approximately 16 hours per week during the academic year. If additional work hours are requested by a faculty supervisor, the student should discuss it with the faculty supervisor, and if unresolved, speak to the Graduate Group in Nursing Chair about his/her concerns.
- The TA and faculty supervisor of the course(s) are required to complete a Memorandum of Understanding (MOU) at the beginning of the semester and submit it to the Office of Student Services.
- In order to obtain a Teaching Assistantship for undergraduate courses, a student must be fluent in English. The Commonwealth of Pennsylvania enacted legislation in 1990 requiring that every member of an institution of higher learning who teaches undergraduates be tested and certified as fluent in English. At Penn, the English Language Programs (ELP) is responsible for testing and certifying all teaching assistants who use English as a second language (International Teaching Assistants or ITAs). Students whose first language is not English must demonstrate fluency by receiving a minimum score on a proficiency test administered by the ELP. Students who do not pass the proficiency test must take English language remediation courses until the test is passed. The test must be taken at every offering until it is passed.
- Current Pennsylvania licensure as a registered nurse is required for TAs in clinical courses.
- Teaching Assistantships are performance based and the School is not obligated to provide this kind of financial support to students who do not perform adequately.
- To remain eligible, TAs must have a completed Free Application for Federal Student Aid (FAFSA) and be in good academic standing.
- Teaching Assistantship placements will be based on the priority of the course, student expertise, and eligibility. Assignments will be made by the Department Chairs in conjunction with the Graduate Group in Nursing Chair, Associate Dean for Academic Programs, and Office of Student Services.

### **Research Opportunities**

Opportunities to participate on funded research programs may be available to full-time doctoral students. The primary objective of this experience is to expand students’ knowledge and skills in conducting research. For further information the student should consult the Office of Nursing Research at 215-898-3151 or [research@nursing.upenn.edu](mailto:research@nursing.upenn.edu).

### **Supplemental Employment**

Students funded as Teaching Assistants and who are in good academic standing may work an additional 10 hours per week, at the most; additional hours are discouraged and require the advisor's written approval. Students funded by the federal government (e.g. T32 grant, NRSA, or other NIH funding) and who are in good academic standing may work a maximum of 10 hours per week per funding rules. All students must abide by the policies of their funding sources.

## **23. ACADEMIC INTEGRITY POLICIES**

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

<https://provost.upenn.edu/policies/pennbook/2013/02/13/code-of-academic-integrity>

### **Academic Dishonesty Definitions**

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

- A. **Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or examination, altering a graded examination and resubmitting it for a better grade, etc.
- B. **Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
- C. **Fabrication:** submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.
- D. **Multiple submissions:** submitting, without prior permission, any work submitted to fulfill another academic requirement.
- E. **Misrepresentation of academic records:** misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to the University of Pennsylvania. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.
- F. **Facilitating academic dishonesty:** knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home examination, etc.
- G. **Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an examination or paper, continuing to write even when time is up during an examination, destroying or keeping library materials for one's own use, etc.

\* If a student is unsure whether her/his action(s) constitute a violation of the *University of Pennsylvania Code of Academic Integrity*, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

2015-2016; October 2015

### **Handbook for Students: Ethics and Original Research**

The University's policy is located at: [https://www.design.upenn.edu/sites/default/files/Ethics-Original\\_Research\\_Handbook\\_0.pdf](https://www.design.upenn.edu/sites/default/files/Ethics-Original_Research_Handbook_0.pdf)

### **Fairness of Authorship Credit**

The SON Graduate Group Authorship Guidelines can be found here:

<http://www.nursing.upenn.edu/students/Documents/SON%20Graduate%20Group%20Authorship%20Guidelines.pdf>

The University's policy can be found in the PennBook:

<https://provost.upenn.edu/policies/pennbook/2013/02/15/fairness-of-authorship-credit-in-collaborative-faculty-student-publications-for-phd-am-and-ms-students>

### **Graduate Supervision: Guidelines for Students, Faculty, and Administrators**

The University's policy is located at:

[http://www.upenn.edu/provost/images/uploads/Graduate\\_Supervsr\\_2011.pdf](http://www.upenn.edu/provost/images/uploads/Graduate_Supervsr_2011.pdf)

## **24. STUDENT RESOURCES**

### **Writing Assistance**

Students are allowed to seek assistance with their academic writing. Students may seek writing help on the structure, but not content, of exams and papers. Students are required to notify their advisor or Dissertation Chair if they are using writing assistance. Resources include:

#### **Weingarten Learning Resources Center**

Stouffer Commons, Suite 300  
3702 Spruce Street  
Philadelphia, PA 19104- 6027  
215-57-EXCEL (215-573-9235)  
[lrcmail@pobox.upenn.edu](mailto:lrcmail@pobox.upenn.edu)  
<http://www.vpul.upenn.edu/lrc/>

The Weingarten Learning Resources Center provides professional instruction in skills such as academic reading, writing, and study strategies free of charge to the Penn student community. From learning strategies to the writing process and time management for the dissertation, the staff can provide advice and instruction that complements graduate level study. Workshops are offered throughout the year and can be developed to address the needs of specific groups. Individual instruction is available by appointment or through walk-in hours.

#### **The Critical Writing Program**

3808 Walnut Street  
Philadelphia, PA 19104- 6121  
215-573-CPCW (2729)  
[critwrit@writing.upenn.edu](mailto:critwrit@writing.upenn.edu)  
<http://writing.upenn.edu/critical/>

The Critical Writing Program provides writing advising to all students enrolled in credit-bearing courses at Penn. Graduate students can make appointments to visit a writing advisor at

[www.writing.upenn.edu/critical/help](http://www.writing.upenn.edu/critical/help). Graduate students are also eligible for positions as senior tutors, and fellowships as writing instructors.

As part of the Critical Writing Program, the Penn Writing Center can help students write with greater skill and confidence, assisting students with:

- Proofreading their own papers;
- Identifying patterns of error and how to correct them;
- Defining their topic and audience;
- Planning research strategies;
- Developing a sound thesis;
- Analyzing texts;
- Organizing material and revising drafts;
- Cultivating a distinct and masterful writing voice.

### **Doctoral Student Organization (DSO)**

Madelyne Greene, President/co-Chair; [madelyne@nursing.upenn.edu](mailto:madelyne@nursing.upenn.edu)

Lauren Johnson, President/co-Chair; [ljohn@nursing.upenn.edu](mailto:ljohn@nursing.upenn.edu)

<http://www.nursing.upenn.edu/DSO/Pages/default.aspx>

### **DSO Mission Statement**

The mission of the Doctoral Student Organization of the University of Pennsylvania, School of Nursing is to support and encourage students by engaging in professional and social endeavors which will enhance educational experiences while promoting integrity of character, leadership, and organizational skills.

### **DSO Aims, Structure, and Functions**

The members of the DSO seek to accomplish the DSO mission by setting clear aims, maintaining a structured organization, and carrying out the functions detailed below.

The DSO aims to foster communication, coordination, and continuity among doctoral students and between the students and the faculty of the University of Pennsylvania School of Nursing. Additionally, it encourages interaction with students from other schools. The DSO website is: [www.nursing.upenn.edu/dso](http://www.nursing.upenn.edu/dso).

Membership in the DSO is automatic for all doctoral students enrolled in the doctoral program of the Graduate Group in Nursing of the University of Pennsylvania School of Nursing. Elections of DSO officers are held in the Spring of each year. The offices held are President/co-Chair, Treasurer, Secretary, Social Chair, DocPost Editor, and DSO Lounge Coordinator.

The DSO is responsible for publishing a biannual newsletter, arranging professional meetings, and coordinating DSO social activities. The DSO also hosts Fall and Spring Colloquia, as well as a Journal Club. The President/Chair(s) of the DSO work closely with the Grad Group Chair on strategic planning.

### **Doctoral Student Lounge**

Claire M. Fagin Hall, Room 316

DSO Lounge Coordinator: Naixue Cui, [naixuec@nursing.upenn.edu](mailto:naixuec@nursing.upenn.edu)

The Doctoral Student Lounge houses work stations, computers, lockers, and meeting space for doctoral student use. The Lounge is governed by the Doctoral Student Organization.

## **25. GRADUATION**

The School of Nursing recognizes three graduation times: December, May and August. There is only one graduation ceremony, in May. Students who graduated in August or December of the previous calendar year are invited back to participate in the May ceremony. Upcoming August graduates are allowed to walk in the May ceremony, provided that they successfully defend the Dissertation before the date of the May graduation ceremony.

*Degree dates can be found in the “Calendar for Degree Candidates”:*

[https://provost.upenn.edu/uploads/media\\_items/graduationcalendar.original.pdf](https://provost.upenn.edu/uploads/media_items/graduationcalendar.original.pdf)

### **Preparing to Graduate with MS Degree**

Students planning to graduate with the MS degree must complete:

- 1) ***School of Nursing application for diploma:***  
The deadline for this application will be announced via e-mail.
- 2) ***Graduate Division of Arts and Sciences online application for degree:***  
<http://www.sas.upenn.edu/graduate-division/graduation>

The student should apply for the particular semester (“degree cycle”) in which graduation is expected. If the student does not graduate in that semester, the student must re-apply online for a future semester (the application does not automatically “roll-over” a student’s application to the next degree cycle).

- 3) ***Consult the “Graduation and Beyond” section of the Penn Arts & Sciences Grad Division for important information on degree requirements, deadlines, applying for graduation, etc.:***  
<http://www.sas.upenn.edu/graduate-division/resources/graduation-and-beyond>

### **Preparing to Graduate with PhD Degree**

Students planning to graduate with the PhD degree must complete:

- 1) ***School of Nursing application for diploma:***  
The deadline for this application will be announced via e-mail.
- 2) ***Graduate Division of Arts and Sciences online application for degree:***  
<http://www.sas.upenn.edu/graduate-division/graduation>  
The student should apply for the particular semester (“degree cycle”) in which graduation is expected. If the student does not graduate in that semester, the student must re-apply online for a future semester (the application does not automatically “roll-over” a student’s application to the next degree cycle).
- 3) ***Consult the “Graduation and Beyond” section of the Penn Arts & Sciences Grad Division for important information on degree requirements, deadlines, applying for graduation, etc.:***  
<http://www.sas.upenn.edu/graduate-division/resources/graduation-and-beyond>
- 4) ***Consult the “Doctoral Dissertation Manual,” which contains complete details on formatting the dissertation, paper and printing requirements, and copyright information:***  
[https://provost.upenn.edu/uploads/media\\_items/dissertation-manual.original.pdf](https://provost.upenn.edu/uploads/media_items/dissertation-manual.original.pdf)



5) ***Exit Interview with Graduate Group in Nursing Chair or Chair-Elect***

Following successful defense of the dissertation and before the dissertation is deposited, the student must schedule an exit interview appointment with the Chair or Chair-Elect of the Graduate Group. This confidential discussion allows the student to share his/her perspective on strengths of the program and ways to improve it.

6) ***Dissertation Deposit Appointment***

The student must schedule a Dissertation Deposit appointment with the School of Arts & Sciences Graduate Division office to take place prior to the dissertation deposit deadline each semester. A “checking” appointment may be scheduled prior to the final deposit appointment to ensure that the dissertation is correctly formatted. To make an appointment, contact the Graduate Division at [gas-degree@sas.upenn.edu](mailto:gas-degree@sas.upenn.edu) or 215-898-7444.

Dissertation deposit deadlines can be found in the *Calendar for Degree Candidates*:  
<http://www.sas.upenn.edu/graduate-division/resources/graduation-and-beyond>

7) ***Pick up completed academic certification forms for Dissertation Deposit***

When the dissertation and exit interview requirements have been met, the student, or designee, should schedule an appointment with the Associate Director of Graduate Academic Affairs to pick up forms 152, 153, 154, 155, and signed title page, which are needed for the official dissertation deposit appointment with the Graduate Division - School of Arts and Sciences Office.

8) ***Plan for graduation ceremony (e.g. order regalia, order tickets to SON ceremony, confirm that Dissertation Chair will be hooding, etc.)***

**Checklist for Graduation:**

<b>Task</b>	<b>Start Task</b>
Apply online for degree	Check degree calendar for deadlines
SON app for diploma	Will be announced by OSI
Exit interview w/Grad Group Chair or Chair Elect	After dissertation defense
Schedule Dissertation Deposit Appointment	After dissertation defense
Submit academic certification forms to OSS	After dissertation defense
Pick up academic certification forms from OSS for Dissertation Deposit Appointment	After dissertation defense
Prep for Dissertation Deposit Appointment and related tasks: need completed academic certification forms, Dissertation title page, Dissertation hard copy and E-Submission, Survey of Earned Doctorates, PhD Exit Survey, etc.	After dissertation defense
Plan for graduation ceremony	Per graduation communications

**Graduation Ceremonies**

More information about the University Commencement will be posted for students once they register to graduate. You will graduate with all the University PhD graduates, not with the School of Nursing graduates, because your degree is conferred by the University. Additional information can also be found each year at this site:

[http://www.nursing.upenn.edu/students/student\\_life/Pages/Commencement.aspx](http://www.nursing.upenn.edu/students/student_life/Pages/Commencement.aspx)

The School of Nursing Commencement information will be distributed each year to those students who have registered to graduate. The University and School of Nursing ceremonies are separate events.

**PhD Hooding**

Graduates are responsible for either renting or purchasing their own academic regalia and information will be distributed regarding this each year. Students wear their full regalia to the University Commencement but are officially hooded by their Chair, the Chair’s designee, or the Graduate Group in Nursing Chair at the School of Nursing ceremony.

**26. PROGRAM CONTACTS**

*For more information about PhD policies, guidelines, or for advisement, please contact the Office of Academic Affairs:*

<b>Program Contact</b>	<b>Title</b>	<b>Contact Information</b>
Dr. Eileen Lake	Graduate Group in Nursing Chair (7/1/15 – 6/30/17)	(215) 898-2557 <a href="mailto:elake@nursing.upenn.edu">elake@nursing.upenn.edu</a>
Dr. Salimah Meghani	Graduate Group in Nursing Chair Elect	(215) 573-7128 <a href="mailto:meghanis@nursing.upenn.edu">meghanis@nursing.upenn.edu</a>
Dr. Julie Sochalski	Associate Dean for Academic Programs	215-898-7128 <a href="mailto:julieas@nursing.upenn.edu">julieas@nursing.upenn.edu</a>
Kara Martin Koch, MEd	Associate Director of Graduate Academic Affairs	215-898-4150 <a href="mailto:karamart@nursing.upenn.edu">karamart@nursing.upenn.edu</a>