



PhD Nursing Science Student Handbook 2022-2023

About this Handbook

- This handbook is designed to be a ready resource for you during the course of your PhD in Nursing studies at UT Health San Antonio.
- The Graduate School of Biomedical Sciences and the School of Nursing will update you via email and through the SON PhD Students Advising and Resource course in CANVAS as changes occur throughout your program.
- The PhD in Nursing Student Handbook is intended to elaborate on the UT Health San Antonio Course Catalog which is the primary source for institutional and academic policies and procedures.
- This publication is for informational purposes and is neither a contract nor an offer to contract. The Graduate School of Biomedical Sciences and the School of Nursing reserve the right to change any provision or requirement at any time without notice to ensure compliance with accreditation standards.
- Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.
- Policy revisions made after August 1, 2022, will be disseminated via the SON PhD Students Advising and Resource course in CANVAS.
- Students are accountable to policies herein and revisions that have been sent via LiveMail and CANVAS.

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UT Health

San Antonio

Graduate School of
Biomedical Sciences

PhD in Nursing Student Handbook Acknowledgement Form 2022-2023

I have read and understood the UT Health San Antonio PhD in Nursing Student Handbook. I **agree to abide by these regulations**. I understand this agreement will be a part of my permanent student record in the Graduate School of Biomedical Sciences and/or the School of Nursing.

Frequently referenced information:

- BLS/CPR Certification [Page 35](#)
- Attendance Policy [Page 43](#)
- Health Insurance [Page 56](#)
- Grading Scale is in the Online Catalog
- Leave of Absence and Military are in the Online Catalog
- Probation and Dismissal Policies are in the Online Catalog

*The online catalog can be accessed at <http://catalog.uthscsa.edu/schoolofnursing/>

Student Printed Name: _____

Student ID: _____

Student Signature: _____ Date: _____

Return form to Program Coordinator, Alfred Lopez, at lopeza37@uthscsa.edu.

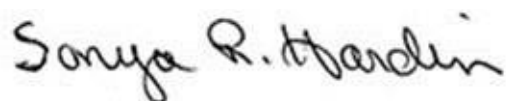
WELCOME FROM THE DEAN

Thank you for choosing the UT Health Science Center at San Antonio for your nursing education. The School of Nursing Vision is “We make lives better by promoting health as an act of social justice.” This means that as a school we strive to provide equal healthcare services and nursing education for all individuals. Our students deliver care regardless of economic status, race, ethnicity, citizenship, disability, or sexual orientation.

The School of Nursing strives to develop leaders to improve health and healthcare through education, research, practice, and community engagement. I hope that while you are a student you will engage with the faculty on the numerous opportunities that are in place to serve the San Antonio community. Many of these opportunities will afford you the experience of interprofessional collaboration and advocating for all populations.

The UTHSCSA School of Nursing values diversity and inclusion. We believe in fostering an inclusive environment as a foundation for all our initiatives. Several student organizations exist to support you on your educational journey. Make sure you visit the office of Student Success and utilize the services that support your educational goals.

Lastly, this handbook was designed to provide information about the program and policies governing academic life. If you have questions not addressed in the handbook, the faculty and staff are available to help you. My hope is that you will utilize this handbook and appreciate the wonderful profession of nursing. Welcome to UTHSCSA and I look forward to meeting you.



Sonya Hardin PhD MBA/MHA APRN FAAN

(she/her) Dean & Professor

Dr. Patty Hawken Nursing Endowed Professor

General Information

The PhD Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of UT Health San Antonio, the Graduate School of Biomedical Sciences, and the School of Nursing. The vast majority of the information is online. Therefore, the actual websites are listed for the official information on policies and procedures. Whenever information is not available elsewhere online, a brief description is provided.

Additional information can be obtained from the School of Nursing. Students are responsible to know and adhere to all established policies and procedures for UT Health San Antonio, the Graduate School of Biomedical Sciences, and the School of Nursing.

This material supplements the UT Health San Antonio Course Catalog and the Schedule of Classes. Additional sources of information are the University Course Catalog, the Graduate School of Biomedical Sciences websites, and the School of Nursing websites.

University Course Catalog

The University Course Catalog is available online at <http://catalog.uthscsa.edu>. This handbook is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

Additional information you can find in the University Course Catalog relates to these topics:

- [Administration](#)
- [Excess Credit Hours Policy](#)
- [Financial Aid](#)
- [General Academic Policies](#)
- General Information for the [Health Science Center](#)
- [Institutional Policies](#)
- [Programs of Study](#)
- [University Admissions Policy](#)
- [UT Health San Antonio Executive Leadership](#)
- [UT Health San Antonio Academic Calendars](#)

Graduate School of Biomedical Sciences Section in the University Course Catalog

Information about the Graduate School of Biomedical Sciences is available at
<http://catalog.uthscsa.edu/biomedicalsciences/>

School of Nursing Section in the University Course Catalog

Information about the School of Nursing is available at
<http://catalog.uthscsa.edu/schoolofnursing/>.

Program information about the PhD in Nursing Science can be found in the University Course Catalog [<http://catalog.uthscsa.edu/biomedicalsciences/nursingscience/>] about the following topics:

- [Overview](#)
- [Admissions Requirements](#)
- [Degree Requirements](#)
- [Sample Plan of Study](#)
- [Objectives/Program Outcomes](#)
- [Program Policies](#)
- [Courses](#)

Academic Accreditation

The University of Texas Health Science Center at San Antonio is accredited at Level V by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097, to award certificates and baccalaureate, master's, doctoral, and professional degrees. UT Health San Antonio was most recently reviewed and fully reaffirmed by SACS in 2018 and extends through 2028.

The Doctor of Philosophy Degrees for students in the PhD in Nursing Science program are conferred through the Graduate School of Biomedical Sciences (GSBS) at UT Health San Antonio. GSBS is reviewed by the Texas Higher Education Coordinating Board (THECB), 1200 E. Anderson Lane, Austin, TX 78752, on a statewide review schedule. The Program does not itself undergo external review by an individual discipline accrediting body; rather it is reviewed as part of the portfolio of doctoral programs in the GSBS.

TEXAS BOARD OF NURSING

The mission of the Texas Board of Nursing (TBON) is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing education programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession or any special interest group. You may access the TBON via their website: <http://www.bon.state.tx.us/>.

ORGANIZATIONAL STRUCTURE OF THE PhD IN NURSING SCIENCE PROGRAM

The PhD in Nursing Science program is a Ph.D. program housed and taught by faculty in the School of Nursing (SON). The Doctor of Philosophy degree for the PhD in Nursing Science is conferred by the Graduate School of Biomedical Sciences (GSBS) of UT Health San Antonio.

Program Director of the PhD in Nursing Science Program

The Program Director (PD) of the PhD in Nursing Science program reports to the Dean of the Graduate School of Biomedical Sciences (GSBS) and to the Dean of the School of Nursing. The PD is responsible for the administration, monitoring, review, and evaluation of the PhD in Nursing Science program according to criteria and schedules established by the agencies requiring such reviews (e.g., the UT System, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools (SACS). The PD also serves as liaison between the PhD in Nursing Science program and the accreditation agencies, the PhD in Nursing Committee on Graduate Studies (COGS), the Dean of the GSBS, and the Dean of the SON. In addition, the PD will:

- Maintain, and revise when required, the PhD in Nursing Science program pages of the **University catalog**.
- Oversee the organization of **new student orientation** activities.
- Facilitate requests for appointments to PhD in Nursing Science affiliated faculty.
- Perform periodic review of PhD in Nursing Science affiliated faculty.
- Collect, evaluate, and submit **programmatic data and assessments** of the PhD in Nursing Science program needed by the GSBS Dean's Office and the SON Dean's office for reports to UT System and accreditation agencies (e.g., THECB, SACS).
- Ensure **ongoing program improvements** based on evaluation results and emerging trends in higher education and nursing education.
- Ensure the implementation and evaluation of the PhD program by **using defined evaluation criteria and the processes identified** in the GSBS bylaws, the SON bylaws, and the SON Strategic Plan and Total Program Systematic Evaluation Plan.
- Ensure the PhD program **integrates professional organization standards**, state and national standards for program quality including all regulatory requirements.
- Represent the GSBS, the SON, and the PhD in Nursing Science program at internal and external entities.
- Collaborate with the Office of Admissions and Student Services (OASS) and the Associate Dean for Graduate Studies in the SON and with the Associate Dean for

Academic Affairs and with the Associate Dean of Student Affairs in GSBS to plan, implement, and evaluate strategic plans that include setting annual enrollment goals for new admissions, and recruiting and admitting qualified students with a commitment to diversity and inclusion.

- Collaborate with the Vice Dean for Research and Office of Research and Scholarship to facilitate PhD students' engagement in faculty's research and to support all PhD students pursuing fellowship and training grant applications.
- Increase web and media presence for PhD in Nursing Science students.
- Advise and mentor PhD students. Facilitate advisor/mentor matches for PhD in Nursing Science students.
- Provide input to the SON Associate Dean for Graduate Studies for faculty teaching assignments for PhD courses, and for evaluation of faculty teaching PhD courses.
- Participate in appropriate committees related to the PhD in Nursing Science program. (SON COGS, SON PhD COGS, and Graduate Faculty Council (GFC).
- Work with the PhD in Nursing Science COGS Chair to improve the quality of the program, and to resolve problems that impede the ability of the PhD in Nursing Science students to progress successfully to graduation.
- Serve as a member of the SON PhD in Nursing Science COGS Committee, non- voting, *ex officio*.

Chair, SON PhD in Nursing Science COGS

The Chair of the SON PhD in Nursing Science COGS is selected by the PhD COGS membership and is responsible for developing and implementing all policies, guidelines, and procedures that are required to provide an effective academic framework for the program to ensure the effective movement of students through their academic milestones. In addition, the PhD in Nursing Science COGS Chair will:

- Establish, maintain, and distribute the **PhD in Nursing Science Student Handbook** annually to students and faculty, and share updates when new or revised policies or procedures are enacted by the PhD COGS.
- Preside over monthly meetings for the PhD in Nursing Science COGS.
- Ensure **communication** and **interactions** between PhD in Nursing Science COGS and the PD.
- Write and seek approval for new PhD in Nursing Science **program policies, guidelines, and procedures**.

- Ensure effective **implementation** of PhD in Nursing Science program policies, procedures, and guidelines.
- Oversee operations of **SON PhD COGS subcommittees** (e.g., Admission, Progression, and Retention; Curriculum; Applicant Interviews; etc.).
- Ensure effective and timely academic progress for PhD in Nursing Science students by maintaining a framework of administrative and programmatic continuity and working closely with the graduate program coordinator.
- Review the roster of members of the Graduate Faculty for **continuations and deletions**. Each faculty member's credentials should be evaluated at a minimum of once every five years.
- Serve as the **Faculty Advisor** for PhD in Nursing Science students **during their first academic year** until students choose a faculty advisor or research mentor.
- Serve as the SON PhD in Nursing Science program representative on the **Graduate Faculty Council**. As needed, present PhD in Nursing Science students to the GFC to consider for degree approval.

Information About the PhD in Nursing COGS

Membership Eligibility: Membership of PhD-COGS requires a doctoral degree-earned and a full-time faculty appointment at the UT Health Science Center at San Antonio with minimum of joint appointment at the School of Nursing. All PhD-COGS faculty membership requires Graduate Faculty status endorsed by the Graduate School of Biomedical Sciences (GSBS).

Committee Members: (1) A Chair, six additional elected faculty, including a chair elect, and two PhD student representatives (one from post-MSN-PhD and from the BSN-PhD program) will be named voting members. A quorum consists of at least five members; among them, a minimum of four will be faculty; (2) Under certain circumstances, such as when students are being specifically discussed, student representatives will not be present; (3) The PhD Program Director, the Associate Dean of Academic Affairs of the GSBS, and the Vice Dean for Research of the SON participate in PhD-COGS as ex-officio members.

Elections of Voting Members: PhD-COGS voting members shall be elected from a slate prepared by the School of Nursing Nominating Committee. Eligibility for voting membership includes a doctoral degree and a full-time faculty appointment at the UT Health Science Center at San Antonio School of Nursing. Among faculty voting members, a minimum of four shall be PhD-prepared faculty, and a minimum of two shall be an Associate Professor or higher rank.

Terms: In the initial election for the faculty members, four of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. There are no term limits for

faculty members. The term limit for the chair is two years. The term for standing committees is September 1 through August 31.

Student Member Terms: The Office of Admissions and Student Services at the SON will distribute a call for nominations and coordinate an election for a student representative from each Post MSN-PhD and BSN-PhD program. Student terms may be up to two years.

Responsibilities of the PhD COGS: The PhD-COGS shall have the primary responsibility for the conduct and administration of the program, including, but not limited to:

- Appointment of the PhD-COGS Chair and Chair-Elect. The PhD-COGS Chair is the voting representative of the program on the Graduate Faculty Council and serves as the liaison officer between the PhD-COGS and the Graduate School Dean's Office on all matters pertaining to applicant and student affairs. Once selected, the GSBS Dean's Office must be notified of the decision within one week.
- Establish specific requirements for admission, either in addition to, or more stringent than the general requirements of the GSBS. Establish procedures for review of applications to the graduate program.
- Establish academic curricula consistent with the approved program goals of the graduate program.
- Review the composition of qualifying examination committees and dissertation supervisory committees.
- Assign a member to attend the final oral proposal and defense presentation of each degree candidate and to review the recommendations of the student's RSC.

PhD in Nursing COGS Meetings

The PhD COGS will meet once a month unless there is insufficient business to justify a meeting. When necessary and appropriate, the Chair of COGS may call for a special meeting of the committee to discuss and/or vote on critical issues regarding graduate students or the graduate program. Such critical issues include, but are not limited to: student dismissal decisions, removal of individuals from the graduate faculty, major curriculum changes, and other substantive changes to the program. Meetings will be conducted as follows:

- *Rules of Procedure:* Robert's Rules of Order for small groups. Whenever possible, a parliamentarian will attend the PhD COGS meeting.
- *Agenda:* Copies of the meeting agenda will be sent to COGS members prior to a meeting. No action will be taken at a COGS meeting unless the item of business was on the published agenda. Exceptions to this requires the unanimous consent of members of COGS present.










- *Voting:* A quorum of voting COGS members must be present to conduct official business. A quorum consists of 5 members, at least 4 of these members must be faculty. A motion is considered passed when it is approved by a majority of COGS members present and voting.
- *Minutes:* The Chair of PhD COGS and the program coordinator shall compile and sign the minutes of each COGS meeting. Members of COGS will be allowed to request revisions prior to approval. The minutes will be made available on the PhD COGS Microsoft Teams site and will be distributed to all COGS members.

Graduate Faculty Council (GFC)










The purpose and objectives of the Graduate Faculty Council (GFC) is to foster, support, and maintain excellence in all aspects of teaching and research at the GSBS through approved graduate programs. The GFC shall formulate, discuss, and make recommendations on issues concerning the responsibilities, rights, and privileges of the Graduate School Faculty.

- **Legislative Responsibilities:** The GFC is the designated legislative body of the GSBS with the responsibility to recommend all candidates for degrees and this authority derives from the Texas Board of Regents. The GFC will not limit its review to consideration of whether candidates have fulfilled all requirements of various committees of the Graduate School but will in addition base its recommendations on its own evaluation of the quality of the work. Furthermore, the GFC will function in such a manner as to support and promote the stated mission of the GSBS.
- **Educational Responsibilities:** It shall be the responsibility of the GFC to establish and maintain policies, rules, and regulations in those matters concerning graduate education which are common to all programs administered by the GSBS. These matters include, but are not limited to:
 1. General academic requirements for admission to graduates' study and degree candidacy, Milestone agreements, continuation of studies, and awarding of a degree.
 2. Standards of student professional conduct.
 3. Criteria for dissertation research, its supervision, and its defense.
 4. Ensure that the graduate programs are assessing and updating, as appropriate, the effectiveness and quality of their curriculum.

GSBS Offices and Contacts

 <p>David S. Weiss, Ph.D. Professor, GSBS Dean Phone: (210) 567-3709 E-Mail: weissd@uthscsa.edu</p>	 <p>Timothy Raabe, Ph.D. Professor, Associate Dean for Academic Affairs Phone: (210) 567-3714 E-Mail: raabe@uthscsa.edu</p>	 <p>Jessica Nute, Ph.D. Interim Associate Dean of Student Affairs Phone: (210) 567-1361 E-Mail: nute@uthscsa.edu</p>
 <p>Tiffany Thompson Manager, Academic Programs Phone: (210) 567-3711 E-Mail: thompson4@uthscsa.edu</p>	 <p>Alfred Frank Lopez PhD in Nursing Science Program Coordinator Phone: (210) 450-3993 E-mail: lopeza37@uthscsa.edu</p>	 <p>Amanda Ramirez, PhD Assistant Director of Student Success Phone: (210) 450-8964 E-mail: ramireza45@uthscsa.edu</p>
 <p>Maricruz Alcauter Office Manager, IMPACT Phone: (210) 567-3710 E-Mail: alcauter@uthscsa.edu</p>	 <p>Yvonne Valdez, MPA Assistant Director, Admissions and Special Programs Phone: (210) 567-0957 E-Mail: valdezy3@uthscsa.edu</p>	 <p><u>GSBS Librarian Liaison</u> Charles "Jeff" Lacy Phone: (210) 450-8255 E-mail: Lacyc@uthscsa.edu</p>

SON Offices and Contacts

 <p>Sonya Ranae Hardin, MBA, MHA, APRN, FAAN SON Dean and Professor Phone: (210) 567-5800 E-Mail: hardin@uthscsa.edu</p>	 <p>Sara L. Gill, PhD, RN, IBCLC, FAAN Professor, Associate Dean for Graduate Studies Phone: (210) 567-5810 E-Mail: gills@uthscsa.edu</p>	 <p>Kyungeh An, PhD, RN, FAHA, FAAN Professor, PhD in Nursing Program Director Phone: (210) 450-8193 E-Mail: ank@uthscsa.edu</p>
 <p>Carrie Jo Braden, PhD, RN, FAAN Professor, Interim Vice Dean for Research Phone: (210) 567-5808 E-mail: bradenc@uthscsa.edu</p>	 <p>Jacqueline McGrath, PhD, RN, FNAP, FAAN Professor, Vice Dean for Faculty Excellence Phone: (210) 567-5883 E-Mail: mcgrathj@uthscsa.edu</p>	 <p>Vanessa Meling, EdD Associate Dean for Student Engagement and Success Phone: (210) 567-5892 E-mail: meling@uthscsa.edu</p>
 <p>Sailaja Athyala, PhD Education Specialist Phone: (210) 567-4846 E-mail: AthyalaS3@uthscsa.edu</p>	 <p>Jennifer Aguilar Assistant Director, Admissions and Special Programs Phone: (210) 567-5804 E-Mail: aguilarJ4@uthscsa.edu</p>	 <p>Megan Lippe, PhD, MSN, RN Associate Professor Phone: (210) 567-2266 E-mail: Lippe@uthscsa.edu</p>

Graduate School of Biomedical Sciences Overview

The Graduate School of Biomedical Sciences (GSBS) was established in 1972 and currently hosts doctoral programs in Biomedical Engineering, Health Sciences, Integrated Biomedical Sciences (IBMS), Nursing Science, Radiological Sciences and Translational Science. A

Professional Doctorate in Medical Physics and Master's degrees in Cell Systems and Anatomy, Clinical Investigation and Translational Science, Biomedical Engineering, Dental Hygiene, Dental Science, Immunology and Infection, Medical Health Physics, and Personalized Molecular Medicine are offered. Certificates in Biomedical Data Science (pending SACSCOC approval), Cancer Prevention (CCP), Pre-Professional (PP), and Translational Science (CTS) are also offered.

These academic programs offered by the Graduate School of Biomedical Sciences are designed to provide a fundamental foundation of knowledge and scientific inquiry and enable the Graduate School of Biomedical Sciences to assert its primary objective of educating students committed to the advancement of knowledge in contemporary areas of the biomedical sciences. Our educational and research faculty are housed in all five schools of UT Health San Antonio. A compelling aspect of graduate education in a health science center is the opportunity for graduate students to interface with health professionals with diverse technological and conceptual capabilities and perspectives in the biomedical sciences. These programs provide opportunities for graduate students to become competent in a specialized field, to attain excellence in the conduct of research, and to gain an understanding of the interdisciplinary nature of biomedical sciences. Our graduate programs are offered in a prominent academic health science center and provide an environment where scientific inquiry can synergize with the healing professions to guide our science in seeking solutions to even the most vexing biomedical issues plaguing mankind.

The proof of accomplishment or enduring value of any educational process is evidenced in the demonstrated productivity and academic achievement of the graduates of the program. Without question, the doctoral and masters programs of the Graduate School of Biomedical Sciences have, during the past four decades, achieved outstanding success in their educational mission of preparing professional scientists who function well in academic, industrial, and government sectors.

There is a diversity of talent, but also a unity of purpose in teaching and mentoring students in an exciting array of interdisciplinary and discipline-based fields of study and research.

School of Nursing Overview

The University of Texas (UT) System was established by the Texas Constitution in 1876. It is one of the nation's largest higher education systems and is currently comprised of nine academic universities and six health institutions. The nine-member Board of Regents is the governing body for The UT System.

The University of Texas Health Science Center at San Antonio was established by state legislation in 1959 with ground-breaking for the actual facilities in 1966 and doors opened in 1968. The university is committed to “make lives better through excellence in education, research, health care and community engagement”. Working at UT Health San Antonio is all about “making lives better”.

UT Health San Antonio is a leading center for research in aging, cancer, cardiovascular diseases, diabetes and related health disparities. UT Health San Antonio serves a 50,000 square mile area of South Texas extending from metropolitan San Antonio to the border communities of the Rio Grande Valley. It is a member of the Hispanic Association of Colleges and Universities (HACU), serves culturally diverse student populations and is deemed a Hispanic Serving Institution by the US Department of Education. There are five schools (Medicine, Nursing, Dentistry, Health Professions and the Graduate School of Biomedical Sciences).

UT Health San Antonio School of Nursing (SON) was established in 1969 by founding Dean Dr. Margretta Styles. The School of Nursing was originally part of The UT System SON with campuses in Galveston, Austin, Houston, San Antonio, Tyler and El Paso. All five schools followed the same curriculum. In 1976 the System School of Nursing was dissolved, and each School of Nursing has since been independent and governed by the university on the campus where the school is located.

The SON offers four degree programs, an upper division Bachelor of Science in Nursing (BSN) since 1970, the Master of Science in Nursing (MSN) since 1972, the Doctor of Nursing Practice (DNP) since 2012 and the Doctor of Philosophy in Nursing (PhD) since 1991.

SON VISION, MISSION, VALUES, AND STRATEGIC GOALS

VISION

We make lives better by promoting health as an act of social justice.

MISSION

We develop diverse nurse leaders to improve health and health care, through education, research, practice, and community engagement.

VALUES

- Innovation: We, the faculty, staff, and students of the UT Health School of Nursing, believe in delivering leading edge health care, education, research, and community service.
- Diversity and Inclusion: We believe in fostering an inclusive environment as a foundation to make health care available to all.
- Ethics and Accountability: We believe in honoring the dignity of others through the accountability of our actions.
- Advocacy: We believe in promoting healthy lifestyles and access to health care for all populations.
- Synergy: We believe in interprofessional cooperation to improve health outcomes for all.

STRATEGIC GOALS

- Education: Be the School of Nursing that students and faculty choose for its mission and vision, vibrant academic culture, innovative programs and service to community, state, and region.
- Culture of Excellence: Enhance the culture of excellence in the School of Nursing through innovative mentorship and meaningful recognition of the faculty, staff, and students.
- Research: Expand research programs of excellence and distinction in advancing promotion of human health and transformation of health care.
- Health Care: To be a health care provider of choice for Central and South Texas with a focus on patient-centered care.
- Community Engagement: Foster a UT Health San Antonio community partnership that benefits the diverse communities we serve through education, practice, and research to meet mutually identified health and health education needs.

The SON mission, values, and vision are written and published on the [School of Nursing](#) website and relate to all programs. The SON goals are incorporated into the [Strategic Plan](#). Both are accessible to current and prospective students. The mission, vision and goals are each congruent with those of the UT Health San Antonio. They are consistent with relevant professional standards and nursing guidelines to prepare students for beginning and advanced nursing practice.

Purpose and Program Goals

Doctor of Philosophy in Nursing Science Program

Purpose

The objective of the Doctor of Philosophy (PhD) in Nursing Science Program is to prepare the student for a career as an independent researcher who, through course selection and experience, develops as a teacher and disseminator of knowledge within professional, academic and clinical arenas. Student can enter at the Post-BSN or Post-MSN level.

Program Goals

1. Prepare diverse graduates for careers as independent researchers who develop as teachers and disseminators of knowledge within professional, academic, and clinical arenas.
2. Select rigorous approaches to generate and translate knowledge which provides the evidence-base for clinical practice and the education of consumers, nurses and healthcare providers.
3. Provide leadership in improving healthcare delivery through innovation and change in health policy.
4. Integrate practice and research to better meet society's health needs.
5. Lead in the development, dissemination, and translation of knowledge for culturally inclusive care.

Learning Outcomes and Assessment

Graduate Program Outcomes are based on the *Essentials of Master's Education in Nursing* developed by the American Association of Colleges of Nursing (AACN, 2011), *Essentials of Doctoral Education for Advanced Nursing Practice* developed by the American Association of Colleges of Nursing (AACN, 2006) and the *Research-Focused Doctoral Program in Nursing: Pathways to Excellence* published by the American Association of Colleges of Nursing (AACN) in 2022.

Doctor of Philosophy in Nursing Science Program Outcomes

Upon completion of the Doctor of Philosophy (PhD) in Nursing Program students will:

1. Advance the discipline of nursing through the generation of new knowledge and theory.
2. Demonstrate excellence as a clinical researcher in the health sciences in a focal area of nursing.
3. Synthesize theories from natural and/or behavioral sciences for application to a specified area of nursing.
4. Advance evidence-based clinical practice.
5. Assume nurse scientist roles within academic health centers and other interdisciplinary health sciences and educational institutions.
6. Evaluate the value and knowledge components of philosophical and ethical dimensions of issues confronting healthcare and nursing.

Curriculum

Doctor of Philosophy in Nursing Science Program Curriculum

The PhD in Nursing Science Program is designed to prepare clinical nurse scientists with curriculum content to include philosophy of science, research methods and techniques, theory, and statistical methods.

<i>Program Outcome</i>	<i>Proficiency</i>
Advance the discipline of nursing through the generation of new knowledge and theory.	<ul style="list-style-type: none"> • Development of logical and consistent argument to support need to study a problem area • Publications • Presentations
Demonstrate excellence as a clinical researcher in the health sciences in a focal area of nursing.	<ul style="list-style-type: none"> • Identified area of clinical practice expertise • Identified program of research • Plan for continued funding to support program of research • Publications • Abstracts
Synthesize theories from natural and/or behavioral sciences for application to a specified area of nursing.	<ul style="list-style-type: none"> • Concept clarification/synthesis • Program of research
Advance evidence-based clinical practice.	<ul style="list-style-type: none"> • Research question, design, data analysis techniques and interpretation of findings • Critique of research articles • IRB, HIPPA • Integrative review • State of science paper • Pilot studies • Publications • Presentations • Influencing practice
Assume nurse scientist roles within academic health centers and other interdisciplinary health sciences and educational institutions.	<ul style="list-style-type: none"> • Teaching • Program of research • Influencing Practice • Influencing Policy
Evaluate the value and knowledge components of philosophical and ethical dimensions of issues confronting health care and nursing.	<ul style="list-style-type: none"> • Critical analysis of philosophical and ethical underpinnings of various theoretical and methodological approaches to research problem areas

Doctor of Philosophy in Nursing Science Program Plans of Study

Students may enter the PhD in Nursing Science program post-baccalaureate degree in nursing or post-master's degree in nursing. Full-time and part-time study options are available. All students complete 81 semester credit hours (which may include previous graduate coursework), usually in three to six years. **

[See the PhD Appendix for sample program plans of study for the Post-BSN to PhD and the Post-MSN to PhD]

The Post-BSN to PhD and the Post-MSN to PhD Plans of Study for students beginning in Fall 2022 and later

The Post-BSN to PhD and the Post-MSN to PhD Plans of Study for students from Fall 2021 or earlier

Course Descriptions

The following courses are only in the Post-BSN to PhD program plan for students beginning in Fall 2022 and later:

NURS 6315: Informatics & Health Care Technologies

NURS 6380: Fundamentals of Epidemiology

NURS 7302: Theoretical Foundations for Leadership in Complex Adaptive Systems

NURS 7324: Healthcare Economics and Policy

The following courses are only in the Post-BSN to PhD program plan for students from Fall 2021 or earlier:

NURS 6315: Informatics & Health Care Technologies

NURS 6380: Fundamentals of Epidemiology

NURS 7302: Theoretical Foundations for Leadership in Complex Adaptive Systems

NURS 7322: Healthcare Policy Analysis & Advocacy

NURS 7324: Healthcare Economics and Policy

NURS 6318: Grantsmanship Practicum

***PhD Coursework or major examinations taken more than six years prior to the end of the candidate's final semester may not be accepted for credit, and if necessary, for the degree, must be repeated or specifically approved by the PhD COGS.*

Cognate Courses

The purpose of cognate courses is to provide students with individualized subspecialty learning that will contribute directly to each student's proposed area of research for the dissertation. All PhD in Nursing Science students are required to complete three (3) cognate courses that provide nine semester credit hours.

Students must obtain the approval of their Faculty Advisor before enrolling in a course to ensure the course meets cognate requirements to be applied to students' program plans. Courses taken prior to enrolling in the PhD in Nursing program may be considered for cognate courses if: (1) the course was not completed six or more years earlier; (2) the course was not required to complete a prior degree; (3) the course was not audited; (4) the student can provide an official syllabus for the course; (5) the student earned a grade of C or higher in the course; and (6) the student and faculty advisor can provide sufficient rationale to support the course as a relevant cognate course.

Cognate courses are often taken in other disciplines although they may also be taken in nursing. Cognate courses may be taken in the School of Nursing at UT Health SA, at UT Health SA in schools outside of the School of Nursing, and/or at other accredited universities. In general, cognate courses should be graduate level courses, although specialized learning opportunities such as immersion or intensives may be approved by the PhD COGS if there is sufficient rationale from the student and faculty advisor to support the opportunity as a cognate course.

If taking a Cognate course outside of UT Health SA students must allow for time to apply at other universities as a Non-Degree Seeking student. Students must request an official transcript be sent to UT Health SA Registrar after their grade has posted.

[See the PhD Appendix for a Cognate Form SON (Aug 2022)]

Transfer of Credit

PhD Nursing Science students may, with the approval of the PhD Committee on Graduate Studies (COGS), transfer graduate credit from another accredited institution applicable to their plan of study leading toward the PhD in Nursing Science degree. The student must complete and submit a Course Waiver/Substitution form (see the PhD Appendix) to the Program Coordinator. An official transcript from the college or university must be on file in the Registrar office when petitioning for a previously attended course. An official transcript from the college or university must be sent to the UT Health SA Registrar as soon as the course is complete. Courses may be considered for transfer of credit if: (1) the course was not completed six or more years earlier; (2) the course was not required to complete a prior degree; (3) the course was not audited; (4) the student can provide an official syllabus for the course; and (5) the student earned a grade of C or higher in the course.

Graduate Program Requirements

Admission Criteria and Process

Applications to the School of Nursing programs are submitted via the Centralized Application Service for Nursing Programs ([NursingCAS](#)) and EMBARK. Students must pay a NursingCAS application fee, submit official transcript(s) from each post-secondary institution attended to NursingCAS (even if no degree was awarded) and submit three professional references via the NursingCAS application.

Applications to all programs in the Graduate School of Biomedical Sciences are submitted through [EMBARK](#). Applicants will be asked to create an account when they access EMBARK. EMBARK does not have any application fees and the application form can usually be completed in 30 minutes or less. Note that all documents uploaded into EMBARK are considered unofficial. Therefore, it is recommended that applicants only upload unofficial transcripts and scores.

Appropriate reference letters will be written by a supervisor, administrator, faculty, research mentor, colleague, etc. with sufficient knowledge and/or familiarity about the applicant's skills, knowledge, and experiences in research, nursing practice, service, volunteering, and/or leadership. Reference letters will be considered inappropriate if they are written by a student, friend, family member, someone the applicant supervises, a friend, or someone with limited knowledge and/or familiarity about the applicant's skills, knowledge, and experiences in research, nursing practice, service, volunteering, and/or leadership.

International transcripts must be evaluated by an accredited foreign credential service. International applicants are also required to submit an official copy of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score.

Applications for PhD fall admission are due April 1. For detailed information about admission requirements for the graduate programs visit the online University Course Catalog by clicking on the following links:

Nursing Science Doctor of Philosophy in Nursing

Admissions Related Links

[International Applicants](#)

[VA Education Benefits](#)

[Texas Residency Questionnaire](#)

Computer Requirement

All courses in the School of Nursing have an online component or other requirements that necessitate the use of a computer. Students are required to have certain minimum computer competencies. Minimum competencies include basic familiarity with computers, use of Internet, word processing, email, and presentation software. **The official method of communication is via students' Health Science Center "Livemail" account.** The Microsoft Office Suite, which includes Word, Excel, PowerPoint, and Outlook, is required for all students and is available for students to download upon matriculation.

To perform optimally for course requirements and to operate on the HSC network properly, laptops need to be checked for both hardware and software requirements prior to the start of class. Proper configuration and operation checks are encouraged to be completed prior to new student orientation.

Laptop checks are typically 30 minutes or less and can be performed in person on campus or via a remote desktop connection that will require the student to have Internet access. Laptop checks are scheduled by calling the IMS Service Desk at 210-567-7777, option 1 or online at ims.uthscsa.edu.

The evaluating technician will record pass/fail status of the laptop and students may be asked to submit their results to the Program Coordinator via CANVAS. In the event of a failure, the technician will provide suggestions/options to correct as needed. The student will need to contact the Service Desk and schedule a re-evaluation once the shortcomings are corrected. During the evaluation, the technician may install or assist the student with installing software needed for upcoming courses such as Lync client and SPSS.

Students can also purchase computer equipment and peripherals at UT Health through [TechZone](#).

Computer Requirements:

https://ims.uthscsa.edu/computer_networking/SOM_Flyer_0319AppleApproved.pdf

SPSS download: <https://www.ibm.com/analytics/spss-trials>

Information Management & Services Solution (IMS):

Service Desk: 210-567-7777

Website: <http://ims.uthscsa.edu/index.aspx>

E-mail: ims-servicedesk@uthscsa.edu

Academic Policies and Procedures

Information about academic policies or procedures, as well as curriculum information, may be obtained from the UT Health San Antonio [School of Nursing Catalog](#) and the [Graduate School of Biomedical Sciences \(GSBS\) Catalog](#).

Schedule of Classes

Courses approved for the graduate programs are published in the University Catalog at <http://catalog.uthscsa.edu/>. Refer to the [Course Catalog](#) to learn about pre- or co-requisite NURE and NURS courses. To access Class Schedules and Syllabi go to <https://uthscsa.edu/nursing/about/offices/academic-affairs/schedules-syllabi>.

Registration and Enrollment

Entering students may register during Web Registration. Start and end dates are listed in the Academic Calendar. Students who do not register by the end of Web Registration must wait until the first day of the upcoming term to register and will incur a late registration fee.

Students who do not register for three consecutive terms will be administratively withdrawn from their program and must reapply through the Office for Admissions for future enrollment in a program. [Registration instructions](#) are located on the Registrar website. Students go to [My Student Center](#) and login to view classes, register, add, or drop classes.

In Absentia Registration

PhD students must be registered in INTD 1000 for the term in which they graduate, and all fees and tuition apply. A special arrangement is made for students who defend the dissertation after the last Graduate Faculty Council (GFC) meeting of the term and before the first-class day of the following term.

The student who expects to defend the dissertation in this interval should register for one credit hour for the next term. Following the successful defense of the dissertation, the student may drop the one credit hour and register In Absentia for the coming term. This must be accomplished before the first-class day of the new term. In Absentia registration should be designated as zero credit hours and the student will be charged a fee.

Adding/Dropping or Withdrawal from Courses

Adding and Dropping Courses

Students are expected to pre-register for all course work. After the first day of classes, and prior to census day, students may add classes in My Student Center with a Add/Drop eForm which requires approval from the course instructor, Program Coordinator, Associate Dean, and Registrar by close of business on census day.

Dropping refers to the procedure by which students remove themselves from one or more of the courses in which they are enrolled while continuing in the remainder of their courses. A student who is enrolled in only one course for the term and needs to drop that course, must either withdraw or complete and receive all levels of approval on the Leave of Absence Student Clearance eForm in My Student Center by the last class day of the term, before the week of finals. Please refer to the Office of the University Registrar's section of the catalog.

Withdrawal from Courses

Students who complete and receive all levels of approval through the formal withdrawal process in My Student Center by the last class day of the term and before finals week begins will be awarded a grade of W. Students who do not complete the formal withdrawal process will receive the letter grade which they earned in a course.

Leave of Absence

Under certain circumstances, students may be granted a leave of absence. See the UT Health San Antonio Course Catalog – School of Nursing Policies for general and military leave of absence. Students should contact the Program Coordinator to begin a Request for Leave of Absence and schedule an appointment with their Faculty Advisor and the PhD Program Director. The student will go to My Student Center and login to submit a Student Clearance eForm to begin the Leave of Absence process.

Family Educational Rights and Privacy Acts (FERPA)

See the UT Health San Antonio Course Catalog regarding [FERPA](#).

Tuition and Fees

Please note that registration is not complete until all applicable fees have been paid. Students may register by the end of the Web Registration period without late fees or penalties. Tuition and fees must be paid by the close of business the day before the first day of class or class registrations will be voided. To determine class dates, see the Academic Calendar. Students with financial aid awards (loans, grants, scholarships, waivers) must acknowledge their intent to pay tuition with financial aid by the tuition payment deadline or class registrations will be voided. See the [Tuition and Fees](#) section of the UT Health San Antonio Course Catalog for more details.

Continuous Enrollment

Once admitted to the graduate program, a student must be registered for a minimum of one credit hour during each Fall and Spring terms of his/her graduate education (unless he/she is on an approved leave of absence). This includes periods when the student is engaged in research, taking comprehensive exams, working on dissertation, or in any other way using university facilities or faculty time including the term in which they graduate. Students in

their last term of the PhD program will be required to be enrolled in UT Health San Antonio courses/dissertation or register in absentia, if all program work has been completed.

CPR Certifications

According to state law and university policy, students are required to maintain American Heart Association Healthcare Provider Basic Life Support (BLS) certification at all times. All students must submit a copy of their current BLS certification to the Program Coordinator

Readmission

Individuals who have not registered in three consecutive terms must apply for readmission unless they were previously granted official permission for leave of absence. Students who do not return from leave within the one-year limit will be withdrawn from the nursing program and will have to apply for admission as a new student.

An application for readmission by a student who has previously withdrawn or has been dismissed is subject to the same requirements, procedures, and acceptance considerations that apply to first-time applicants.

When students interrupt their enrollment at the HSC and return later to complete their plan of study, major curriculum changes may have occurred, affecting the student's ability to graduate with requisite competencies/knowledge currently implied by the degree or certificate sought.

1. If there have been no curricular changes in the program during the non-enrollment period, the student may remain under the student's original degree plan.
2. When a student re-enrolls after an interruption of enrollment of more than one year, a conference shall be held between the student, the PhD Program Director, the Faculty Advisor, and the Program Coordinator to determine whether changes in the student's degree plan are necessary to acquire the competencies and knowledge required by the current degree or certificate:
 - a. If course content has changed during the period of non-enrollment, even though course titles have not, the student may be required to repeat such courses if essential new competencies/ knowledge must be acquired.
 - b. If program curricula have changed during the period of non-enrollment, the student may be required to follow the current degree plan.
 - c. If the student re-enrolls in a different program than the one in which the student was previously enrolled, the student's new degree plan shall be governed by the degree or certificate requirements in the newly selected program that are in effect at the time of re-enrollment.
 - d. It is recommended that, prior to the conference with the student; the person responsible for this function should obtain a copy of the student's current transcript and current degree audit record to determine the remaining courses that are necessary to omit the requirements of the original degree plan.

Those seeking readmission are subject to all requirements, procedures, and acceptance considerations outlined in the UT Health San Antonio Course Catalog.

Advisement

Program Coordinator

The Program Coordinator, Mr. Alfred Lopez, serves as the Academic Advisor for PhD in Nursing students in program planning and academic counseling. The Program Coordinator is a graduate support staff member in the Graduate School for Biomedical Sciences who assists students to develop their academic plan and conducts mini-audits to ensure that students' progress is appropriately reflected in their transcript. During the program, forms required by the School of Nursing students should be submitted to the program coordinator. Mr. Lopez can be reached at (210) 450-3993 or at lopeza37@uthscsa.edu.

Faculty Advisor

The PhD COGS Chair serves as the faculty advisor for PhD in Nursing Science students during their first academic year until students choose a faculty advisor or research mentor. The faculty advisor chosen must be a graduate faculty member of the School of Nursing and must be affiliated with the Graduate School of Biomedical Sciences. The student's faculty advisor should assist the student in preliminary identification of their research area of interest, in order to better advise the student with respect to cognate courses. The program coordinator should be informed when the student has chosen a faculty advisor who has agreed to serve in this role.

Faculty advising includes many elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. The faculty advisor and student will communicate regularly during the student's program regarding:

1. Suggestions on course selection and cognate courses;
2. Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timelines on the milestone agreement form;
3. Determining if modifications to the student's Degree Plan are needed based on discussions with the Program Coordinator, Program Director, and PhD COGS;
4. Semi-annual reviews between the student and faculty advisor should occur. The results of this review will be included in the program's annual doctoral progress report;
5. Providing the student with experiences and information or recommendations that will optimize the student's career opportunities and success;
6. Clarifying the timetable to complete remaining core requirements and cognate courses; and

7. Providing the student with assistance in understanding the requirements for successful completion of qualifying exams and dissertation; if needed, providing the student with assistance in assembling a qualifying exams and dissertation committee.

RESEARCH MENTOR/SUPERVISOR

Beginning in the first year, the student is expected to gain experience in preparation for research. These activities are intended to lead to the definition of research interests and to the selection of a research mentor/supervisor. The research mentor/supervisor must be a faculty member in the School of Nursing and must be affiliated with the Graduate School of Biomedical Sciences. The student's research mentor may have served as the student's faculty advisor; however, this is not always the case. Once the student and the faculty member come to consensus about the role of the research mentor/supervisor, the student must complete the Mentor Identification form in IMPACT (see [PhD Appendix](#) for sample IMPACT forms and instructions to submit). The research mentor/supervisor will then replace the faculty advisor for the completion of the student's program.

Qualifying Examinations

PhD students are required to demonstrate intellectual command of the content in the Nursing Science program and the capability and knowledge to carry out independent and original investigation in an area of research interest. Following completion of cognate courses and the required coursework for the degree, students must successfully complete a comprehensive written and oral Qualifying Examination. The written examination will include questions related to course work for theory, philosophy of science, their anticipated research methodology for the dissertation, and knowledge about the state of the science in their chosen area of specialization. The written examination typically occurs over two consecutive days. An oral qualifying examination occurs within two weeks of the written examination. The purpose of the oral examination is to have the student clarify and/or expand on information provided in the written examination.

The Qualifying Examination process is overseen by the student's qualifying examination committee (QEC), which is composed of three or four faculty members from the School of Nursing and/or one additional member who is not a faculty member of the student's PhD program. One of the School of Nursing faculty serves as the Qualifying Examination Supervisor/Chair. All four QEC members must be affiliated to the student's program through the GSBS.

Qualifying Examination Supervisor/Chair

The student will select a Supervisor/Chair for Qualifying Exams no later than the last term of coursework, but ideally will make this selection earlier. The Supervisor/Chair for Qualifying Exams may also be the student's research mentor; however, this is not always the case. When the faculty selected for the Supervisor/Chair for Qualifying Exams is not the student's research

mentor, then the student must change the specified mentor identified in IMPACT to the faculty selected for the Supervisor/Chair for Qualifying Exams.

PhD Dissertation Supervisor/Chair

The PhD Dissertation Supervisor/Chair must be a graduate faculty member in the School of Nursing, hold a PhD or EdD terminal degree, and be a member of the Graduate School of Biomedical Sciences. Selection of the PhD Dissertation Supervisor/Chair is based on the student's professional goals and the compatibility of clinical and research interests, including the topic and method of the dissertation research.

The PhD Dissertation Supervisor/Chair will often assist the student in identifying the dissertation topic, propose graduate faculty to serve as members of the dissertation committee, and suggest the development of a research concept paper and preliminary review of the literature. This is followed by completion of, and successful defense of the dissertation research proposal and dissertation, under the supervision of the student's full dissertation supervisory committee. The PhD Dissertation Supervising Committee must consist of at least five (5) persons: the PhD Dissertation Supervisor/Chair, two (2) members of the graduate faculty of the nursing program, one (1) faculty member of the Health Science Center in a supporting area outside the nursing program who is affiliated to the nursing program through GSBS, and one (1) external member who is not employed or affiliated with UT Health San Antonio, holds a graduate or professional degree and has expertise in or similar to the field of the proposed dissertation.

The PhD Dissertation Supervisor/Chair may be the student's research mentor; however, this is not always the case. When the faculty selected for the PhD Dissertation Supervisor/Chair is not the student's research mentor, then the student must change the mentor identified in IMPACT to the faculty selected for the PhD Dissertation Supervisor/Chair.

Change of Supervisor/Chair for Qualifying Examination or PhD Dissertation

In the event a student wishes to or needs to make a change to the Supervisor/Chair of the QEC or PhD Dissertation, the student must first contact the proposed graduate faculty member to determine if they are willing and able to serve in this role. Keep in mind that the proposed graduate faculty may not say yes - they may already have too many students or too many other obligations. It is also a matter of professional courtesy to contact the existing Supervisor/Chair to let them know of your decision and thank them for their assistance. After communication has taken place, you must contact the Program Coordinator to complete the required paperwork and process the request. (see PhD Appendix to access SON Form 600: Change in Supervisor/Chair for the Qualifying Examination or PhD Dissertation).

Student Advisement Responsibilities

The student bears substantial responsibility to assure that advisement occurs in a timely and appropriate manner. Students in the PhD in Nursing Science program are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should communicate regularly with his/her faculty advisor or research mentor regarding progress, plans, and goals; and to be clear on its expectations for degree completion. Moreover, each student is responsible to follow the program plan agreed upon with the Program Coordinator.

Student Files

Official student files are maintained in the SON and GSBS. The contents of the files are limited to information which is relevant and essential for academic purposes. This material may only be reviewed by the academic unit and the Associate Dean of Graduate Studies in the SON and the Associate Dean of Academic Affairs in GSBS to determine appropriateness. Letters of reference and transcripts submitted for admission are the property of UT Health San Antonio and may not be forwarded outside the University. Items included in the file are:

- application for admission with supporting materials (letters of reference and transcripts)
- changes in enrollment status
- official correspondence between the student, the schools, school committees, and the university
- approved Plan of Study
- advisement notes
- petitions
- program plans
- CPR certifications
- Board of Nursing license

Students may review their files by coming to the Office for Academic Affairs in the SON or GSBS. The files cannot be removed from the office. If another party is to review the file with the student, a written request must be made and the name of the third party must be stated on the written request. Student files are saved for the required five years from the end date of a student's last completed term in accordance with university policy.

Student Information

Students are requested to advise both the University Registrar Office and the Office for Academic Affairs of changes in address, telephone numbers or name changes. Changes may be submitted via My Student Center or the Change of Information form with your Program Coordinator. Failure to make such changes interferes with the timely receipt of important information.

Academic Progress

Appointments with Faculty

Students may make appointments with their faculty advisor or course professors via Starfish, email, or leaving a message on the faculty member's voicemail.

Attendance

Attendance at scheduled classes and examinations is crucial to meeting course and program objectives. Excused absences may be granted by the instructor in such cases as illness or personal emergency and are considered on an individual basis. Faculty may also require that the student complete a makeup assignment. Review the course syllabus and the University Catalog for attendance requirements.

Excused Absences

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the School of Nursing are:

- Death or major illness in a student's immediate family. Immediate family may include mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, stepfather, stepsister, stepbrother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by the Dean or Dean's designee.
- Illness of a dependent family member or any familial responsibilities associated with COVID-19 (e.g., loss of childcare, closing of schools, inability to secure eldercare, etc.).
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious Holy Day (Notification must be submitted to the Program Coordinator: (see
- PhD Appendix to access HolyDayAbsForm.pdf).
- Injury or illness that is too severe or contagious for the student to attend class or clinical. Immediate notification to the Associate Dean for Academic Affairs in GSBS should be attempted via email as quickly as the student's health condition allows.
- Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on weekends), the student should obtain a medical confirmation note from her or his healthcare provider. The Student Health Clinic or an off-campus healthcare provider can provide

a medical confirmation note only if those providers are directly involved in the care of the student.

- The medical confirmation note must contain the date and time of the illness and the provider's confirmation of needed absence. Familial obligations that require more than three days of absence should be reported to the Associate Dean for Admissions and Student Services for further consideration of options.
- Injury or illness less than three days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on weekends). At the discretion of the faculty member and/or Associate Dean(s) standard, as outlined in the course syllabus, illness confirmation may be obtained by confirmation of a visit to a healthcare provider affirming date and time of visit.
- Required Military Duties:
(<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/studentabsences/>)
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- In accordance with Title IX of the Educational Amendments of 1972, the School of Nursing shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period as is deemed medically necessary by the student's healthcare provider. Requests for excused absence related to pregnancy should be directed to the Associate Dean for Admissions and Student Services; questions about Title IX should be directed to the University's Senior Director of Student Success and Title IX Director.
- The SON or GSBS dean or designee may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.
- If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have a School approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.
- The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence. If the student is absent for excused reasons for an unreasonable amount of time during the semester, the GSBS or SON dean

or designee may consider giving the student a grade of WP during the semester enrolled.

- Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting to the Associate Dean for Admissions and Student Services.

Guidelines for Written Work

All written work is to be submitted on the announced due date(s) and time (s) unless the student has made previous arrangements with the faculty member. Penalties may apply to late submissions as noted in course materials. Guidelines for written work have been approved and adopted by the faculty. All students are required to use the official source book for citation and writing protocols. The official source book to be used at every level in the graduate program will be the most recent edition (i.e., currently the 7th edition) of the [*Publication Manual of The American Psychological Association*](#), Washington, D.C. Students are expected to follow the guidelines set forth in this manual; it is the only acceptable source book.

The University Course Catalog addresses plagiarism in the section that addresses scholastic dishonesty under procedures and regulations governing [Student Conduct and Discipline](#). Any student found guilty of plagiarism is subject to disciplinary penalty ranging from written reprimand, zero on the work, failure in the course and through dismissal from the program.

Institutional Review Board (IRB)

Institutional Review of Research Projects

Research projects that students initiate or participate in during graduate school may require review by UT Health San Antonio Institutional Review Board (IRB) to establish benefits and risks and the need for protection of human subjects prior to the implementation of the project. To protect human subjects, IRB review is indicated. The IRB at UT Health San Antonio policies for human subjects' protection reflect national standards of compliance with the Office for Human Research Protection of the Department of Health and Human Services (Title 45, Part 46).

Completion of the Human Research Curriculum ([CITI – Collaborative Institutional Training Initiative](#)) is required prior to the submission of the online application. This web-based training is available on the [UT Health San Antonio IRB web site](#). The CITI training must be completed prior to initiation of these projects. The IRB application is submitted ***only after*** the supervising faculty has reviewed and approved the student's application. A copy of the IRB letter of approval must be submitted to the Faculty Chair and the Program Coordinator before implementation of the project. Additional IRB approvals and CITI training may be required

from the agency or institution in which the project will be implemented. Working with IRB approvals outside UT Health San Antonio may take up to one to two months so plan appropriately by checking with your IRB institution.

What Must Be Submitted for IRB Review?

The IRB can provide assistance in determining if a given project must be reviewed. This is most commonly done through a phone call (210-567-2351) or e-mail (IRBmail@uthscsa.edu) to the IRB providing a brief description of the nature of the project. Detailed information is available on the OIRB web site <https://www.uthscsa.edu/vpr/services/get-started>

Research Concierge Services

[The Office of the Vice President for Research](#) offers a [Research Concierge Service](#) and meeting dates and times can be views on the Events section of their website

Progression in the Graduate Program

Complete policies and details on progression in the PhD Program are outlined in the specific degree programs section of the UT Health [San Antonio School of Nursing Catalog](#).

Dissertation Submission to External Funding Agency

All PhD students must submit their dissertation proposals to an external funding agency such as the Agency for Healthcare Research and Quality, American Nurses Foundation, National Institutes of Health, or the National Institute of Nursing Research. There may be exceptions for international students. In those cases, students must still prepare the application for submission and receive feedback from PhD faculty so that students benefit from the submission/review experience.

Writing competitive scientific grant proposals is an important competency for PhD students. As a requisite milestone to help fulfill this competency, all doctoral students in GSBS must submit their dissertation proposals as an individual fellowship to an external funding agency such as the National Institutes of Health (i.e., F30 or F31) or NSF (GRFP). Ideally, initial submission would be by the end of their third year in the program, although exceptions can be made in the timing to ensure applications have a maximal chance of being funded. While all doctoral students are expected to submit a proposal, there may be exceptions for non-domestic students whose area of research does not align with any known funding source. In those cases, students still must prepare the application for submission and their doctoral programs will provide a process to ensure students receive feedback and benefit from an appropriate submission/review experience.

Milestone Agreement for PhD Students

The purpose of the milestone agreement is to inform students of the academic milestones that they will be expected to reach to earn their PhD degree and when they are expected to complete these milestones. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. The faculty advisor and student will communicate regularly to enhance the likelihood that students remain in good academic standing and make satisfactory progress throughout the program (see page 34 regarding expectations for the student and faculty advisor communication).

The milestones and time of review are indicated in the chart below:

PhD Program Milestone	When
Review student's progress with faculty advisor*	Every semester or twice annually
Student identifies research mentor in IMPACT	Before end of second year
Coursework and cognates successfully completed	Before enrolling in Qualifying Exams
Qualifying Examination Committee approved by PhD COGS	Before enrolling in Qualifying Exams
Successful completion written and oral qualifying exams	Semester after coursework and cognates completed
Student admitted to doctoral candidacy	Following successful completion of qualifying examinations
Dissertation Supervisory Committee approved by PhD COGS and GSBS	Prior to starting NURE7090: Dissertation Proposal
Student completes Research Proposal Form in IMPACT	Before Proposal defense
Dissertation proposal completed and approved	Proposal defense
Student enrolls in NURS7099: Dissertation	After dissertation proposal defense
Student submits request for Research Concierge Services	After dissertation proposal
IRB review of approved dissertation proposal information	After dissertation proposal defense
Student receives IRB determination, begins data collection	After dissertation proposal defense
Student submits Form 40 Request for Final Defense in IMPACT	2-4 semesters following proposal defense
Dissertation completed, successfully defended, and approved by Dissertation Supervisory Committee	2-4 semesters following proposal defense
Student completes and files all paperwork required for graduation	By deadlines on GSBS Graduation Timeline
Dissertation accepted by Graduate School	GFC meeting after dissertation defense
Complete SON PhD program exit survey	2 weeks prior to graduation
Complete and submit SED and Exit Survey to the Graduate School Dean's Office	By deadlines set by GSBS following defense
<i>Note.</i> If the student has selected a research mentor/supervisor, then that individual will assume responsibility for milestones associated with the faculty advisor.	

Degree Completion and Graduation

Determination of Academic Requirements Degree and Time Limit

Each doctoral student must spend a minimum of two full 16-week terms, or the equivalent, as a full-time student in residence in the Graduate School of Biomedical Sciences at UT Health San Antonio. The residence requirement is based on the premise that the scholarship and proficiency necessary for achievement of a graduate degree in the biomedical sciences are best acquired through endeavors devoted wholly to study and research in the university environment.

Students must have a minimum of 3 SCH of NURE 7090 and a minimum total of 6 SCH of NURS 7099. A candidate for the PhD degree must be registered in the NURS 7099 Dissertation course for at least two consecutive terms. Registration for NURS 7099: Dissertation must be for 3 semester credit hours in the last term. The student will receive course credit towards the degree for only up to 12 hours and will continue to enroll in NURS 7099 until a successful dissertation defense. However, note that when the final term of NURS 7099 is taken, it must be worth a minimum of 3 semester credit hours.

Dissertation Workshop

The Graduate School of Biomedical Sciences presents dissertation workshops (virtual and/or face-to-face meetings) twice annually: once in the Summer and once in the Fall. Students who plan to defend their dissertation in the Fall of that year are **required** to attend the summer workshop. Students who plan to defend their dissertation in the Spring or Summer of the next year are **required** to attend the Fall workshop. [Information covered in the workshop](#) includes, but is not limited to: conferral dates, registering in absentia, critical deadlines to submit forms, obtain a similarity report using TurnItIn, formatting requirements (see [Dissertation Guidelines Rubric](#)), obtaining permission for third-party content, ProQuest requirements, copyright issues, dissertation binding, and final graduation requirements.

Intent to Graduate

Students should ensure their Expected Graduation Term in My Student Center is correct. It is the responsibility of the candidate to apply for graduation online in My Student Center the term prior to the anticipated graduation. Students, with a correctly listed Expected Graduation Term, may expect to receive an email through their LiveMail accounts from the Registrar Office once the application is available to them for completion. Note that the email will reach students in the term preceding their scheduled term of graduation (e.g., students expecting to graduate in the spring will receive an email prompt in the fall). Failure to receive and/or read said email is not grounds for failing to apply for graduation online. A student who does not register for graduation by the deadline must complete a Late Application for Graduation and pay the required late fee.

Online submission of the Application for Graduation will prompt an audit of your academic record to ensure you are eligible to graduate and have completed all requirements to receive your award. Information provided by the student is used in commencement programs. Your degree will be published using your **full legal name**.

Candidates for degrees are required to complete the following procedures:

- Complete the University's Application for Graduation form online in the Student Center via The Portal in the term before anticipated graduation. The student's diploma name as requested in the Application for Graduation form is printed on her/his diploma and information provided by the student is used in commencement programs. Submission of this form is mandatory for release of a student's diploma.
- Register in the term the degree is to be conferred.
- Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance which must be repaid after graduation. See the University Course Catalog for the complete [Graduation Policy](#) and the Office of the Registrar for complete information on [Applying for Graduation](#).

Conduct and Discipline

Students are responsible for knowing and observing the University 's procedures and regulations governing Student Conduct and Discipline and the Rules and Regulations of the Board of Regents. See the UT Health San Antonio Course Catalog – School of Nursing Policies for the following:

- Conduct and Discipline
- Professional Conduct Guidelines
- Professionalism
- Students Rights and Responsibilities
- Faculty Responsibilities
- Social Media Guidelines
- Scholastic Dishonesty

School of Nursing Code of Professional Conduct

Students who are nurses or are preparing to enter the profession of nursing are expected to treat others with respect and compassion. "Respect for persons extends to all individuals with whom the nurse interacts. Nurses maintain professional, respectful, and caring relationships with colleagues and are committed to fair treatment, transparency, integrity-preserving compromise, and the best resolution of conflicts. Nurses function in many roles and settings,

including direct care provider, care coordinator, administrator, educator, policy maker, researcher, and consultant.” (American Nurses Association Code for Nurses, Interpretive Statement 1.5).

The students, faculty, Department Chairs, Associate Deans, and the Dean of the School of Nursing of UT Health San Antonio subscribe to the highest standards of conduct. Our aim is professional behavior beyond reproach. Failure to abide by the signed code of professional conduct may lead to suspension and/or permanent dismissal from the UT Health San Antonio SON. In particular, we subscribe to the provisions of the [Code of Ethics for Nurses](#) and the following points of conduct.

A. I will promote and maintain an honest and effective learning environment. I will:

- Do my part to ensure that the environment promotes acquisition of nursing competencies, integrating nursing knowledge with the mastery of skills, and the values of the profession.
- Not tolerate nor engage in harassment, flagrant disruption of the learning process, demeaning language or visual aids, disrespectful behavior, or lack of respect for life and living things.
- Exhibit the highest standards of conduct, honesty, and professionalism.
- Identify and report those who exhibit academic or professional misconduct following the chain of command.
- Appreciate each individual as a person of value and help maintain dignity during the learning process.

B. I will place primary emphasis on the health and welfare of patients, students, and the School of Nursing. I will:

- Attain and maintain the most current knowledge in the healing arts, the skill to apply that knowledge, and caring attitudes.
- Display respect and compassion for all patients, students, and members of the School of Nursing.
- Foster and preserve the trust that exists between the faculty and all patients, students, and members of the School of Nursing.
- Protect and maintain the confidentiality, integrity and availability of patients, students, and members of the School of Nursing information – especially when communicating via social media – and adhere to the Health Science Center recent [information security](#) and anti-phishing standards including but not limited to encryption and device management.

- Not tolerate nor engage in unprofessional behavior (as defined by [Rule §217.12](#) of the Texas Administrative Code and the Texas Board of Nursing [Rules and Regulations Relating to Nurse Education Licensure and Practice](#)).

C. I will conduct myself at all times in a professional manner. I will:

- Exhibit honesty, openness, and evenhandedness in dealing with others.
- Always maintain a professional appearance and adhere to the dress code defined within the School of Nursing Student Handbook.
- Not harass other individuals, including participation in behavior that is severe, pervasive, or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written or electronic. The School of Nursing will not tolerate harassment to include harassment against individuals based on sexual identity, race /ethnicity religion, gender, and/or sexual orientation, stalking, or physical threats of violence.
- Take responsibility for my actions, acknowledge my limitations, and ask for assistance when needed
- Assure the welfare of others is not compromised because of any inadequacy.
- Not be deceitful or self-serving.
- Achieve satisfactory balance in personal, community, and professional activities.
- Not allow personal conflict to interfere with objectivity in relationships with colleagues or patients.
- Not participate in activities that include hazing, theft, vandalism, abuse of alcohol in violation of university rules, illegal or unauthorized use of firearms or explosives, or the act of using, possessing, being under the influence of, manufacturing or distributing illegal drugs or illegally obtained/possessed controlled substances.
- Accommodate a fellow professional's request for my knowledge and expertise.
- Refrain from a manifestation of bias, including sexual, marital, disability, racial, ethnic, or cultural harassment.

- Not engage in physical abuse of others to include any intent or attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.
- Support my fellow professionals if they should falter.
- Identify any person whose ability is impaired, support them as they seek rehabilitation, and help them to reintegrate into the community.

Student Mistreatment Policy

<http://catalog.uthscsa.edu/generalinformation/institutionalpolices/studentmistreatmentpolicy/>

School of Nursing Graduation Attire

Candidates will wear an appropriate tam or mortarboard along with the correct hood for the degree to be conferred. Academic medallions or other forms of scholarly achievements from previous institutions may be worn with the UT Health San Antonio regalia. Regalia from previous degrees may not be worn – doctoral gowns must be either purchased or rented for the ceremony.

Grievances

Student Academic Grievance

An Academic Grievance is a complaint regarding an academic decision or action that affects a student's academic record. For the definition of terms see:

<http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/grievances/>. The [GSBS Grievance Form](#) is located online.

Notice of Non-Discrimination on the Basis of Sex

UT Health San Antonio is committed to maintaining an environment free from discrimination in accordance with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities. Visit the [UT Health San Antonio Title IX Office website](#) for more information about the

University's [Notice of Non-Discrimination on the Basis of Sex](#) and the [Sexual Misconduct Policy HOP 4.2.2](#). For questions, to submit a report, or file a complaint regarding sex discrimination or sexual misconduct/sexual harassment, contact:

Dr. John Kaulfus, Title IX Coordinator

Email: TitleIX@uthscsa.edu

Phone: (210) 450- 8131

Website: <https://students.uthscsa.edu/titleix/>

The UT Health San Antonio Compliance Hotline is a confidential hotline available 24/7 for anonymous reporting.

Online: [Compliance Hotline](#)

Phone: 1-877-507-7317

Resources

Visit the [Current Students](#) site for information regarding:

University Course Catalog	Scholarships	Helpdesk
Degree Requirements	Traineeships Forms	Tuition and Fees
Library, School Policies	Graduation Information	Program Cost Sheets
Program Policies	Registrar's Office	ADA and ADA Request Forms
Student Life Calendars	CANVAS	Emergency Information
Work-Study-Scholarship Program	Webmail Bookstore	Campus Maps

University Resources

Building Access

The University Police are responsible for security of Health Science Center buildings at all times. After normal business hours, weekends and holidays all outside doors are locked to protect both personnel and property. Some doors may be opened by card keys if so equipped. Certain doors have been identified as “after-hour entries” and are equipped with cameras and intercoms which are controlled by University Police personnel. Upon proper identification, the door will be opened electronically by University Police personnel. All transactions at the after-hour doors are video and audio recorded. Tampering or disabling of a security device, CCTV, card reader, security alarm point or motion detector is cause for arrest and/or termination of employment and/or expulsion from the University.

Campus Maps

Students in the PhD in Nursing Science program can benefit from the wide array of campus maps available. There are multiple maps to help students locate [parking spaces](#), [buildings](#), and [classrooms](#). When using the interactive campus map, be sure to center the map on your selected building, and then zoom in. If you are searching for classrooms or specific spaces, be sure to select the correct floor. For most buildings, the correct floor is indicated by the first number presented (e.g., NS 1.463 will be a first-floor location in the Nursing School).

CANVAS Learning Management System

Courses in the PhD in Nursing Science program use the CANVAS Learning Management System (LMS) platform. Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement. Instructors may create and share course content using [Assignments](#), [Discussions](#), [Modules](#), [Quizzes](#), and [Pages](#). They can foster a

collaborative learning experience using [Collaborations](#), [Conferences](#), and [Groups](#). Depending on course settings, students can access these areas in Canvas to find learning materials and interact with other course users. Instructors can provide students with comprehensive feedback on assignment and quiz submissions using [SpeedGrader](#) and manage grade reporting in the [Canvas Gradebook](#). They can also facilitate real-time course interactions using [Chat](#) and communicate course news with students using [Announcements](#) as well as the [Calendar](#) and [Syllabus](#).

Health Insurance

The UT System Board of Regents requires you to maintain a valid major medical insurance policy while you are a registered student at UT Health San Antonio. If you do not have your own health insurance policy, you will be automatically enrolled in a group plan chosen by the U.T. System. A student may enroll her/his spouse and/or children at additional cost(s).

Students must declare health insurance every term. This is a two-step process. Students must declare if they have private health insurance before registration and then upload proof of insurance to the Academic Health Plan website to ensure the University insurance fee is not applied to their Fees bill. Health Insurance fees and details can be found at <http://students.uthscsa.edu/studentlife/2013/03/health-insurance/>.

Listserv Electronic Communication

Correspondence and documents will be sent directly to student's LiveMail email addresses. UT Livemail is the primary form of communication at UT Health SA. Program Coordinators and faculty will use UT Livemail accounts, not personal e-mail accounts. The listserv will **only** be sent to your official UT Health San Antonio LiveMail email account.

Parking

The University Police Department is responsible for issuing and collecting permits, collecting fees for permits either monthly or through payroll deduction and maintaining all permit records. No parking permits will be renewed if any unpaid campus citations exist. Those permits bought on the payroll deduction plan will be cancelled as of September 1st, if any unpaid citations are shown for the permit holder. Any permit that is cancelled or allowed to expire, for citations or any other purpose, will cause the permit holder to forfeit any preferred parking assignment then in effect. Renewal of parking permits on or before August 31st of each year will allow the current parking assignment to continue in effect. Renewal of the parking permit after September 1st of each year will be based solely on the availability of parking then existing. Any forfeited special parking assignment will automatically be made available to those persons on the Waiting List.

Shuttle Services

The [UT Health San Antonio Orange Shuttle Route](#) operates Monday through Friday from 7:00 am to 5:30 pm, excluding holidays. The route runs between the Long and Greehey campuses with seven listed stops. Please download the UT Health Shuttle live tracker app to view the shuttle's location.

Student Counseling Center

Website: <https://students.uthscsa.edu/counseling/>

Format of services: Individual counseling, couples counseling, medication consultation, workshops that focus on study skills, time management, stress management or other topics may be arranged for a group by contacting the Counseling office. The following services are provided:

1. Academic Difficulties
 - Test or performance anxiety
 - Conflict with instructor or clinical supervisor
 - Organizing and learning course objectives
 - Time management
2. Career Issues
 - Clarifying career goals and interests
 - Confronting doubts about career choice
 - Identifying a specialty interest
3. Medication Consultation
 - Evaluation and medication treatment
 - Medication management
4. Personal Problems
 - Increasing self-confidence and coping with self-doubt
 - Managing stress effectively
 - Coping with feelings of depression and/or anxiety
 - Developing self-assertion
 - Overcoming self-defeating behavior
 - Relationship issues
5. Substance abuse
 - Evaluation
 - Referral

- Consultation
- Education

Student Email

Important communication regarding class offerings, financial assistance, job opportunities, and other information will be distributed electronically through UT Health San Antonio LiveMail. Every student is issued a free email account through [LiveMail](#).

Student Use of the Copy Machines

The copy machines are available for student use with all charges going to the student's personal Paypal account.

The Libraries

The mission of The Libraries is to advance the educational, research, clinical care, and community service programs of UT Health San Antonio by critically appraising, selecting, and organizing health sciences information and by facilitating and maintaining access to these resources for the faculty, staff, and students of the Health Science Center and for the South Texas community. The Libraries include the [Dolph Briscoe, Jr. Library](#) on the main campus, the Laredo Regional Campus Library, and the [P.I. Nixon Medical Historical Library](#) on the 5th floor of the Briscoe Library.

[Library Resources for Students](#)

GSBS Library Liaison

Name: Charles "Jeff" Lacy

E-mail: Lacyx@uthscsa.edu

Phone: 210-450-8255

University Police

The UT Health San Antonio Police Department (located at 7703 Floyd Curl Drive.) provides 24-hour law enforcement and security services. If a crime is in progress or if you have an emergency to report, dial 7-8911. For non-emergencies, call (210) 567-2800. Parking permits are required when parking on campus Monday – Friday from 8 a.m. – 5 p.m. and can be obtained through UT Police with an appointment. Student ID badges are required to be worn and displayed at all times while on the UT Health SA campus and can be obtained through UT Police with an appointment.

GSBS RESOURCES

[GSBS Buddy Connections](#)

The Graduate School of Biomedical Sciences created GSBS Buddy Connections Program, a voluntary student-to-student support program developed to create bonds

between the students of our 20 different academic programs. The goal is to provide some interpersonal interactions during your graduate school career, as well as facilitate networking and friendship. Here is how it works:

1. Sign up at www.utbiomed.com/buddy.
2. Each month, we will randomly scramble the names and assign a new connection.
3. From time to time, and throughout the week, check in with your connection (text, email, zoom, MS Teams etc). Get to know them, tell them what's up, find out what you have in common or learn something new.

Besides providing the support needed during difficult times, this is a great way to expand your network of colleagues and friends. It is also a great way to gain more knowledge about each other's culture, learn, and teach each other new hobbies.

GSBS Office of Career Development

The Office of Career Development provides innovative career and professional development that responds to the needs of the biomedical workforce. Our office does this through strategic national and community partnerships that inform the development of professional development workshops, networking opportunities, and outreach programs for graduate trainees. The vision of this office is that graduate education will adapt to the needs of the growing biomedical workforce and effectively prepare professionals for their career paths. The Office of Career Development offers a program called the [Career Advisory Council](#) which is comprised of leaders in the biomedical science community of San Antonio who provide insight and expertise to graduate trainees at UT Health San Antonio.

GSBS Virtual Tour: The GSBS Virtual Tour showcases the South Texas Medical Center, the Main Campus (i.e., The Joe R. & Teresa Lozano Long Campus), the Academic and Learning Technology Center (i.e., the ALT-C), the campus bookstore, dining areas, Starbucks, the Pestana Lecture Hall, the Dolph J. Briscoe Library, and the Greehey Academic & Research Campus.

SON RESOURCES

Emergency Loans

The purpose of the SON Emergency Fund is to assist students by providing interim funding for educational needs until long-term financial aid is available. The funds will be made ONLY for educational necessities room and board, hospitalization not covered by insurance, and

other unplanned emergencies. Emergency funds provided might impact financial aid and are count as income.

Financial Aid and Scholarships

The School of Nursing recognizes that a professional degree can be expensive. The Office of Financial Aid and Veteran's Affairs in conjunction with the OASS team strives to lessen the financial hardship through grants, scholarships, and loans for eligible students. School of Nursing students must apply for need-based financial aid via the FAFSA. For further details about grants and loans, contact the Office of Financial Aid at (210) 567-2635 or visit their [website](#).

In addition to aid offered by the Office of Financial Aid, the School of Nursing awards scholarships funded by private donors to eligible applicants. Applications are provided to enrolled students and candidates in the fall, spring and summer terms. Applications are distributed to enrolled students via e-mail to their LiveMail account. A Scholarship Committee composed of faculty and staff determine awards. Visit the SON [Financial Aid and Scholarships site](#) for details.

Lockers

Lockers are located on the sublevel of the School of Nursing near the Simulation Lab and on the first floor of the School of Nursing. Lockers are available to students on a first come, first serve basis. Students can setup their own combinations. Issues with lockers should be directed to the Student Success Center in the Office of Admissions and Student Services. Lockers are also available in the Academic Learning and Technology Center (ALT-C) and students must provide their own locks to use on a day-to-day basis.

Office of Admissions and Student Services

The Office of Admissions and Student Services (OASS) in the School of Nursing provides and coordinates admissions, student services and a variety of academic and non-academic services. Our team assists with career guidance, referral for personal counseling, learning strategies, financial aid and scholarships, student organizations and commencement. We are also responsible for coordinating undergraduate career fairs in the fall and spring. We engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice.

Student Success Center

The [Student Success Center](#) has useful tools and services to help you through nursing school and beyond! Our collection of services are designed to meet all of your academic, professional and extracurricular needs. From peer mentoring to academic coaching to career fairs and

commencement, we have resources to support and guide you. Set up an appointment with our staff as needed via Starfish.

SON PhD Students Advising and Resource Course (in CANVAS)

PhD students and faculty have access to the SON PhD Advising and Resource course in CANVAS. This course will serve as a repository for needed forms, instructions to submit information in IMPACT, updates to this handbook, and more. Please contact the Program Director (i.e., Dr. Kyungeh An), the Program Coordinator (i.e., Mr. Alfred Lopez) and/or the PhD in Nursing COGS Chair (i.e., Dr. Andrea Berndt) to recommend other resources needed.

Teaching Assistants

Opportunities are available for graduate nursing students enrolled part-time to work as teaching assistants in the School of Nursing. Interested applicants should contact the Office of Admissions and Student Services in the School of Nursing for additional information.

Wellness 360

[Wellness 360](#) is located in the Nursing Annex at the UT Health San Antonio campus. Wellness 360 offers many services, including:

- Health Promotion/Disease Prevention
- Acute Minor Illness and Injury
- Routine Physical Exams
- Women's & Men's Health
- Contraceptive Counseling
- STD Screening / Treatment
- Immunization
- TB Screening
- Stable Chronic Disease Management (e.g., asthma, diabetes, hypertension)

Research and Scholarship

Office of Nursing Research and Scholarship

The Office of Nursing Research and Scholarship (ONRS), housed in the School of Nursing, mentors student and faculty investigators, fosters interprofessional collaborations and helps investigators meet regulatory compliance for engaging in research ([human subjects training](#), [HIPPA compliance](#), etc.).

The School of Nursing is an integral part of a large internationally recognized academic health center (AHC) that is a site for a funded Clinical Translational Science Award (CTSA) ([Institute for Integration of Medicine and Health \(IIMS\)](#)). Interprofessional research collaborations are strongly supported by the IIMS.

There are just over 100 AHCs nationwide that have enormous impact through integration of research, education and patient care that produces the knowledge and evidence foundation for treating illness and improving health. The 2002 and 2003 Institute of Medicine (IOM) Report on Academic Health Centers challenged AHCs to take the lead in:

- *Transforming content, methods, approaches, and settings used in health professional education*
- *Designing and assessing new structures and approaches for patient care*
- *Translating science through increased emphasis on clinical health services, prevention, and community-based research to move discoveries to clinical and community settings.*

The School of Nursing faculty is responding to the IOM challenges through their programs of science that focuses on the scholarship of teaching, practice and discovery (research).

They're bringing to life the School of Nursing Mission which is, "we engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice."

- The Office of Nursing Research and Scholarship has four key areas of research:
- Healthy Aging and Aging-Related Conditions
- Health Disparities and Population Health
- Biobehavioral and Mental Health Research
- Clinical and Translational Science

The Center for Community-Based Health Promotion with Women and Children

The UT Health San Antonio School of Nursing Center of Excellence, Community-Based Health Promotion with Women and Children (CBHP), supported in part by the Anita Thigpen Perry Endowment, is housed in the School of Nursing Office of Research and Scholarship. The goal of the Center is to collaborate with the community in the development, implementation and evaluation of culturally proficient health interventions for women and their families experiencing disparities in health outcomes.

The Center Advisory Council is made up of both interdisciplinary academic and community partners. Community partners include representatives of: Familias en Accion Community

Collaborative Council (CCC), American Indians in Texas at the Spanish Colonial Missions (AIT-SCM), Mujeres Nobles de Harlandale, SUAVE (Southside United Against a Violent Environment), Coalition for GLBT Advocacy Group and the Prosumer Group. Academic partners include faculty and staff from the School of Nursing, Department of Surgery, School of Public Health, UTSA and Texas Woman's University.

Professional / Student Organizations

Graduate School of Biomedical Sciences Student Organizations

GSA (Graduate Student Association)

Purpose: Help with career development, organize social events for the graduate student body, and address key issues that have a direct effect on life as a graduate student.

Graduate School International Club (GSIC)

Purpose: To best guide and assist the current and incoming international students by providing resources that allow them to successfully transition to life in the USA with the overall goal of improving and making a productive study atmosphere on campus.

Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)

Purpose: SACNAS is an inclusive organization dedicated to fostering the success of underrepresented scientists, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM.

Student Government Association (SGA)

Purpose: To represent and unite all UT Health SA students; To provide for and enhance communication and interaction between the students of the five schools, the students and faculty, the students and administration, and the students and institutions of higher education throughout Texas; To further communication and relationships between UT Health SA and the community; To advise and assist the administration in reaching decision on policy that concerns the students of UT Health SA; To assist in broadening the intellectual, cultural, and recreational opportunities and capabilities of the student body; To assist the administration in the expenditure of Student Service Activity Fees and all other compulsory fees.

Women in Science: Development, Outreach & Mentorship (WISDOM)

Purpose: WISDOM is a non-profit organization for the purpose of providing professional development, mentorship opportunities, and support for women scientists at the University, as well as engaging future women scientists in the community through outreach.

SON Student/Professional Organizations

Graduate Student Nurse Organization

- a. The purpose of this organization is as follows:
- b. to provide knowledge, leadership, advocacy and community service.
- c. to encourage active participation of graduate students in improving student services.
- d. to promote active communication between students and faculty/staff; and
- e. to provide a venue for the UT Health San Antonio SON to be recognized in our community.

Membership in this organization shall be open to active enrollment either part-time or full-time in a Graduate Program in the Nursing School at UT Health San Antonio.

Hispanic Student Nurses Association

The purpose of this organization is as follows:

- a. To have direct input into standards of nursing education and to influence the education process.
- b. To promote and encourage participation in community affairs and activities towards improved health care and social issues.
- c. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, age, national origin, or economic status.

Membership in this organization shall be open to currently enrolled students of UT Health San Antonio, School of Nursing.

International Nursing Students Association (INSA)

The purpose of this organization is as follows:

- a. to promote understanding of different cultures.
- b. to provide a venue where students of any cultural background can find a common ground.
- c. to promote communication and relationships between INSA members, the School of Nursing, and the community; and
- d. to assist in broadening the intellectual, cultural and recreational opportunities and capabilities of students of the School of Nursing

This organization is open to all students admitted to the School of Nursing, UT Health San Antonio.

Men in Nursing The purpose of this organization is as follows:

- a. to provide a social setting for male nursing students to meet.
- b. to have guest speakers inform men on their perspectives of the occupation; and
- c. to have community service projects directed words helping men in the community.

Membership in this organization shall be open to currently enrolled students of UT Health San Antonio, School of Nursing.

Nursing Student Council

The purpose of this organization is as follows:

- a. to represent and unite all students in the School of Nursing;
- b. to provide for and enhance communication between the students of the School of Nursing, students of the greater UT Health San Antonio community, the faculty and administration of the School of Nursing and the of UT Health San Antonio at large;
- c. to advise and assist the administration in reaching decisions on policy that concerns students of the school of nursing; and
- d. to assist tin broadening the intellectual, cultural and recreational opportunities and capabilities of the students of the School of Nursing.

Membership in this organization shall be open to all students registered in classes at the School of Nursing.

Sigma Theta Tau

Sigma Theta Tau is the National Honor Society of Nursing. Constituent chapters are established in accredited collegiate schools of nursing. The organization recognizes superior achievement and the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to ideals of the profession. Membership is by invitation only. Invitations will be sent to candidates selected by the faculty who have leadership and research abilities, who have completed one-half of the nursing programs and who have a cumulative grade point average of 3.50 or higher. Graduate students who are currently members of Sigma Theta Tau through other chapters are invited to transfer membership to the Delta Alpha at Large Chapter and to participate in meetings with the School of Nursing <http://www.nursingsociety.org/default.aspx>.

The Southern Nursing Research Society

The mission of the Society is to Advance Nursing Research through

- Dissemination and utilization of research findings
- Facilitating the career development of nurses and nursing students as researchers
- Promoting the image of nursing as a scientific discipline
- Enhancing communication among members

Student (Full time) * - Students residing or studying in the Society region who are in a program leading to the first professional or higher degree in nursing. Membership includes full voting privileges, all newsletters and notices, reduced prices for the Annual Conference, and inclusion in online searchable Membership Directory. See the [Student Network](#) for more information.

PhD Appendices

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Appendix A PhD Forms for the School of Nursing



PhD in Nursing Science Approval for Cognate Course

TO BE COMPLETED BY THE STUDENT AND FACULTY ADVISOR:

Student's Name _____ ID #: _____

Semester and Year Cognate will be/was taken _____

University Cognate will be/was taken at: _____

Cognate Course Number: _____

Cognate Course Title: _____

Rationale to Support Course as a Cognate: _____

Faculty Advisor Signature/Date

Student Signature/Date

The student must complete the form and attach the course number, title, and course description (i.e., for a proposed course) or official syllabus (i.e., for an existing course or a course completed). The student and faculty advisor must provide a rationale to support how this course meets the requirements for a cognate, then the student and faculty advisor sign and date the form. The form is then submitted to the program coordinator, Mr. Alfred Lopez at lopeza37@uthscsa.edu

Here are the guidelines for cognates:

1. All PhD students are required to complete 3 Cognate courses (9 semester credit hours)
2. The course is from an accredited university
3. The course should be taught at the graduate level (masters or doctoral, preferably doctoral).
4. The course must be aligned to the student's proposed topic of interest for the dissertation.
5. The student and the faculty advisor should discuss potential cognates and come to consensus about appropriate courses.
6. Cognate courses may be offered face-to-face, online, or in hybrid formats.



Office of the University Registrar
7701 Floyd Curl Drive, MSC 7702
San Antonio, Texas 78229-3900
registrars@uthscsa.edu

Notification of Planned Absence to Observe Religious Holy Day

Notification to the Instructor must be made no later than the 15th day after the first day of the semester.

Medical and Dental school students who register on an academic-year basis must make notification of planned absence in the spring semester to the instructor no later than the 15th day after classes resume following scheduled Christmas vacation.

Failure to complete work within the "reasonable time" limits will result in a loss of credit for work or failure of an examination.

These policies are to be followed UNLESS THEY INTERFERE WITH PATIENT CARE.

To: _____ Date: _____

Name of Course Instructor

From: _____

Name of Student

School/Program

Level

I plan to be absent from _____

Class Name and Number

On _____ in order to observe the religious holy day of _____

Date(s)

Sacred to the _____ faith.

Religious affiliation

I understand that I may take any examination or complete any assignment for that day(s) within a reasonable time.*

* Reasonable time: The instructor will designate on the line below the limit of time from the date of absence during which any examination or assignment missed must be completed.

Deadline to complete missed assignments/exam: _____

Course Instructor Signature: _____

Date of Notification: _____

Signature of Student: _____

UT Health San Antonio School of Nursing

Doctor of Philosophy in Nursing Science

Change in Composition of Qualifying Examination Committee
(INCLUDING CHAIR)

POLICY: Once the qualifying examination committee has been approved by PhD COGS, a change in composition of the committee may be initiated by the student, or a committee member. ***

PROCEDURE: (See Form SON 600)

1. The chair and student will discuss reasons for the potential change. Acceptable reasons include that a committee member is no longer available; topic of the research has changed; or committee member is no longer able to meet obligations.

If the situation cannot be resolved to the satisfaction of the Chair or the student, a meeting may be arranged for the two to meet with the PhD Program Director for further discussion and resolution.

2. If the potential change is agreed upon, the Chair of the supervising committee will notify the other committee members including the member who will potentially be leaving the committee
3. All supervising committee members will verify that they are aware of the proposed change in composition of the committee.
4. Any new committee member will indicate their willingness to serve on the committee and submit a biographical sketch to the PhD COGS. (Please attach to Form SON 600)
5. When items 1-6 of Form SON 600 are completed, submit Form to the Graduate Coordinator for consideration and recommendation. The recommendation will be forwarded to the Chair of PhD COGS for discussion and vote by PhD COGS.
6. If the change is approved by PhD COGS, the Chair will notify Graduate Faculty Council (GFC) of the change in the composition of the supervising committee.

*** If the student has been working with a supervising committee that has not yet been approved, and there is a need to change a committee member, please discuss the reasons for the potential change with the acting Chair who will notify the other committee members of the change.

Form approved by Joint PhD Subcommittee on 12/14/99



**UT Health San
Antonio School of
Nursing**

**Doctor of Philosophy in Nursing Science
Change in Supervision for the Qualifying Examination Committee**

1. Student Requesting Change:

Printed Name	Signature	ID #	Date

2. Title of Proposal: _____

3. Nature of the Change / Reason for change: _____

4. Qualifying Examination Chair Approving Change:

Printed Name	Signature	Date

5. Signatures of Committee Members acknowledging that they are aware of proposed change:

Printed Name	Signature	Date

Printed Name	Signature	Date

Printed Name	Signature	Date

Printed Name	Signature	Date

6. Signature of New Committee Member(s) indicating their willingness to serve on the committee. Attach Biographical Sketch to this form.

Printed Name and Credentials	Signature	Date

Printed Name and Credentials	Signature	Date

WHEN 1-6 ARE COMPLETE, SUBMIT TO PROGRAM COORDINATOR FOR CONSIDERATION.

The Change of the Committee Listed Above Has Been Approved:

Chair, Qualifying Examination Committee

Date

**Submit form to
Graduate Coordinator
for PhD in Nursing Science**

Chair, PhD in Nursing COGS Committee

Date

UT Health San Antonio

School of Nursing

Biographical Sketch for Qualifying Examination Committee Members

(Limit Biosketch to 2 pages)

Date Prepared: _____

NAME		POSITION TITLE		
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>				
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(S)	FIELD OF STUDY	

1. **List previous experience** on thesis or dissertation committees **and your role** on these committees at UT Health San Antonio and other institutions. (Include dates.)

A. UT Health San Antonio

Dissertation Committees:

Thesis Committees:

B. Other institutions

2. **Briefly summarize** relevant experience that could make a potential contribution to the student’s research topic.

3. List research, professional experience and publications that support **expertise** related to the student’s research topic.



DOCTOR OF PHILOSOPHY IN NURSING

Recommendation for Approval of Qualifying Examination Supervising

Attach: (1) Abstract of dissertation proposal; (2) Biographical Sketch or CV for each committee member; (3) Rationale explaining how each committee member contributes to the committee with one paragraph per committee member; (4) Completed SON Form 602: Recommendation for Approval of Qualifying Examination Supervising Committee.

Committee

Submit these materials to the Program Coordinator for PhD in Nursing Science at least 3 weeks prior to scheduling of Qualifying Examinations.

_____	PhD	Nursing Science
Doctoral Student	Degree	Program

Title of Proposal

Qualifying Examination Supervising Committee Members:

_____ Supervising Professor*/Credentials	_____ Dept. / Academic Rank	_____ Institution
_____ Member (Program)*	_____ Dept. / Academic Rank	_____ Institution
_____ Member (Program)*	_____ Dept. / Academic Rank	_____ Institution
_____ Member (Program or Non-program)**	_____ Dept. / Academic Rank	_____ Institution

Submitted by: _____
Signature, Supervising Professor

The School of Nursing PhD Committee on Graduate Studies (COGS) recommends approval of these individuals as members of the Qualifying Examination Supervising Committee for the above doctoral student.

Signature, Chairperson, School of Nursing PhD COGS

Date

* This member must be from UTHSCSA School of Nursing
 ** This member may be from UTHSCSA School of Nursing or an individual with primary appointment in an outside departments who is appointed to the Graduate Faculty through the SON program.



MANDATORY EVALUATION CHECKLIST:

DOCTORAL QUALIFYING EXAMINATION – WRITTEN

Student: _____

Date: _____

Committee Member: _____

	QE2	QE3	QE1
Area Evaluated:	Substantive	Research	Theory/Philosophy
(Check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of Questions: _____

Totals: Acceptable _____ **Unacceptable** _____

INSTRUCTIONS: A copy of this form must be completed by each Qualifying Examination Committee member and submitted with SON Form 603 to the PhD Nursing Coordinator for student file. Use a separate grading sheet for each of the three areas tested. The 10 criteria are applicable across all areas. The examination grade of Pass or Fail is determined by tallying the “Acceptable” and “Unacceptable” scores for each major question. To pass the exam, an average of 80% “Acceptable” ratings across the committee members must be obtained for each area.

CRITERIA	Acceptable	Unacceptable	Comments – Reasons for “Unacceptable” Rating
1. Demonstrated depth of knowledge.			
2. Demonstrated breadth of knowledge.			
3. Based answer on pertinent knowledge.			
4. Synthesized relevant knowledge to support answer.			
5. Demonstrated critical thinking in answer.			
6. Demonstrated ability to integrate experiential knowledge and personal ideas with extant knowledge in the field.			
7. Presented answer logically.			
8. Articulated answer clearly.			
9. Supported answer with pertinent references.			
10. Written in a scholarly manner.			
TOTALS			

ADDITIONAL COMMENTS:

Committee Member Signature: _____

Date: _____



UT Health San Antonio
SCHOOL OF NURSING

Student's Name (PRINTED): _____ ID#: _____

Written Qualifying Exam Date: _____

Successfully Completed? Yes No

Comments:

Reminder: Attach 3 completed SON Form 605 for each committee member (including the supervising professor), one per qualifying exam question, yielding a total of 12 SON Form 605.

Oral Qualifying Exam Date: _____

Successfully Completed? Yes _____ No _____

If "No", Please explain: _____

Supervising Professor/Chair Signature Approval

Name of Supervising Professor/Chair (PRINT): Signature of Supervising Professor/Chair

Date: _____

Qualifying Examination Committee Members Signature Approval

(Print Name) (Signature)

(Print Name) (Signature)

(Print Name) (Signature)

(Print Name) (Signature)

Please submit SON Forms 603 & 605 to the Program Coordinator in Nursing Science for student file.

Original: Student File Copy: Student

UT Health San Antonio
School of Nursing

Biographical Sketch for Dissertation Supervising Committee Members

(Limit Biosketch to 2 pages)

Date Prepared: _____

NAME		POSITION TITLE	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(S)	FIELD OF STUDY

1. **List previous experience on thesis or dissertation committees and your role on these committees at UT Health San Antonio and other institutions. (Include dates.)**
 - A. **UT Health San Antonio**
 Dissertation Committees:

 Thesis Committees:
 - B. **Other institutions**

2. **Briefly summarize relevant experience that could make a potential contribution to the student’s research topic.**

3. **List research, professional experience and publications that support expertise related to the student’s research topic.**



UT Health San Antonio – School of Nursing

Recommendation for Approval of Dissertation Supervising Committee

(1) Please print or type all information below; (2) All Committee members must sign SON Form 604; (3) Attach Biographical Sketch for each committee member; (4) Attach paragraph on how each committee member contributes to the committee; (5) Submit all materials to Program Coordinator for PhD in Nursing Science.

PhD Nursing

Doctoral Nursing Student	Student ID	Degree Program
Research Topic or Title of Proposal		

SUPERVISING COMMITTEE MEMBERS:

1.)	PRINT NAME, Supervising Professor/Chair - Credentials	SIGNATURE Supervising Professor/Chair	Date
	Department	Academic Rank	Institution
2.)	PRINT NAME, Supervising Professor/Chair - Credentials	SIGNATURE Supervising Professor/Chair	Date
	Department	Academic Rank	Institution
3.)	PRINT NAME, Supervising Professor/Chair - Credentials	SIGNATURE Supervising Professor/Chair	Date
	Department	Academic Rank	Institution
4.)	PRINT NAME, Supervising Professor/Chair - Credentials	SIGNATURE Supervising Professor/Chair	Date
	Department	Academic Rank	Institution
5.)	PRINT NAME, Supervising Professor/Chair - Credentials	SIGNATURE Supervising Professor/Chair	Date
	Department	Academic Rank	Institution

Submitted by:

SIGNATURE, Supervising Professor/Chair Date

The School of Nursing PhD Committee on Graduate Studies recommends approval of the above individuals as members of the Dissertation Supervising Committee for the above doctoral student.

SIGNATURE, PhD COGS Chairperson, School of Nursing

Date

UT Health San Antonio School of Nursing
Doctor of Philosophy in Nursing Science

Change in Composition of Dissertation Supervising Committee
 (INCLUDING CHAIR)

POLICY: Once the dissertation supervising committee has been approved by PhD COGS, a change in composition of the committee may be initiated by the student, or a committee member. ***

PROCEDURE: (See Form SON 600)

7. The chair and student will discuss reasons for the potential change. Acceptable reasons include that a committee member is no longer available; topic of the research has changed; or committee member is no longer able to meet obligations.

If the situation cannot be resolved to the satisfaction of the Chair or the student, a meeting may be arranged for the two to meet with the PhD Program Director for further discussion and resolution.

8. If the potential change is agreed upon, the Chair of the supervising committee will notify the other committee members including the member who will potentially be leaving the committee
9. All supervising committee members will verify that they are aware of the proposed change in composition of the committee.
10. Any new committee member will indicate their willingness to serve on the committee and submit a biographical sketch to the PhD COGS. (Please attach to Form SON 600)
11. When items 1-6 of Form SON 600 are completed, submit Form to the Chair of the Dissertation Review Subcommittee of PhD COGS for consideration and recommendation. The recommendation will be forwarded to the Chair of PhD COGS for discussion and vote by PhD COGS.
12. If the change is approved by PhD COGS, the Chair will notify Graduate Faculty Council (GFC) of the change in the composition of the supervising committee.

*** If the student has been working with a supervising committee that has not yet been approved, and there is a need to change a committee member, please discuss the reasons for the potential change with the acting Chair who will notify the other committee members of the change.

Form approved by Joint PhD Subcommittee on 12/14/99

UT Health San Antonio School of Nursing
Doctor of Philosophy in Nursing Science

Change in Composition of Dissertation Supervising Committee

7. Student Requesting Change:

Printed Name	Signature	ID #	Date

8. Title of Proposal: _____

9. Nature of the Change / Reason for change: _____

10. Qualifying Examination Chair Approving Change:

Printed Name	Signature	Date

11. Signatures of Committee Members acknowledging that they are aware of proposed change:

Printed Name	Signature	Date

Printed Name	Signature	Date

Printed Name	Signature	Date

Printed Name	Signature	Date

12. Signature of New Committee Member(s) indicating their willingness to serve on the committee. Attach Biographical Sketch to this form.

Printed Name and Credentials	Signature	Date

Printed Name and Credentials	Signature	Date

WHEN 1-6 ARE COMPLETE, SUBMIT TO PROGRAM COORDINATOR FOR CONSIDERATION.

The Change of the Committee Listed Above Has Been Approved:

Chair, Qualifying Examination Committee	Date

Chair, PhD in Nursing COGS Committee	Date

**Submit form to
Graduate Coordinator
for PhD in Nursing Science**



UT Health San Antonio School of Nursing
Doctor of Philosophy in Nursing Science

Report of Committee Approval of Dissertation Proposal

Student's Printed Name: _____ ID #: _____

Title of Dissertation: _____

Date: _____ Meeting Place for Proposal Defense: _____

Time for Proposal Defense: Start: _____ Finish: _____

Committee Members in Attendance (print): _____, Chair

_____	_____
Committee Member	Committee Member
_____	_____
Committee Member	Committee Member
_____	_____
Committee Member	Committee Member

PhD SON GSBS Monitor in Attendance: _____

PROPOSAL ACCEPTANCE VOTE

_____ Pass without major changes _____ Pass with changes

- Changes to be processed by Committee Chair Timeline:
* (Committee member sign off at defense - Chair signs off after changes made)
- Changes to be processed by Committee Chair and selected Committee members Timeline:
* (Committee members not monitoring changes sign off at defense. Chair and selected committee members sign off after changes made)
- Changes to be processed by full committee with a possible second full committee meeting to approve modified proposal Timeline:
*(Chair and all Committee members sign after changes)



NOTE: Your signature below indicates agreement with proposal acceptance vote for a PASS.

Name of Supervising Professor (PRINT) _____ Date: _____

Signature of Supervising Professor: _____ Date: _____

Dissertation Committee Members:

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Expected date submission of accepted proposal (changes completed) to Program Coordinator:

*Submit form to Graduate Coordinator for PhD in Nursing Science for student file.

.....
_____ Does not pass - extensive and/or fatal flow revision necessary

Timeline: _____

Signature indicates agreement that proposal does not pass and that securing Human Subjects Approval cannot go forward.

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Revised 8-18-121 RLL

Appendix B

Doctor of Philosophy in Nursing Program Progression Checklist Qualifying Exams to Dissertation Defense in Order of Use

- SON Form 602**
Recommendations for Approval of Qualifying Examination Supervising Committee
- SON Form 600a**
Change in Composition of Qualifying Examination Committee (**optional**)
- SON Form 603**
Report of the Qualifying Exam
- SON Form 606**
Report of the Qualifying Examination Remediation Plan (if required)
- SON NURE 7090**
Dissertation Proposal Process in Nursing Form
- SON Form 604**
Recommendation for Approval of Dissertation Supervising Committee
- GSBS Form 32**
Petition for Admission to Candidacy for the Degree of Doctor of Philosophy (Form completed in IMPACT)
- SON Form 601**
Report of Committee Approval of Dissertation Proposal
- GSBS Form 30**
Recommendation for Approval of Dissertation Research Proposal and Supervising Committee (Form completed in IMPACT)
- SON Form 600b**
Change in Composition of Dissertation Supervising Committee (**optional**)
- GSBS Form 40**
Request for Final Defense and Oral Examination (Form completed in IMPACT)
- GSBS Form 43**
Report on Final Oral Examination (Form completed in IMPACT)

The following information can be found online at: GSBS website <http://gsbs.uthscsa.edu/>:

PhD Forms For GSBS

GSBS is paperless. Students will submit GSBS Forms via IMPACT, <https://impact.uthscsa.edu/main/>.

Contact Program Coordinator for assistance with submission of these forms via IMPACT.

Form 30 – Dissertation Proposal Committee Approval – Complete in [IMPACT](#)

Form 32 – PhD admission to Candidacy – Complete in [IMPACT](#)

Form 40 – Request for Final Defense and Oral Examination – Complete in [IMPACT](#)

Form 43 – Request for Report on Final Defense and Oral Examination – Complete in [IMPACT](#)

Additional Information:

[Binding Information](#)

[Copyright Disclaimer](#)

[Library Copyright Permission](#)

[Survey of Earned Doctorates](#)

Graduation in Absentia Timelines on the GSBS website:

- [February 2023 in Absentia Degree Conferral Timeline](#)

[Graduation Timelines for Manuscripts on the GSBS website:](#)

- [December 2022 Manuscript Degree Conferral Timeline](#)
- [February 2023 Manuscript Degree Conferral Timeline](#)
- [May 2023 Manuscript Degree Conferral Timeline](#)
- [June 2023 Manuscript Degree Conferral Timeline](#)

[Graduation Timelines for Dissertations on the GSBS website:](#)

- [December 2022 Degree Conferral Timeline](#)
- [February 2023 Degree Conferral Timeline](#)
- [May 2023 Degree Conferral Timeline](#)
- [June 2023 Degree Conferral Timeline](#)

PhD Forms for School of Nursing

[Form 600 – Change in Composition of Dissertation Supervising Committee](#)

[Biographical Sketch for Dissertation Supervising Committee Members](#)

[Form 601 – Report of Committee Approval of Dissertation Proposal](#)

[Form 602 – Recommendation for Approval of Qualifying Examination Supervising Committee](#)

[Form 603 – Report of Student Qualifying Examinations](#)

[Form 604 – Recommendation for Approval of Dissertation Supervising Committee](#)

[Biographical Sketch for Dissertation Supervising Committee Members](#)

[Form 605 – Mandatory Evaluation Checklist: Doctoral Qualifying Examination - Written](#)

