PhD Nursing Science Student Handbook 2021-2022

ABOUT THIS HANDOOK

- This handbook is designed to be a ready resource for you during the course of your PhD studies at the UT Health San Antonio.

- The Graduate School of Biomedical Sciences and the School of Nursing will update you via email and the PhD Student Advising course as changes occur throughout your program.

- The PhD 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 School of Nursing reserves 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 2021 will be disseminated via the PhD Student Advising course in CANVAS.

- Students are accountable to policies herein and revisions that have been sent by LiveMail and CANVAS.

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PHD STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

2021-2022

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

Frequently referenced information:
- Attendance Policy   Page 30
- Health Insurance   Page 42
- BLS Certification   Page 48
- 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

It is an honor and privilege for me to offer my official greetings and welcome to you. My sincere congratulations on your entry into the UT Health San Antonio School of Nursing. It is always a special pleasure to be part of the excitement of a new entering class. While at times this journey might feel difficult because of its intensity, please remember that you can accomplish this goal with persistence, understanding, discipline and engagement.

I understand your anxieties, concur with your hopes and believe in your dreams as you begin a wonderful journey of learning, growing, skill-building and transforming into professional colleagues prepared to make a lifetime of significant contributions to our society and communities across the state, nation and, indeed, perhaps making a difference in tomorrow's global villages.

This school is about tradition, caring and honor. We understand the personal and financial commitment that each of you and your families must make in pursuit of your education and dreams.

Your new friendships will become life long and your relationships with the faculty will result in wonderful professional partnerships that will endure for many years to come.

This Handbook was designed to make information about the program and policies governing academic life easily available to you. If you have questions that are not easily addressed through the Handbook, your faculty advisor, program faculty and staff are available to help you. My hope is that this Handbook will become a useful resource.

Sincerely,

Eileen T. Breslin, PhD, RN, FAAN

Dean and Dr. Patty L. Hawken Endowed Professor

UT Health San Antonio, School of Nursing

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 web sites are listed for the official information on policies and procedures. Where 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 both UT Health San Antonio and the UT Health San Antonio 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 and the School of Nursing web sites.

UNIVERSITY COURSE CATALOG

The University Course Catalog is available online at http://catalog.uthscsa.edu. This catalog 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.

Some of the additional information you can find in the University Course Catalog relates to the following topics:
- Administration
- UT Health San Antonio Executive Leadership
- Health Science Center
- UT Health San Antonio Academic Calendars
- Programs of Study
- University Admissions Policy
- Excess Credit Hours Policy
- Financial Aid
- General Academic Policies
- Institutional Policies

SCHOOL OF NURSING SECTION OF THE UNIVERSITY COURSE CATALOG

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

The University Course Catalog 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.

PhD Nursing Science program information can be found in the University Course Catalog about the following topics:

Nursing Science - Doctor of Philosophy (Ph.D.) in Nursing
- o Overview
- o Admissions Requirements
- o Degree Requirements
- o Sample Plan of Study
- o Objectives/Program Outcomes
- o Program Policies
- o Courses

OFFICES AND CONTACTS

Graduate School of Biomedical Sciences

Timothy Raabe, PhD
Professor, Associate Dean for
Academic Affairs
Phone: (210) 567-3714
E-Mail: raabe@uthscsa.edu

Alfred Frank Lopez
PhD Nursing Science Program
Coordinator
Phone: (210) 450-3993
E-mail: lopeza37@uthscsa.edu

Vacant
Manager, Academic Programs

Phone: (210) 567-3711
E-Mail: @uthscsa.edu

School of Nursing

Carrie Jo Braden, PhD, RN, FAAN
Professor and Interim Vice Dean
for Research
Phone: (210) 567-5808
E-mail: bradenc@uthscsa.edu

Sara L. Gill, PhD, RN, IBCLC, FAAN
Professor and Associate Dean for
Graduate Studies
Phone: (210) 567-3014
E-Mail: gills@uthscsa.edu

Kyungeh An, PhD, RN, FAHA
Professor &
PhD Program Director
Phone: (210) 567-8917
E-mail: ank@uthscsa.edu

Education Specialist

Sailaja Athyala, PhD
Phone: (210) 567-4846
E-mail: AthyalaS3@uthscsa.edu

Librarian

Emme Lopez
Phone: (210) 450-8124
E-mail: LopezE13@uthscsa.edu

Office of Admissions and
Student Services (OASS)
David Byrd, PhD
Associate Dean
Phone: (210) 567-5805
E-mail: ByrdDA@uthscsa.edu

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.

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 PhD program in nursing is part of 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/.

SON VISION, MISSION, VALUES AND 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 & 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 inter-professional cooperation to improve health outcomes for all

STRATEGIC GOALS

- Education: Be the School of Nursing that students and faculty choose for it's 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 PROGRAM

Purpose

The objective of the Doctor of Philosophy (PhD) in Nursing 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 2010.

DOCTOR OF PHILOSOPHY IN NURSING 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 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. The opportunity to develop breadth and depth in the health, natural, behavioral sciences is afforded every student through cognate courses. Cognate courses provide an individualized learning experience.

Program Outcome	*Proficiency*
Advance the discipline of nursing through the generation of new knowledge and theory.	• Development of logical and consistent argument to support need for study of problem area • Publications • Presentations
Demonstrate excellence as a clinical researcher in the health sciences in a focal area of nursing.	• 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.	• Concept clarification/synthesis • Program of research
Advance evidence-based clinical practice.	• 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.	• 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.	• Critical analysis of philosophical and ethical underpinnings of various theoretical and methodological approaches to research problem areas

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM PLAN 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 could include previous graduate coursework) in three to six years.** *See PhD Appendix for sample program plans for this track.*

The Post-BSN to PhD and the Post-MSN to PhD Plans of Study

Course Descriptions

The following courses are only in the Post-BSN to PhD program plan:
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-Committee on Graduate Studies (COGS).

COGNATES

There are required cognates for the PhD program. Contact the your Faculty Advisor for assistance with identifying cognates. Post-BSN to PhD students must take nine semester credit hours of Cognate courses and Post-MSN to PhD students must take six semester credit hours of Cognate courses.

Cognate courses are complimentary to students' areas of research. Cognate courses may be taken at UT Health SA in schools outside of the School of Nursing and/or at other accredited universities and must be graduate level courses. Faculty Advisor approval must be retained before enrolling in a course to ensure the course meets the requirements to be applied to students' program plans.

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

TRANSFER OF CREDIT

PhD Nursing Science students may, with the approval of the PhD Committee on Graduate Studies (COGS), transfer credit from another accredited institution a <u>maximum of six semester credit hours</u> (nine quarter hours) of graduate credit applicable to their plan of study leading toward the PhD in Nursing Science degree. The student must complete and submit a [Request for Transfer of Credit Petition Form](#) to the Program Coordinator with a syllabus and official course description from the Catalog. 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 in which a grade of 'C' or less has been earned will not be accepted for transfer.

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.

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.

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 will 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 short comings have been 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.

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/. Please 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://www.uthscsa.edu/academics/nursing/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 a 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.

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 serves as the Academic Advisor for the student 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 to select courses for each term of study. The Program Coordinator advises students with registration according their program plan to meet degree requirements.

FACULTY ADVISOR

The faculty advisor serves as a mentor for the student and must be a member of the Graduate School of Biomedical Sciences.

PHD SUPERVISING PROFESSOR/CHAIR

PhD supervising professor/chair must be a member of the Graduate School of Biomedical Sciences and hold a PhD or EdD terminal degree. PhD supervising professor selection 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.

Normally, the research advisor who guided the student's preliminary research activities continues as supervising professor, but this arrangement is not obligatory. The PhD Supervising Committee must consist of at least four persons: the supervising professor, two (2) members of the graduate faculty of the nursing program, and one (1) faculty member of the Health Science Center in a supporting area outside the nursing program, but need not be a member of the graduate faculty.

CHANGE OF CHAIR OF PHD DISSERTATION COMMITTEE

In the event you wish to make a change to the chair of the PhD dissertation committee, you should contact your proposed new faculty to see if they are willing to take you on as a student. Remember that it is not a foregone conclusion that they will say yes—they may already have too many students or too many other obligations to allow that. It is a matter of professional courtesy to also talk to your previous faculty 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.

STUDENT ADVISEMENT RESPONSIBILITIES

The student bears substantial responsibility to assure that advisement occurs in a timely and appropriate manner. Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate

directly with his/her academic faculty to be clear on its expectations for degree completion and is responsible to follow the program plan agreed upon with the Program Coordinator. In addition, the student should communicate regularly with his/her faculty advisor regarding progress, plans, and goals.

ACADEMIC PROGRESS

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. Please see 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 the following:

- 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, step-mother, step-father, step-sister, step-brother, 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: https://33hu841nxtz3q9wwt3fihfao-wpengine.netdna-ssl.com/registrar/wp-content/uploads/sites/2/2019/03/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 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 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 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.

WHAT MUST BE SUBMITTED FOR IRB REVIEW?

Detailed information is available on the OIRB web site http://research.uthscsa.edu/irb/.

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.

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.

INSTITUTIONAL REVIEW OF SCHOLARLY PROJECTS

Institutional Review Board (IRB)

Selected Scholarly Projects that ~~the~~ students initiates or participates 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 faculty has reviewed and approved the 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.

PROGRESSION IN THE GRADUATE PROGRAM

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

MILESTONE REVIEW FOR PHD PROGRAM

The purpose of the milestone agreement is to inform students of the academic milestones that they will be expected to reach in order to earn their PhD degree as well as 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.

Upon entering the program, all students are assigned a faculty advisor. The faculty advisor will be a member of the School of Nursing. The student will select a Supervising Professor for Qualifying Exams during the last term of coursework. The Supervising Professor for Qualifying Exams will replace the faculty advisor through completion of the program. Academic advising includes the following 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 the following:

1. Semi-annual reviews between student and advisor and/or supervising committee are expected to occur. The results of this review will be included in the program's annual doctoral progress report.
2. Providing suggestions on course selection.
3. 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 timeline provided on this form; working with the Program Coordinator and PhD Committee on Graduate Studies (COGS) and student to determine if modifications are necessary.
4. Clarifying the timetable for completing any remaining course requirements, examinations and other requirements.
5. Providing the student with assistance in assembling a qualifying exams and dissertation committee.
6. Providing the student with assistance in understanding the requirements for successful completion of qualifying exams and dissertation.
7. Providing the student with experiences and information that will optimize the student's career opportunities and success.

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

PhD Program Milestone	When
Review of student's progress with faculty advisor or supervising professor	Every Semester
Coursework successfully completed	Before enrolling in Qualifying Exams
Successful completion of oral and written qualifying exams	Semester following completed coursework
Student admitted to doctoral candidacy	Following proposal defense
Dissertation Committee approved by The Graduate School (GSBS)	Concurrent with NURE 7090
Dissertation proposal completed and approved	Proposal defense
Research protocols and/or IRB approval (as applicable)	After dissertation proposal defense
Dissertation completed, successfully defended, and approved by 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 following defense
Complete SON PhD program exit survey	2 weeks prior to graduation
Complete and submit SED to the Graduate School Dean's Office Submit exit survey to Dr. Blake in Graduate School Dean's Office	By deadlines set by GSBS following defense

DISSERTATION SUBMISSION TO EXTERNAL FUNDING AGENCY

All PhD students must submit their dissertation proposals to an external funding agency such as the National Institutes of Health. 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 our PhD graduate students. As a requisite milestone to help fulfill this competency, all doctoral students 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 programs will provide a process to ensure the students receive feedback so they are benefitting from an appropriate submission/review experience.

DEGREE COMPLETION AND GRADUATION

DETERMINATION OF ACADEMIC REQUIREMENTS DEGREE AND TIME LIMIT

Students have 6 years to complete a graduate or professional program under the catalog in effect when they initially registered.

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.

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 of 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.
   - Maintain a professional appearance at all times 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 as a result 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 that 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/institutionalpolicies/studentmistreatmentpolicy/

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 education 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	Tuition and Fees
Library, School Policies	Forms	Program Cost Sheets
Program Policies	Graduation Information	ADA and ADA Request
Student Life	Registrar's Office	Forms
Calendars	CANVAS	Emergency Information
Financial Aid	Webmail	UT Police
Work-Study-Scholarship	Bookstore	Campus Maps
Program	Counseling	

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.

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.

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.

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. Read the Emergency Fund Policies and Conditions for further information.

WELLNESS 360

Wellness 360 at the San Antonio campus offer 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)

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

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/.

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.

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.

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.

LOCKERS

Lockers are located on the sublevel of the School of Nursing near the Simulation Lab and are available to students on a first come, first serve basis. Students are able to setup their own combinations. Issues with lockers should be directed to the Student Success Center.

Lockers are also available in the ALTC and students must provide their own locks to use on a day-to-day basis.

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 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.

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

School of Nursing Librarian
Name:Emme Lopez
E-mail: LopezE13@uthscsa.edu
Phone: 210-450-8124

PROFESSIONAL ORGANIZATIONS

GRADUATE STUDENT NURSE ORGANIZATION

The purpose of this organization is as follows:
   a. to provide knowledge, leadership, advocacy and community service;
   b. to encourage active participation of graduate students in improving student services;
   c. to promote active communication between students and faculty/staff; and
   d. 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 the Graduate Program in the Nursing School at UT Health San Antonio.

NURSING STUDENT COUNCIL

The purpose of this organization is as follows:

   e. to represent and unite all students in the School of Nursing;
   f. to provide for and enhance communication between the student 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;
   g. to advise and assist the administration in reaching decisions on policy that concerns students of the school of nursing; and
   h. 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.

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.

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.

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.

REPRESENTATION OF SCHOOL OF NURSING COMMITTEES

PHD COMMITTEE ON GRADUATE STUDIES

The purpose of this committee is to provide leadership for long-range planning, overall development, implementation and evaluation of the curriculum and graduate program policies, and serves in an advisory capacity to the faculty. The committee is composed of seven faculty members, of whom, one serves as the chair of the committee. Two student representatives, one from the Post-BSN to PhD track and one from the Post-MSN to PhD track, also sit on the committee.

MISCELLANEOUS INFORMATION

STUDENT FILES

Official student files are maintained in the Office for Academic Affairs. 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 Deans 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 college, college committees, and the university
- approved Plan of Study
- advisement notes
- petitions
- program plans
- CPR certifications
- Board of Nursing license

Students may review their files anytime by coming to the Office for Academic Affairs.   The file 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.

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.

APPOINTMENTS WITH FACULTY

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

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.

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 do so interferes with the timely receipt of important information.

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.

GENERAL APPENDIX

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.

WHAT MUST BE SUBMITTED FOR IRB REVIEW?

Detailed information is available on the OIRB web site http://research.uthscsa.edu/irb/.

PHD APPENDIX: FORMS AND PROGRAM PLANS

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 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 600**
Change in Composition of Thesis or 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 now 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 Timelines available on the GSBS website:
- December 2021
- February 2022
- May 2022
- June 2022
- August 2022

PHD FORMS FOR SCHOOL OF NURSING

Form 600 – Change in Composition of Dissertation Supervising Committee
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

UT Health San Antonio
School of Nursing

Doctor of Philosophy in Nursing

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)

1. The chair and student will discuss reasons for the potential change. Acceptable reasons include: 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 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.

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 COMMITTEE FOR THE DISSERTATION

1. **Student Requesting Change:**

    _____   _____   _____ _____
    Printed Name   Signature   ID #   Date

2. **Title of Dissertation:** _____

    _____

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

    _____

4. **Supervising 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 CHAIR, ~~THESIS &~~ DISSERTAION REVIEW SUBCOMMITTEE FOR CONSIDERATION.
The Change of the Supervising Committee Listed Above Has Been Approved:

_____   _____
Chair, ~~Thesis &~~ Dissertation Review Subcommittee   Date

_____   _____
Chair, Nursing Committee on Graduate Studies   Date

Submit form to
Office for Academic Affairs
for Student File

UT Health San Antonio
School of Nursing

Doctor of Philosophy in Nursing

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 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 Office for Academic Affairs 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

UT Health
San Antonio
School of Nursing

DOCTOR OF PHILOSOPHY IN NURSING

RECOMMENDATION FOR APPROVAL OF QUALIFYING EXAMINATION SUPERVISING COMMITTEE

> *Attach:*
> *-Biographical Sketch for each committee member*
> *-Paragraph on how each committee member contributes to the committee*
> *-Abstract*

_____   _____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

_____   _____   _____
HSC Member (Outside Program)**   Dept. / Academic Rank   Institution

Submitted by: _____
            Signature, Supervising Professor

The School of Nursing PhD Committee on Graduate Studies (COGS) recommends approval of the following 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
** Individuals with primary appointments in outside departments who are appointed to the Graduate Faculty through the program may still serve as the "outside member"

UT Health San Antonio
School of Nursing

Doctor of Philosophy in Nursing

REPORT OF STUDENT QUALIFYING EXAMINATIONS

Student's Print Name:_____ **ID#**:_____

Written Qualifying Exam   Date: _____

Successfully Completed? Yes _____   No_____

Comments: _____
_____
_____
_____

Reminder: _Attach completed SON Form 605 for each committee member._

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 (1 per committee member) to the Program Coordinator for student file.

Original: Student File   Copy: Student

UT Health San Antonio – School of Nursing

RECOMMENDATION FOR APPROVAL OF DISSERTATION SUPERVISING COMMITTEE

- Please print or type all information below
- Committee members must sign
- Attach Biographical Sketch for each committee member
- Attach paragraph on how each committee member contributes to the committee

		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
                                                                UT Health San Antonio SON

    _____   _____
        Department   Academic Rank   Institution

2) _____   _____   _____
    PRINT NAME, SON Member - Credentials   SIGNATURE, SON Member   Date
                                                                 UT Health San Antonio SON

    _____   _____
        Department   Academic Rank   Institution

3) _____   _____   _____
    PRINT NAME, SON Member - Credentials   SIGNATURE, SON Member   Date
                                                                  UT Health San Antonio SON

    _____   _____
        Department   Academic Rank   Institution

4) _____   _____   _____
    PRINT NAME, UT Health Member - Credentials   SIGNATURE, UT Health San Antonio Member   Date
                                                                   UT Health San Antonio

    _____   _____
        Department   Academic Rank   Institution

5) _____   _____   _____
    PRINT NAME, External (Outside HSC) Member - Credentials   SIGNATURE, External (Outside HSC) Member   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

BIOGRAPHICAL SKETCH FOR DISSERTATION SUPERVISING COMMITTEE MEMBERS

(Limit Biosketch to 2 pages)   Date Prepared: _____

NAME	POSITION TITLE

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.*			
INSTITUTION AND LOCATION	**DEGREE** *(if applicable)*	**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

MANDATORY EVALUATION CHECKLIST: DOCTORAL QUALIFYING EXAMINATION – WRITTEN

Student: _____   Date: _____

Committee Member: _____   Area Evaluated: Substantive   Research   Theory
(Check one)   ☐   ☐   ☐

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 Program Coordinator for student file. **Use a separate grading sheet for each of the three areas tested**. The 10 criteria below are considered applicable across all areas.

The examination grade of Pass or Fail is determined by tallying the "Acceptable" and "Unacceptable" ratings 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. Present 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:** _____

PHD PROGRAM PLANS

The Post-BSN to PhD program is offered by UT Health San Antonio School of Nursing in San Antonio, Texas. The PhD degree is awarded by the Graduate School of Biomedical Sciences. Individuals with MSN degrees receive advanced placement in the doctoral program.

The doctoral program is designed to prepare clinical nurse scientists with curriculum content to include philosophy of science, research methods and techniques, nursing theories, statistical methods, and specialist preparation in an area of clinical nursing practice. The program prepares the student for a career as a clinical nurse scientist who, through course selection and experiences, develops as a teacher and disseminator of knowledge within professional, academic, and clinical arenas.

Tracks Offered:

- Post-BSN to PhD
  - Full-Time
  - Part-Time
- Post-MSN PhD
  - Full-Time