This handbook was developed for students and faculty advisors to define the philosophy and mission of the PhD program and to provide a comprehensive document about the PhD program at the MU Sinclair School of Nursing. Information on requirements and coursework; research options and document preparation; and advising, financial aid, professional organizations, and policies and procedures are included. It is essential that students understand the information presented in this handbook to facilitate their progression through the School of Nursing. This handbook, the PhD Administrative Assistant (S246), and the student's PhD advisor are excellent resources. The student handbook has been designed to be used in conjunction with other University of Missouri publications including the M Book, the University of Missouri Catalog, and the current Schedule of Courses.

All information in this handbook is in accordance with policies of MU Graduate Studies and the School of Nursing. Questions and suggestions for additions are encouraged and should be directed to the Director of the PhD Program at the MU Sinclair School of Nursing.

Deidre Wipke-Tevis, PhD, RN
Director of the PhD Program

August 2015
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Section I: INTRODUCTION

The University of Missouri

The University of Missouri system includes campuses in Columbia, Kansas City, Rolla, and St. Louis with total enrollment of over 75,200 students. Founded in 1839, the University of Missouri is the oldest and largest of the University's four campuses. Established only 18 years after Missouri became a state, it is the first state university west of the Mississippi. Designated a land-grant university in 1870, the University has extended its educational benefits to all sections of the state as it carries on three essential functions: teaching; research, and public service. MU offers an excellent opportunity for interdisciplinary studies and research with 19 colleges and schools and one division: the College of Agriculture, Food and Natural Resources, including the School of Natural Resources; College of Arts and Science, including the School of Fine Arts; College of Business and Public Administration, including the School of Accountancy; College of Education, including the School of Information Science and Learning Technologies; College of Engineering; College of Human Environmental Sciences, including the School of Social Work; College of Veterinary Medicine; Graduate Studies; School of Journalism; School of Law; School of Medicine; School of Health Related Professions; Sinclair School of Nursing, and the Extension Division.

Statement of Values

The University of Missouri, as the state's major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding.

We the students, faculty, and staff of MU hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

Respect
Respect for one's self and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect — for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration, and creative expression that characterize a university. Respect results in dedication to individual as well
as collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

Responsibility
A sense of responsibility requires careful reflection on one's moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources — accountable to ourselves, each other, and the public we serve.

Discovery
Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries — what we know is not all that is.

Excellence
We aspire to an excellence which is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks, and responsibilities involved in pursuing excellence, and so we celebrate each other's successes. We commit ourselves to this process in an ethical and moral manner.

These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community, and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.

MU Graduate Studies
Policies and procedures of the graduate nursing programs have been developed in compliance with MU Graduate Studies policies. MU Graduate Studies website (see http://gradstudies.missouri.edu) and Catalog should be used as the primary reference for information concerning graduate education at the University of Missouri.

The MU Sinclair School of Nursing
The MU Sinclair School of Nursing, one of 20 colleges/schools at the University of Missouri, offers baccalaureate, master's, post-master's, doctoral, and continuing education programs. The graduate nursing programs are offered in conjunction with MU Graduate Studies and are part of a long tradition in graduate education at the University, which granted its first master's degree in 1846 and now offers degree-granting programs in 76 departments and areas.

The master's nursing program admitted its first students in 1968. More than 1100 students have graduated from this Commission on Collegiate Nursing Education (CCNE) accredited program. The PhD nursing program admitted its first students 1994. Over 60 students have graduated from the
PhD nursing program. The post-master’s graduate certificate program was recognized by MU in August 2009 and stopped accepting enrollment during the spring of 2015. The doctor of nursing practice (DNP) program for advanced practice nurses admitted its first class in Summer 2010 and had the first graduates in 2013. The PhD program starting admitting non-nursing students in Summer 2013. The Leadership DNP program began in Summer 2014.

Vision

The Sinclair School of Nursing at the University of Missouri will be a premier school in the nation. Our school will be the school of choice for undergraduate and graduate students as well as for faculty. The scholarly work of our faculty will exponentially expand new knowledge for nursing and health care with specific discovery in the areas of healthy aging, managing symptoms, promoting healthy behaviors, and preventing/treating trauma across the lifespan. In addition, contributions to health care systems will continue to be made related to quality patient safety, information systems, and other technologies. We will create, implement, and evaluate innovative methods of teaching and program delivery. Excellence, moral integrity, and respect for diversity will characterize all that we do. An ongoing spirit of inquiry and the creation of an optimal climate for learning will be a top priority. Inter-professional collaboration will provide the foundation for research, teaching – learning, practice, and entrepreneurship. Faculty will be national leaders in research, clinical practice, and education.

Mission

The University of Missouri, Sinclair School of Nursing is committed to preparing students at the baccalaureate, masters, and doctoral levels and to the ongoing professional development of practicing nurses to meet care needs of the citizens of Missouri and beyond. The School of Nursing is dedicated to discovering new knowledge and implementing best practices in teaching, research, scholarship, service, and entrepreneurship. The School of Nursing embraces diversity among faculty, staff, and students to best prepare nurses and scientists for current and future roles.

Purposes of the MU Sinclair School of Nursing

The purposes of the MU Sinclair School of Nursing reflect a strong commitment to the education, practice, research, service, and extension missions of the Health Science Center and the University. The activities of the MU Sinclair School of Nursing are purposefully designed to:

- Educate students at the baccalaureate, masters, post-masters, doctoral, and post-doctoral level.
- Provide professional continuing nursing education for Missouri and beyond to foster continuing competence among nursing professionals.
- Advance nursing and health disciplines through theory development, research endeavors, and scholarly practice.
- Provide nursing and healthcare leadership in education, research, practice, and public Policy formation.
Values
The following core values are central to our work at the Sinclair School of Nursing:

- Excellence
- Collaboration
- Scholarship
- Leadership
- Innovation
- Integrity
- Diversity
- Compassion

(Approved by Faculty Assembly 04/2015)

PhD Program Outcomes

Upon completion of the PhD program, the learner will:

1. Assume leadership roles in nursing and health care.

2. Initiate and maintain collaborative relationships with nurses and individuals in other disciplines.

3. Advance nursing and health care knowledge by critically evaluating existing theories and knowledge and identifying new areas of inquiry for research.

4. Develop the science that guides nursing practice and/or health care by conducting original research using established ethical principles and disseminating research findings to advance new directions in theory, practice and education.

5. Educate the next generation through formal teaching and mentoring.

6. Advance development of health policy, through application of research and advocacy for ethical decision-making.

(Approved by Sinclair School of Nursing Faculty April 2013)

PhD Sample Plans of Study

Full and part-time BS-PhD and MS-PhD sample plans of study for students in the Distance-Mediated PhD Option (http://nursing.missouri.edu/academics/phd/curriculum.php) can be found on the School’s website. Plans of study for students in the International Residential PhD option also can be found on the School’s website (http://nursing.missouri.edu/academics/phd/international-residential-phd-option.php).
Admission Information for PhD Program

Please refer to the MU Sinclair School of Nursing website for admission information for the PhD program (http://nursing.missouri.edu/apply/phd/index.php). Additional admission information specific to the International Residential PhD option can be found on the PhD website (http://nursing.missouri.edu/academics/phd/international-residential-phd-option.php).
Section II: THE PhD DEGREE PROCESS

Registering for Classes

Newly admitted or re-enrolling (those who are not currently enrolled) PhD students may enroll after pre-registration during identified registration periods. Currently enrolled students are given the opportunity to pre-register for the next semester's classes. Pre-registration usually begins in October and March; the specific dates are widely publicized and sent to all students to their MU student email account.

During PhD Summer On Campus Intensive, students need to consult with their PhD advisor and the Director of the PhD Program to develop a tentative plan of study using the Plan of Study Worksheet for the PhD in Nursing which can be found on the PhD Forms webpage at: http://nursing.missouri.edu/academics/phd/forms.php. The Plan of Study Worksheet for the PhD in Nursing must be approved by the student’s PhD advisor, signed, dated, and submitted to the Director of the PhD Program before the end of the summer semester.

- PhD students must have an approved Plan of Study Worksheet for the PhD in Nursing on file in the Office of Student Affairs at the MUSSON.

- All PhD students must register on the computer through MyZou at: https://myzou.missouri.edu/psp/prd/?cmd=login&languageCd=ENG

- Instructions for registering through MyZou can be found online at: http://registrar.missouri.edu/registration-adddrop/add-dropping.php

- Some nursing courses may require a permission number that can be obtained from the MUSSON Office of Student Affairs.

- Permission numbers for collateral or elective (non-nursing) courses needs to be obtained the department in which the course is housed.

The PhD curriculum (http://nursing.missouri.edu/academics/phd/curriculum.php) is subject to change based upon faculty expertise and professional standards. Students will be notified when changes occur.

Adding, Dropping, & Withdrawing from Classes

During specified periods each semester, students may add, drop or withdraw from a course. Dates and deadlines are posted at http://registrar.missouri.edu/dates-deadlines.php. Students must consult their PhD advisor prior to adding, dropping, or withdrawing from a course. Courses are added or dropped through MyZou. Instructions for adding or dropping a course can be found online at: http://registrar.missouri.edu/registration-adddrop/add-dropping.php.

If a student wishes to drop a course after the last day to drop a course without a grade, the process is referred to as withdrawing from a course. To withdraw from a course, students must contact the Office of Student Affairs to complete the course withdrawal form (PDF). Following the approval
from their PhD advisor and Director of the PhD Program, the form goes to the Office of the University Registrar-Registration, 125 Jesse Hall.

If a student is registered for only one course, they may not withdraw from the course via myZou. To withdraw from the term (University), students must contact the Office of Student Affairs to complete the Term Withdrawal form http://registrar.missouri.edu/forms/university-withdrawal-form.pdf. Once the course is dropped, the student is withdrawn from the Term (University) (see policy on Withdrawal from the (Term) University at http://registrar.missouri.edu/policies/withdrawal-university.php).

Administrative Drop Policy for Online Courses

**Purpose:** Participation in class discussions and posting is critical for success in an online course. In order to facilitate an online environment that encourages learning and decreases disruption, students who fail to meet minimum course participation requirements may be administratively dropped from the course.

**Criteria:** The course instructor may initiate the administrative drop process if either of the following situations exists:

A) The student does not post or otherwise participate in online class by the end of the first week* of the semester, regardless of the number of visits to the course site.

B) The student does not post or otherwise participate in online class discussion for two consecutive weeks* anytime during the semester, regardless of the number of visits to the course site.

**Process:** The process for administratively dropping a student will be as follows.

1. When a student fails to participate in class, the course instructor will first attempt to contact the student via MU course e-mail, requesting that the student respond to the e-mail and begin class participation within a specific time frame (e.g., 24-48 hours) or by a specific date/time.

2. If the student does not respond to the instructor or begin class participation by the deadline, the instructor should attempt to contact the student a second time per email. This email should contain a specific date and time for the student to contact the instructor in order to avoid being dropped from the course, and a statement that if the instructor does not hear from the student within the time frame, the student will be dropped from the course.

3. If the student fails to respond to the instructor’s e-mails within the timeframe provided, the instructor will notify Student Affairs to notify Mizzou Online and the University Registrar of the administrative drop and request that Mizzou Online remove the student’s access to the course and that the Registrar drop the student from the course. The Registrar will send a final email to the student noting the dropped status.

4. All correspondence between the instructor and student mentioned in this policy should be copied to the student’s advisor and the MUSSON Student Affairs staff.

* For summer course offerings, the appropriate timeframe is ½ that stated.

Approved by Faculty 12/7/07; Amended 4/28/14
PhD Program Advisor

A student accepted into the PhD program selects an adviser or co-advisers by mutual consent from PhD faculty members who have doctoral faculty status (which means they have been approved by the MU Graduate Studies to be a dissertation supervisor) and have a match in terms of population of interest, substantive area, and/or research methodology.

PhD Program Advisor and Student Responsibilities

The PhD student and Program advisor are expected to review and follow the Guidelines for Good Practice in Graduate Education (see http://gradstudies.missouri.edu/academics/scholarly-integrity-ethics/guidelines-good-practice.php).

Advisement begins prior to the student's first registration. Responsibilities of the PhD Program advisor include:

1. Preparing the student to complete the qualifying examination or process (required for BS-PhD students only);
2. Assisting the student to select a PhD Doctoral program committee that helps to support the student's research interests;
3. Developing an individualized plan of study with the student and student’s Doctoral program committee to prepare the student for research or scholarly investigation in the chosen substantive area and to meet student’s academic professional goals based on current curricular guidelines;
4. Designing an individualized plan for the research practicum experiences with the student and student’s PhD Doctoral program committee based on student’s substantive areas of interest and program of research;
5. Arranging and supervising the Doctoral Comprehensive Exam process;
6. Assuring that the student maintains continuous enrollment during their candidacy (the period after successful completion of the comprehensive examination);
7. Guiding the student through the process of completing their Dissertation;
8. Keeping informed of student progress through:
   a. ongoing communication with the student;
   b. communicating and discussing progress with the Director of the PhD program, Doctoral committee and other faculty members;
   c. monitoring grades and academic standing;
   d. communicating with the PhD Doctoral Committee and Director of the PhD Program for approval of course waivers, transfer credits, course substitutions;
   e. referring the student to the appropriate campus resources as indicated
   f. completing the annual Graduate Student Progress System Faculty Response (see http://gradstudies.missouri.edu/forms-downloads/repository/GSPS-faculty.pdf and https://gsps.missouri.edu/).

Communication between the PhD Program advisor and student is central to success in the PhD program. PhD student advisee’s have the following responsibilities:
1. Clarify with the faculty advisor their preferred method of contact (email or phone), virtual or office hours, and when to expect a response to email or voice mail.
2. Communicate with the faculty advisor any concerns regarding course registration.
3. Contact the faculty advisor if they wish to change the sequence of their POS.
4. Communicate with the faculty advisor about their progress every semester.
5. Contact the faculty advisor if their cumulative GPA for the semester is less than 3.0.
6. Contact the faculty advisor for questions about campus resources to assist them with their academic work.
7. Maintain regular contact with the faculty advisor via email, telephone, Collaborate Classroom, or face-to-face meetings when working on their dissertation research.
8. Update the Graduate Student Progress System on the Office of Graduate Studies website at the end of each academic year (see http://gradstudies.missouri.edu/forms-downloads/repository/GSPS-faculty.pdf and https://gsps.missouri.edu/).

Change of Advisor

A change of advisor may occur when an advisor leaves the MUSSON or when a student changes their substantive area of interest. If an adviser is unable or unwilling to continue to serve, the PhD Program Committee, led by the Director of the PhD Program, will ensure that a replacement is found. Change of Advisor form can be found on the MU Graduate Studies website (http://gradstudies.missouri.edu/forms-downloads/repository/change-degree.pdf). The change of advisor must be approved by the Director of the PhD Program.

Qualifying Examination

To be officially admitted to the PhD program, the student must pass a qualifying examination or process. Students admitted with a Master’s degree have completed the qualifying process.

Students admitted with a Bachelor’s degree are admitted to the PhD program on a provisional basis. Following successful completion of a qualifying process, Bachelor’s prepared students will be granted admission to the PhD program. The qualifying process for students with a Bachelor’s degree can be found on the MUSSON website (http://nursing.missouri.edu/academics/phd/bsn-to-phd-option.php).

Initial Plan of Study

During PhD Summer On Campus Intensive, students need to consult with their PhD advisor and the Director of the PhD Program to develop an initial plan of study using the Plan of Study Worksheet for the PhD in Nursing which can be found on the PhD Forms webpage at: http://nursing.missouri.edu/academics/phd/forms.php. The Plan of Study Worksheet for the PhD in Nursing must be approved by the student’s PhD advisor, signed, dated, and submitted to the Director of the PhD Program before the end of the summer semester.
Forming a Doctoral Program Committee and Committee Approval (D-1)

Every PhD student must form a doctoral program committee to oversee the process of dissertation completion. The doctoral program committee must be recommended by the student's PhD adviser and approved by the Director of the PhD Program and the Graduate Studies office before one year has elapsed following the student's first registration as a PhD student. The qualifying examination results and Doctoral Committee Approval (D1) form are due to the Graduate Studies office by the end of the student's second semester (excluding summers).

A description of membership requirements and duties of the doctoral program committee members can be found at [http://gradstudies.missouri.edu/academics/process/forming-committees/doctoral.php](http://gradstudies.missouri.edu/academics/process/forming-committees/doctoral.php).

A change to the doctoral program committee may occur when a committee member leaves MU or when a student changes their substantive area or methodology. Changes to the committee must be submitted on the Graduate Student Change of Committee Form ([http://gradstudies.missouri.edu/forms-downloads/repository/cocform.pdf](http://gradstudies.missouri.edu/forms-downloads/repository/cocform.pdf)).

Plan of Study for the Doctoral Degree Form (D-2)

The Plan of Study for the Doctoral Degree Form (D-2) is a two part campus form that lists the coursework required for completion of the student’s degree program. The first part is the Plan of Study for the Doctoral Degree Template, where the student lists all relevant graduate coursework, and this part is available at: [http://gradstudies.missouri.edu/forms-downloads/index.php](http://gradstudies.missouri.edu/forms-downloads/index.php). If transfer courses are approved by the student’s Doctoral committee, the courses and grades should be noted, with the name of the institution where the courses were taken. The second part is the Plan of Study for the Doctoral Degree (Signature/Approval) Form which is available at: [http://gradstudies.missouri.edu/forms-downloads/repository/d2.pdf](http://gradstudies.missouri.edu/forms-downloads/repository/d2.pdf). After approval of the coursework on the Plan of Study for the Doctoral Degree Template, the Plan of Study for the Doctoral Degree Signature/Approval Form should be signed by the student, the Chair/Advisor, the Doctoral committee, and the Director of the PhD Program. Both parts of the Plan of Study for the Doctoral Degree Form (D-2) should be filed no later than the end of the student’s second (2nd) semester of coursework (excluding summers) for full-time students and end of the third (3rd) semester of coursework (excluding summers) for part-time students.

Changes to Plan of Study for the PhD Program

All changes to the PhD Plan of Study should receive prior approval from the student’s PhD advisor and PhD Doctoral committee. If the student’s Plan of Study changes after the D-2 form is filed, the student must complete the Plan of Study Course Substitution Form ([http://gradstudies.missouri.edu/forms-downloads/repository/subform.pdf](http://gradstudies.missouri.edu/forms-downloads/repository/subform.pdf)). The form should be signed by the student, the PhD advisor and the Director of the PhD Program and forwarded to the MU Graduate Studies office.
PhD Competencies for MU SSON PhD Students

PhD students develop a plan for the completion of the PhD Competencies in collaboration with their PhD advisor and doctoral program committee. Students are expected to document their completion of the PhD Student Competencies using the PhD Competencies form which is available on the PhD webpage (see http://nursing.missouri.edu/academics/phd/forms.php). Status of the completion of their PhD Student Competencies is reviewed annually by the PhD advisor and any time there is a meeting of the student’s doctoral program committee. It is expected that the student will have substantially completed the PhD Student Competencies at a satisfactory level prior to taking the Comprehensive Examination.

PhD Competencies for MU SSON PhD students are outlined below.

A. Research/Scholarship Skills
   1. Writes a research proposal for external funding
   2. Participates in grant writing activities
   3. Participates in producing a manuscript for publication
   4. Presents a paper or poster
   5. Writes a pre-doctoral fellowship application
   6. Begins professional networking by attending a regional research meeting
   7. Design ways to influence public policy on research endeavors
   8. Examines ethical standards associated with research

B. Informatics Skills (Effective September 2014)
   1. Conducts on-line data base searches
   2. Utilizes a bibliographic software program (e.g. EndNote, Zotero, etc.)
   3. Utilizes statistical software to analyze data (e.g. SPSS, SAS, etc.)
   4. Utilizes Excel to create a literature matrix
   5. Implements appropriate security measures for electronic data and devices
   6. (Optional) Utilizes qualitative analysis software (NVIVO, Dedoose, etc.)

C. Educator Competencies (Effective September 2009)
   1. Articulate a personal philosophy of teaching learning.
   2. Describe varied learning theories and their philosophical base.
   3. Determine an array of teaching strategies grounded in learning theory that is appropriate to the education setting, learner characteristics, course outcomes, and available resources.
   4. Designs and conducts class/classes and clinical learning experiences.
   5. Develop assessment and evaluation methods that are congruent with program objectives and that are effective in promoting and reinforcing learning.
   6. Design program curricula that are congruent with the parent institution, needs of constituents, and healthcare trends.
   7. Develop faculty role based on analyses and syntheses of ethical and legal standards, mentored experiences, and evaluative feedback.
9. Participate in faculty governance activities including student recruitment, admission, and retention. Undertake scholarly activities to that inform nursing and nursing education and aim to improve the health of the public.

Optional Competencies:

A. Public Policy and Systems Competencies
   1. Designs and critiques nursing and healthcare systems
   2. Designs ways to influence public policy development to support nursing and healthcare systems
   3. Examines the impact of economics on administrative decisions within nursing and healthcare systems
   4. Constructs and evaluates quality indicators of care delivered within nursing and healthcare systems
   5. Participates in the management or organizations and groups
   6. Examines ethical standards associated with the role of nursing administration

Revised & Approved by Faculty Assembly: 04/2009 & 04/28/2014

Determining Readiness for the Doctoral Comprehensive Examination

Students typically take their Comprehensive Exam during the last semester of coursework OR during the semester immediately following the completion of their coursework. Delaying taking the Comprehensive Examination beyond one semester after completion of coursework is not recommended. During the last semester of coursework or when coursework is substantially completed and all incomplete grades are satisfied, the student meets with their faculty adviser to discuss the Comprehensive examination. The advisor and student’s doctoral program committee members then have a formal meeting to ensure:

- Student’s coursework outlined on the Plan of Study (D2 form) is substantially completed at a satisfactory level,
- The student has documented that the PhD Student Competencies have been substantially completed at a satisfactory level,
- No incomplete courses from prior semesters remain.

At the discretion of the student’s committee, the student may be asked to produce an integrative review of the literature, a dissertation proposal, or other scholarly work prior to allowing the student to sit for the comprehensive examination.

Scheduling the Doctoral Comprehensive Examination

The student, in collaboration with the advisor and committee members, schedules the dates for the examination week and a two hour block of time for the oral defense. The date should be set far enough in advance to give the student adequate time to systematically and thoroughly review
key content learned and the advisor and committee members adequate time to prepare the written exam questions. The student must be enrolled to take this examination and it may be administered only when MU is officially in session. The Doctoral Comprehensive Examination consists of a written section followed by an oral section. The two sections of the examination must be completed within one month. The student is expected to complete the Doctoral Comprehensive Examination within five (5) years of enrollment in the PhD program and it must be completed at least seven (7) months before the final defense of the dissertation. Specifics of the MU SSON Comprehensive Examination process can be found on the PhD webpage (http://nursing.missouri.edu/academics/phd/comprehensive-exam.php).

**Preparation for the Doctoral Comprehensive Examination**

It is important that the student plan and schedule sufficient time to prepare for the Doctoral Comprehensive Examination. The student should meet individually with each doctoral program committee member several weeks in advance of the scheduled examination to discuss the areas the student will review for their questions. The committee members will not provide the student with exact questions, but will provide guidance regarding areas to review. To prepare for the examination, the student needs to review content from all courses and research practica completed as well as the specific areas to which the student is guided by their doctoral program committee members.

**Successful Completion of the Doctoral Comprehensive Examination**

The Doctoral Comprehensive Examination is an all-inclusive, scholarly, written, essay examination followed by an oral examination. Through the Doctoral Comprehensive Examination process, the PhD student demonstrates his/her ability to address the theoretical, methodological and substantive issues of their field of study. Questions are directly related to the student's Plan of Study and dissertation proposal. The examination tests the breadth and depth of knowledge and the ability to integrate and synthesize ideas across substantive areas.

Answers to the Doctoral Comprehensive Examination should be written in complete sentences and in strong, well-developed paragraphs. Bulleted lists and/or tables from secondary sources (e.g. textbooks and websites) should be avoided. Primary, data-based references should be used to support the student’s ideas. All references used to support answers should be cited in the body of the examination using proper APA formatting and should be listed on a References page at the end of each question. Prior to submitting the examination, the document should be carefully proofread.

For the Doctoral Comprehensive Examination to be completed successfully, the doctoral program committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote.
Doctoral Comprehensive Examination Results Form (D-3)

A report of the decision, the Doctoral Comprehensive Examination Results Form (D-3), with the signatures of all committee members, must be sent to the MU Graduate Studies office and the student no later than two weeks after the Doctoral Comprehensive Examination is completed.

Failure of the Doctoral Comprehensive Examination

A failure of either the written or oral section of the examination constitutes failure of the Doctoral Comprehensive Examination. If a failure is reported, the doctoral program committee also must include in the report an outline of the general weaknesses or deficiencies of the student's work. The student and the doctoral committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination.

Request for Clarification

If at any time the student believes that the advice given by the doctoral program committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to the MU Graduate Studies office as well. The committee must respond to this request in writing within two weeks and a copy must be filed with the MU Graduate Studies office.

Retaking the Comprehensive Examination

A student who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass two comprehensive examinations automatically prevents candidacy and results in a termination from the PhD program. A student who is terminated from the PhD program has the right to appeal dismal from their degree program (see http://gradstudies.missouri.edu/academics/progress/probation-termination.php).

Doctoral Candidacy and Continuous Enrollment

Successful completion of the Doctoral Comprehensive Examination establishes Doctoral Candidacy. Candidacy is retained by maintaining Continuous Enrollment in N9090 Research for two credit hours each fall and spring semester and for one credit hour each summer session up to and including the term in which the dissertation is defended. Failure to enroll continuously in N9090 Research until the PhD degree is awarded terminates candidacy. To maintain continuous enrollment, students must register for the required coursework each semester using myZou.

Doctoral Dissertation Process and Dissertation Defense Form (D-4)

The culmination of the PhD degree is the completion of a written doctoral dissertation. According to the MU Graduate Studies, the dissertation must:
• Be written on a subject approved by the candidate's Doctoral dissertation committee
• Embody the results of original and significant investigation
• Be the candidate's own work.

Within the MUSSON, the PhD Doctoral Dissertation process consists of:

• Development of a dissertation proposal
• Approval of the proposal by the doctoral dissertation committee
• Approval of the research project by the Health Sciences Institutional Review Board
• Ethical conduct of the research project
• Writing the doctoral dissertation
• Public defense of the doctoral dissertation
• Approval of the dissertation by the candidate’s doctoral dissertation committee
• Submission of the written doctoral dissertation in an approved format.

A Report of the Dissertation Defense form (D-4), signed by all members of the doctoral dissertation committee, must be sent to the MU Graduate Studies office before the deadline preceding the anticipated date of graduation. For the dissertation to be successfully defended, the candidate’s doctoral dissertation committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote. Specifics of the MUSSON Doctoral Dissertation process can be found on the PhD webpage at: http://nursing.missouri.edu/academics/phd/dissertation.php.

Submission of the Final Doctoral Dissertation

The candidate submits a copy of the final approved dissertation to the MU Graduate Studies on a high-quality optical disk, either a CD or DVD. Electronic submission instructions along with other paper requirements may be found on the MU Graduate Studies website at: http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/index.php.

Changing Graduate Nursing Programs

If a PhD student wishes to transfer to another graduate nursing program (e.g. Master’s or Doctor of Nursing Practice program), they will need to withdraw from PhD program and apply to the other graduate program at the next application deadline. The application will be reviewed competitively against all other applicants applying for that program.
Section III: MU GRADUATE STUDIES AND MU SINCLAIR SCHOOL OF NURSING
POLICIES FOR THE PhD PROGRAM

Minimum Doctoral Degree Requirements

A minimum of 72 semester hours beyond the baccalaureate degree is required. Students must take a minimum of 15 hours at the 8000/9000-level, exclusive of problems, readings, and research hours. A minimum of 42 semester hours must be completed at the University of Missouri. The student’s doctoral program committee must approve all course work used to satisfy the semester hour requirement and may require additional course work beyond these minimums.

The student’s doctoral program committee may recommend up to a maximum of 30 semester hours of graduate credit from an accredited graduate program be transferred toward the total hours required for the PhD degree. Students are expected to earn no less than a “B” grade (3.0 on a 4.0 scale) for transfer courses and are responsible for providing documentation of course equivalency, ensuring that official transcripts are sent to the MU Graduate Studies and the MU Sinclair School of Nursing. It is the responsibility of the student’s doctoral program committee to determine the appropriateness of course work for transfer credit.

Residency Requirements for Distance-Mediated PhD Students

All PhD students must fulfill the MUSSON requirements for residency by attending all required PhD On Campus days and taking nine (9) credit hours in each of two consecutive semesters or six (6) credit hours in each of three consecutive semesters during an 18-month period. Distance-mediated PhD courses offered through Mizzou Online count towards this residency requirement. Approved courses on the Plan of Study for the PhD Program (D-2) taken through the UM Visiting Graduate Student Program also count towards this residency requirement.

Residency Requirements for International Residential PhD Students

All PhD students must fulfill the MUSSON requirements for residency by attending all required PhD On Campus days. Additionally, U.S. immigration regulations require that international students in F-1 and J-1 student visa status maintain a full-course of study each regular academic session. All students in the International Residential PhD option must maintain full-time status by enrolling in 4 credits their first summer of enrollment and 9 credits of graduate coursework each fall and spring term until they have attained doctoral candidacy status. Of the 9 credits of graduate coursework each term, at least 6 credits must be either traditional face-to-face or hybrid coursework with required regular meetings or seminars in order to qualify for and retain the F-1 or J-1 student visa status. A maximum of one 3 credit course per semester may be taken as an online course through Mizzou Online. A maximum of one 3 semester hour course per semester can be taken through the UM Visiting Graduate Student Program.

Each semester students in the International Residential PhD Option must complete the
Certification of Full-Course of Study & On-Line Course Work form, have the form signed by their PhD Program advisor, and submit it to the Office of Student Affairs. The Office of Student Affairs will submit the form to the MU International Center.

APA Publication Manual

The official writing style for student papers and dissertations should follow the guidelines of the *Publication Manual of the APA, 6th edition*. Each student is expected to purchase and use this manual as a reference for written assignments unless otherwise indicated by the course instructor. All written assignments should be presented in APA style and any dissertation must meet MU Graduate Studies directives. Guidelines for electronic references may be found at [http://www.apastyle.org/apa-style-help.aspx](http://www.apastyle.org/apa-style-help.aspx).
Title of Paper

Name of Student

MU Sinclair School of Nursing

Class Number and Name

Faculty Name

Date

If submitting electronically please send file as follows:

Last name_First name
Course number
Title of Paper or Assignment
Grading and Scholastic Requirements

MU Graduate Studies *Grading and Credit Policies for Graduate Students* can be found on the MU Graduate Studies webpage ([http://gradstudies.missouri.edu/academics/progress/grading-credit.php](http://gradstudies.missouri.edu/academics/progress/grading-credit.php)).

Grades in all Graduate nursing courses are reported as follows:

- **A (4.0):** coursework is of outstanding merit;
- **B (3.0):** coursework is entirely satisfactory;
- **C (2.0):** acceptable only to a limited extent in fulfilling the requirements for an advanced degree
- **F (0):** the work has not satisfied the minimum requirements of the course.

No D grade may be awarded to a graduate student. “W” denotes withdrawn passing and does not affect a student’s grade point average.

Only graduate courses offered on an S/U basis (satisfactory or unsatisfactory) can be taken with the S/U grading option. MUSSON PhD courses that are offered on S/U basis include:

- N8900 Research Practicum
- N8950 Teaching Practicum
- N8954 Distance-Mediated Teaching Nursing Practicum
- N9090 Research in Nursing
- N9131 Responsible Conduct of Research
- N9132 Writing Research Proposals: Skill Building
- N9710 Advanced Research Practicum

With faculty consent, N8085 Problems can be taken on an S/U grading option. Grades of S/U do not count in the calculation of a student's GPA, as per university regulations.

**Grade Point Average**

The student's graduate Grade Point Average (GPA) is based on the student's entire graduate record in courses numbered 7000 and above taken at the University. To remain in good standing, a PhD student must maintain a cumulative GPA of 3.0 or better. PhD students receiving a grade of C or lower on any course should meet with their doctoral program advisor. To graduate, a PhD student must have a minimum cumulative graduate GPA of 3.0.

**Grade Appeal Procedure**

1. A student who believes her/his final course grade was determined in an arbitrary and capricious manner and has not reached satisfactory resolution with the instructor may
appeal the grade to the MUSSON Associate Dean for Academic Affairs (ADOAA). The appeal must be initiated in paper copy and must include:

a. the course in which the grade was received;
b. the instructor whose grade is being challenged;
c. the semester in which the grade was received;
d. specific facts showing why the student considers the grade to be arbitrary and capricious;
e. the outcome sought;
f. the signature, address, and local phone number of the student.

2. Arbitrary and capricious grades are those as defined in Article VII, I, iii University of Missouri Academic Regulations: A grade may be considered arbitrary and capricious under these rules only if one of the following is shown:

a. the grade is assigned on some basis other than the performance in the course;
b. the grade was assigned by reference to more exacting or demanding standards than were applied to other students in the course, except that for undergraduates in 4000 level courses, a different, but similarly uniform, grading standard may be applied than for graduate students in the course;
c. the grade was assigned by reference to a performance standard which substantially deviated from the performance standard previously announced by the instructor;
d. the grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

3. The following non-exclusive allegations would not be grounds for appeal under these provisions:

a. a challenge to the instructor's standards of academic performance;
b. a challenge with respect to the instructor's judgment of the substantive quality of the student's academic performance;
c. a challenge with respect to other purely judgmental determinations made by the instructor.

4. Within ten working days of receipt of the paper copy of the appeal, the Associate Dean for Academic Affairs will:

a. acknowledge the appeal in writing to the student;
b. provide a copy of the appeal to the instructor whose grade is being contested; and,
c. name two to three faculty members to serve as independent reviewers of the student's coursework.

5. Faculty reviewers will be provided with materials submitted by the student and by the
faculty member who assigned the contested grade. Such materials will include:

a. the complainant's work;
b. course syllabus;
c. relevant student handouts (such as grading/evaluation criteria for papers or clinical performance); and
d. other relevant materials (e.g., examples of work submitted by other students in the class).

6. The reviewing faculty members will conduct an independent blind review of the above named materials. A written report of their findings and recommendations must be forwarded to the ADOAA within 14 working days of receipt of the materials.

7. The ADOAA will review the findings and make a determination of whether or not there is clear and convincing evidence the grade was assigned in an arbitrary and capricious manner. Within ten working days of receipt of the faculty reports, the ADOAA will state in writing the grounds for granting or denying the outcome requested by the student. This written document is communicated to the student, the instructor who assigned the contested grade, and the Dean of the School of Nursing.

8. If the student is dissatisfied with the ADOAA's decision, he/she may request a review at the campus level.

**Graduate Student Progress System (GSPS)**

The Graduate Student Progress System (GSPS) is designed to facilitate the collection of information necessary to properly assess the progress of graduate students. The system can also initiate a feedback loop between student and adviser, allow academic programs to generate aggregate reports on their student's achievements, and create a curriculum vita for a student. All students are required to complete the information page, individual assessment reports and update each semester of enrollment. All PhD advisors are required to complete an annual review of each of their PhD students in the Faculty Response section of the GSPS system. Students and PhD advisors may log into the GSPS system at: [https://gsps.missouri.edu/](https://gsps.missouri.edu/)

**Academic Probation and Departmental Probation**

A PhD student who’s cumulative GPA is below 3.0 at end of a semester is placed on academic probation. Probationary status is removed if, at end of the following semester, the cumulative GPA is 3.0 or better. A student on academic probation failing to raise the cumulative GPA to 3.0 may, on recommendation of the PhD Program Committee, be allowed a second and final probationary semester. A student will be dismissed upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time the semester or cumulative GPA falls below 2.0. When a student's cumulative GPA falls below 3.0, the student must contact the PhD advisor, the Director of the PhD Program and the MU Graduate Studies.
In addition to dismissal for failure to meet the usual examination and grade requirements, departments and graduate-degree-granting area programs have the right to place on probation — and, after at least 30 days of probation, to dismiss from the program — any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required.

In the MU Sinclair School of Nursing, the PhD advisor, the PhD Program Committee, and the Director of the PhD Program handle departmental probation situations for PhD students. The PhD advisor of the student consults with the PhD Program Committee and the Director of the PhD Program regarding the student’s work quality and academic progress. The PhD Program Committee considers the evidence and makes decisions regarding the initiation of departmental probation. The student and the PhD advisor are notified of the decision in writing. The Director of the PhD Program must then inform the Graduate Studies office as soon as the student has been notified and the probationary period has begun. The dismissal may occur at any time during a student’s work toward a graduate degree.

See Extension and Appeals of “Satisfactory Progress” for complete information about the probation-termination-appeal process.

**Incomplete Coursework**

For courses other than those related to research, the grade of I (incomplete) may be recorded when the student’s work is incomplete but otherwise worthy of credit, or when the instructor feels unable to assign a grade at end of the semester. The grade of “Incomplete” may be assigned to rare instances when a student cannot complete course work due to illness or other special circumstances beyond the student’s control. To obtain credit for the course, the incomplete grade must be converted to a grade within one year. Incomplete grade reports must be submitted with grade roll sheets. When conditions for removal are satisfied, a change of grade form is completed and signed by the instructor and the Director of the PhD Program. If more than one calendar year has elapsed, a letter addressed to the registrar and signed by the instructor justifying the delay must accompany the change of grade form.

**Graduate Student Enrollment Requirements for Financial Aid**

PhD Students Prior to Passing the Comprehensive Examination:

- **Full-time enrollment:** 9 hours in fall/spring semesters (only required for selected MU & externally funded fellowships)

- **Minimum enrollment to be considered for financial aid:** 4 hours in fall/spring semesters or 2 hours in the summer (NOTE: This includes participation in the NEIF & NFLP programs or MU scholarships as well as any federal financial aid (grants/loans)
• Only graduate-level courses count toward the enrollment requirement for federal aid programs.

• While many PhD students opt to take coursework or research practicum hours during the summer, PhD students are not required to enroll in coursework during the summer prior to passing the Comprehensive Examination.

PhD Students in the Dissertation Phase (during Continuous Enrollment):

• **Full-time enrollment**: 2 hours in fall/spring semesters and 1 hour in the summer
• **Minimum enrollment to be considered for financial aid**: 2 hours in fall/spring semesters or 1 hour in the summer (financial aid includes all MU and externally funded fellowships, NEIF & NFLP programs, MU scholarships as well as federal financial aid (grants/loans)
• The student is responsible for enrolling in graduate-level courses.

Contact your financial aid adviser if:

• You plan to take fewer hours than the minimum required for financial aid
• You plan to take self-paced courses (see Mizzou Online)
• You plan on dropping or withdrawing from a course(s)

It is extremely important that students who cease attending classes initiate formal withdrawal from the university by filing a withdrawal form.

**A change of enrollment status at any point during a term could result in a revision of the financial aid package.** Federal regulations state that a student who withdraws from a term before completing more than 60% of that term must go through a process that calculates how much financial aid must be returned to the government.

**For additional details, please see the Financial Aid website:**
[http://financialaid.missouri.edu/eligibility/enrollment-changes.php](http://financialaid.missouri.edu/eligibility/enrollment-changes.php)

**N9090 Dissertation Research Grading**

Effective Summer 2012, the MU Sinclair School of Nursing will no longer follow the practice of assigning “Incompletes” for N9090 hours. Per MU Graduate Studies policies, PhD students should receive progress indicators each term they are enrolled in a course. If a PhD student shows no progress for N9090 dissertation research hours for a particular term, they should be assessed a grade of Unsatisfactory (U); if they have shown adequate progress, then a Satisfactory (S) grade would be appropriate. If a student earns a grade of U, it does not affect their grade point average (GPA); however, they do not receive any credit for the hours—meaning it does not count toward the required minimum number of N9090 hours.
Satisfactory Academic Progress and Student Financial Aid

Federal regulations require the University of Missouri to establish, publish, and apply standards of satisfactory academic progress (SAP) for financial aid eligibility. The purpose of measuring and enforcing these standards is to ensure financial aid recipients progress toward graduation. Students who fail to meet the SAP requirements become ineligible to receive financial aid until they are in compliance with these requirements.

Note: The financial aid SAP standards are not the same as the academic standards of the University or of any department or professional school. Your financial aid SAP status does not prevent you from enrolling in classes.

SAP Criteria for Graduate Students

- Earn passing grades in 75 percent of all credit hours of graded coursework attempted.*
  Transfer credit hours count in the total attempted/completed credit hours calculation.
- Maintain a minimum cumulative MU grade point average of 3.00.
- The MU Graduate Studies office determines the maximum time limit for completion of a graduate degree.

*Attempted hours are defined as the total number of hours in which you are enrolled as of the first day of classes. All dropped courses as well as all F, FN, Incomplete (I), Not Recorded (NR), Withdrawn (W), and Unsatisfactory (U) grades are factored into the 75% completion rate, meaning dropping of courses and/or accumulation of I and U grades count against a student’s ability to borrow.

For additional details, please see the MU Financial Aid website:
http://financialaid.missouri.edu/eligibility/satisfactory-academic-progress.php

UM Visiting Graduate Student Program

The UM Visiting Graduate Student Program (http://gradstudies.missouri.edu/admissions/eligibility-process/um-visiting-student-programs.php) offers eligible graduate students a streamlined process for applying and registering for graduate courses on other UM campuses.

To apply for this program, a UM System Visiting Graduate Student Application (http://gradstudies.missouri.edu/forms-downloads/repository/um-system-visiting-graduate-student-application.pdf) should be completed and submitted to the MU Graduate Studies for certification, several weeks before the beginning of the semester. The MU Graduate Studies will review the form; if approved, the MU Graduate Studies will transmit the approved form to the host campus (UMKC, UMSL, or MUST). The host campus will notify the student when they are eligible to register for courses.
International Residential PhD students with an F-1 Visa can enroll in the UM Visiting Graduate Student Program. However, the enrollment in **home** and **host** campus must amount to a full time course of study (at least 9 credits in Fall or Spring semester). Additionally, an International Residential PhD student at MU is required to take at least 50% of the full course load from MU. International Residential PhD students should consult the MU International Center for questions about the Visa status or eligibility ([http://international.missouri.edu/about/staff-directory/index.php](http://international.missouri.edu/about/staff-directory/index.php)).

All course fees are paid to the **host** campus. Graduate students receiving Financial Aid need to complete a Dual Enrollment Visiting Consortium Agreement form which is available at: [http://financialaid.missouri.edu/applying-for-aid/dual-enrollment.php](http://financialaid.missouri.edu/applying-for-aid/dual-enrollment.php) and have it processed by Financial Aid Offices on both the MU campus and the **host** campus. Financial aid is applied to the MU bill, and excess funds are refunded to the student. MU will not send financial aid to the **host** campus. It is the student’s responsibility to make sure the **host** institution is paid. Graduate students should contact the MU Financial Aid office for specific questions ([http://financialaid.missouri.edu/contact/index.php](http://financialaid.missouri.edu/contact/index.php)). **PLEASE NOTE:** Tuition and fee waivers DO NOT transfer from the home campus to the host campus. This means that students receiving a tuition waiver (e.g. GRA or GTA) may take a course at another UM campus, but they are required to pay the tuition out of their pocket to take a course. Consult your home campus for details.

To be counted toward PhD degree requirements, the student must officially transfer the course(s) from the **host** campus to the MU campus by ordering an official transcript from the **host** campus' Registrar's office and comply with the MU campus's transfer policies and processes. Additionally, the course(s) needs to be listed on the Doctoral Degree Plan of Study Template Form (D-2) with the campus notation.

For questions about the UM System Visiting Graduate Student paperwork and process please contact Ashley Siebenaler (email: siebenalera@missouri.edu) at the MU Graduate Studies.

**Waiver of Course**

Students must make a request in writing to their PhD program advisor for a waiver of a specific course. The student must provide documentation demonstrating course equivalency (e.g. course syllabus). The request is acted upon by the PhD advisor, in consultation with the course instructor, student’s doctoral program committee, and the Director of the PhD Program.

**Leave of Absence**

Students considering a leave of absence should review the MU Graduate Studies webpage: [http://gradstudies.missouri.edu/financials/assistantships-fellowships/leaves-of-absence.php](http://gradstudies.missouri.edu/financials/assistantships-fellowships/leaves-of-absence.php).

A leave of absence (LOA) may be granted for up to two semesters (excluding summers). Students must request an LOA prior to the enrollment deadline for the first semester in which the
leave may be granted. PhD students requesting an LOA should contact their PhD advisor and the Director of the PhD program and completed the Graduate Student Leave of Absence form (http://nursing.missouri.edu/academics/phd/pdfs/Forms/specific-doctoral-progression/graduate-leave-of-absence-form.pdf). The form should be completed and returned to the PhD Administrative Assistant in the Student Affairs Office who will obtain signatures from the PhD advisor and the Director of the PhD Program. In addition, PhD students should submit a letter with the Leave of Absence form addressed to the Associate Vice Chancellor for Graduate Studies. The letter should provide an explanation for the LOA request as well as the anticipated departure and return date. At least 30 days prior to the completion of the LOA, the student must notify the PhD advisor, Director of the PhD Program, and the MU Graduate Studies office to initiate the re-entry process.

**PhD Time Limitation**

A PhD student must successfully complete the PhD Doctoral Comprehensive Examination within a period of five (5) years beginning with the first semester of enrollment as a PhD student. In addition, the doctoral dissertation must be completed within five (5) years of passing the PhD Doctoral Comprehensive Examination.

When there has been unsatisfactory progress with respect to meeting MU Graduate Studies time to degree limits, the student may file a written request for an extension with the Associate Vice Chancellor for Graduate Studies. The extension must be endorsed by the department/program's Director of Graduate Studies and the student's major adviser and include a timeline for completion of the degree. If an extension is granted by the Associate Vice Chancellor, the student will be given a specified period of time to meet the requirements for progress to degree.

**Graduate Student Termination Policy**

The MU graduate student termination policy is located at: http://gradstudies.missouri.edu/academics/progress/probation-termination.php. Students may appeal dismissal from a graduate degree program to the Graduate Faculty Senate. Specifics of the appeal process are located at: http://gradstudies.missouri.edu/academics/progress/requests-for-extensions-appeals.php.

**Withdrawal from the University**

Students wishing to withdraw from the University in good standing should communicate the action and reasons to the MU Sinclair School of Nursing by submission of a Term Withdrawal form http://registrar.missouri.edu/forms/university-withdrawal-form.pdf. Refer to the MU policy on Withdrawal from the Term (University) at: http://registrar.missouri.edu/policies/withdrawal-university.php. If coursework is in progress, the course grade is influenced by the point in the semester the student withdraws. The student is expected to discuss the grade with the instructor before withdrawing.
Formal Complaint Policy

One way that the MU Sinclair School of Nursing assures constituents of our efforts to achieve excellence is to establish a mechanism for reporting formal concerns or complaints about the program to our accrediting agency, the Commission on Collegiate Nursing Education. The formal complaint policy of the MUSSON is on the School’s website at http://nursing.missouri.edu.
Section IV: RESEARCH PRACTICUM POLICIES

Agency Agreements

All PhD students are required to complete a minimum of 6 semester credits of N9710 Advanced Research Practicum. In the event that a PhD student is completing research practicum hours at a distance with a mentor other than a MU faculty member, a memorandum of understanding/agency agreement between University of Missouri and the institution is required.

The MU Sinclair School of Nursing requires written agreements with each agency used for a research practicum. An agreement exists between the Curators of the University of Missouri contracting on behalf of the MU Sinclair School of Nursing and agency's board of directors or executive officer authorized to sign on behalf of the agency's governing body. The agreement states the University's responsibility with the agencies when students and faculty are present. The MUSSON and agencies assume shared responsibilities for the students' educational experiences in the research setting. Written agreements with agencies are established and maintained through the Office of Student Affairs and overseen by the Associate Dean for Academic Affairs. If no current contract exists with the agency the student wishes to use for research, arrangements need to be initiated well in advance of beginning the research practicum course (at least twelve weeks). After obtaining approval for the planned research practicum experience by the student’s PhD advisor and doctoral program committee, the student is required to contact Sherry Cass to initiate the process for obtaining a Research Agency agreement. Sherry Cass can be contacted via email at casss@missouri.edu or via telephone at (573) 882-2416. No contract is required if a student is completing their research practicum with a faculty member. The research mentor at the agency is required to submit a copy of their most current curriculum vita to the student’s faculty advisor and Sherry Cass.

N9710 Advanced Research Practicum Enrollment Policies

Prior to initial registration for the course and under the direction of the student’s doctoral program committee, the student selects a research mentor(s) to facilitate guided research in a particular substantive area. Working with the mentor, the student completes the form, “Research Plan for N9710” to document mutually agreed upon requirements for the planned research activities and the likely scholarly works resulting from N9710 and to address the issue of authorship of any manuscripts emanating from the experience. After the mentor and student agree on the planned research activities and complete the “Research Plan for N9710, the plan is reviewed by the student’s doctoral program committee. The doctoral program committee can recommend modifications in the research plan to enhance the fit between research activities and the student’s proposed dissertation research interest. The PhD adviser’s signature on the “Research Plan” signifies the committee’s approval. The Research Plan is filed in the student’s folder in the PhD Program office. The N9710 Research Plan can be found on the PhD website at: http://nursing.missouri.edu/academics/phd/pdfs/practicum-form.pdf. PhD students are expected to submit a written abstract and present a scholarly poster about their N9710 Research Practicum experiences during the annual PhD On Campus days in April (see
http://nursing.missouri.edu/academics/phd/on-campus-dates.php). **NOTE:** All students need to have completed the [CITI IRB training](http://nursing.missouri.edu/academics/phd/on-campus-dates.php) prior to enrolling in N9710.
Section V: MU POLICY ON PhD DEGREE GRADUATION REQUIREMENTS

Introduction

Students have five years from passing their Doctoral Comprehensive Examination to complete the dissertation. The doctoral candidate must remain continuously enrolled during the entire dissertation process. Depending upon the dissertation topic and methodologies planned, the candidate may choose to change advisors and/or committee members prior to embarking upon the dissertation process.

Evaluation of the Dissertation Proposal

The dissertation proposal must be written on a subject approved by the candidate’s doctoral dissertation committee. The proposal might be in the format of a NIH pre-doctoral application, the traditional three chapter proposal, or another style as agreed to by the committee and the student. A formal meeting of the doctoral dissertation committee is scheduled at a mutually convenient time for the candidate and the committee members. At least two weeks prior to the meeting, the candidate should submit the proposal and all project-related materials as well as the IRB protocol to the committee members.

The dissertation proposal will be evaluated on the extent to which the proposed study meets acceptable standards for research. When evaluating the proposal, the student’s doctoral dissertation committee appraises the quality of:

1. The explanation of the proposed significance of the work
2. Utilization of scientific literature
3. Critical analysis and synthesis of key studies
4. Rationale and appropriateness of the proposed methodology

When the doctoral dissertation committee decides that the proposal is acceptable, this is documented on the Review of Dissertation Proposal and the Institutional Review Board Protocol Form which can be found on the PhD forms webpage (http://nursing.missouri.edu/academics/phd/forms.php).

After the student's dissertation proposal is approved by their PhD advisor and doctoral dissertation committee, an application is submitted to the Health Sciences Institutional Review Board (IRB) for approval. In cases in which the student is pursuing a pre-doctoral fellowship for which IRB approval is required, the proposal and related materials may be submitted to the IRB based on approval of the PhD advisor only.
Institutional Review Board (IRB) Requirements

All research involving human subjects conducted by faculty, staff and students of University of Missouri on its premises, on the premises of its affiliated institutions or under its sponsorship, whether supported by outside funds or not, must be reviewed and approved by one of the UMC Institutional Review Boards (IRB): Health Sciences IRB (HS IRB) or Campus IRB. If the student's research will involve institutions other than the University of Missouri-Columbia, the student must consult with Assistant Vice Chancellor for Research & Director of Human Research Protections via telephone at 573-882-3181 or via email at irb@missouri.edu for how to proceed. Information regarding the Health Sciences Institution Review Board requirements is found at: https://research.missouri.edu/hsirb/.

Dissertation Options

The written dissertation must embody the results of original and significant investigation, and it must be the candidate’s own work. Every candidate should obtain the University of Missouri Electronic Thesis and Dissertation Guidelines from the MU Graduate Studies. Candidates should prepare the dissertation using the format specified in the Manual of the American Psychological Association.

The dissertation may be prepared as the traditional book-type 5 chapter dissertation - Introduction, Review of the Literature, Methods, Findings, and Discussion. Conversely, with the permission of the PhD advisor and the doctoral dissertation committee, Chapters 4 and 5 may be submitted in manuscript form. Both book-style and manuscript-style dissertations must be integrated coherent scholarly documents.

Dissertation style should be discussed by the student, advisor, and committee early in the program of study. All committee members must agree to the style prior to dissertation preparation. All committee agreements related to the dissertation style must be documented.

Both book-style and manuscript-style dissertations must include a proposal to conduct the research. The proposal might be in the format of a NIH pre-doctoral application, the traditional three chapter proposal, or another style as agreed to by the committee and the student. All completed dissertations must address each aim in the dissertation proposal.

Manuscript Style Dissertation

For manuscript-style dissertations the following should be discussed at the dissertation proposal meeting:

- The committee must agree that the publication plan represents research or scholarship comparable in scope and contribution to the portion(s) of the book-style dissertation it replaces. The manuscripts should reflect a single coherent research topic.
• The committee must decide whether manuscripts may be submitted after graduation, must be submitted prior to graduation, or must be accepted prior to graduation. Changes in requirements after the proposal meeting must be approved by the entire committee. Manuscripts submitted prior to the dissertation defense should be submitted to scholarly peer-reviewed journals approved by the student's Dissertation Committee.

• Authorship of potential manuscripts should be discussed at the meeting with the understanding that final authorship will reflect actual contributions to manuscript rather than intended contributions. Advisors and committee members may or may not be authors of manuscripts included in the dissertation or on manuscript developed from dissertations following graduation. Generally, advisors and students work so closely on projects that advisors may be a co-author on at least one manuscript from the dissertation. The American Psychological Association (APA) manual contains guidance regarding determining authorship.

• Dissertations must be authored by students. Any manuscript included in the dissertation must be first-authored by the student. Any faculty member who has provided data that will be included in any dissertation manuscript chapter should be a member of the dissertation committee. Since the dissertation represents work completed at MUSSON, none of the manuscripts included in the dissertation should have been submitted or published prior to the student's matriculation in the program. Acceptance of dissertation manuscripts by journals is entirely independent of committee approval of the dissertation.

Co-authored Manuscript Issues

Only those papers on which the student is the appropriate first author may be included in the dissertation.

It must be indicated on the first page of the manuscript the authors in order with the contributions of the student and each co-author listed in paragraph format and as a percent of effort. The order of authors must be identical to that of the published, in press, under journal review, or to be submitted manuscript.

Advisor and committee membership does not necessarily justify authorship of manuscripts, even if the committee/advisor provided comments on manuscripts as part of the dissertation. Authorship will be determined based on contributions to the papers beyond reading dissertation drafts.

Copyright Issues

Candidates planning a manuscript style document and faculty should also discuss copyright issues in relationship to particular journals. Most publishers will accept and publish manuscripts
which were included in dissertations, with publisher permission. Most publishers allow inclusion of accepted/published in subsequent dissertations when the journal paper is completely cited in the dissertation.

Candidates completing manuscript style dissertations should not copyright their documents whether the manuscripts have been accepted for publication by journal or not.

Manuscript-style dissertations have at least four chapters including at least two manuscripts- and may include introduction, literature review manuscript, research report manuscript, and conclusions. Other manuscript chapters could address conceptual frameworks, or methodological features. Manuscript-style dissertations must include at least one manuscript that reports the findings of the dissertation research. Manuscript style chapters must be sufficiently distinct to reflect good scholarship practices while addressing the common theme of the dissertation.

**Format Specifics for Manuscript-Style Dissertations**

Introductory chapters of manuscript-style dissertations should outline the manuscript chapter linkages to the overall project.

The dissertation should include the manuscript form of papers, not the published article form to maintain a consistent format.

To facilitate manuscript submissions, students are encouraged to adhere to intended journal pages and table limits but within the dissertation document, the student must utilize APA formatting. Appendices or supplemental material may be necessary for the dissertation document.

The chapter title of a manuscript-style dissertation chapter is identical to the title of the manuscript. The first page of a chapter composed of a manuscript should list the full citation of accepted or published papers under the title. The student should not list a journal for papers under review or not yet submitted. Author(s) should be listed in the order that they did or will appear on a manuscript.

Manuscript-style chapters should contain appropriate reference lists. These dissertations will also contain a comprehensive reference list at the end of the dissertation.

Papers listed as ‘in press’ should provide a copy of the acceptance notification at the end of the manuscript. These are not necessary for articles already published in hard copy or electronic form from publishers.
Traditional Book-Style Dissertation

Traditional book-style dissertations typically include 5 or 6 chapters including introduction, literature review and conceptual framework, research methods, results, discussion, and conclusions.

Candidates completing book-style dissertations may want to copyright their documents. They should be aware that they may not use tables or other materials as presented in the dissertation in subsequent manuscripts without some difficulties since many journals prefer not to deal with author's copyrights.

Dissertation Format Specifics for all Dissertation Options


All dissertations documents should be in APA format (regardless of the format that the journals require for specific manuscripts) unless otherwise specified in this document.

Dissertation pages must be numbered consecutively through the entire document. Only the title page should be left without a printed number. Front matter should have lower-case Roman numerals; Arabic numbers are used for the body of the work, bibliography, and appendices.

A comprehensive table of contents is essential. A summary list of all tables and figures is also required.

Front matter should be organized in the follow manner:
- Title page (without a page number)
- Copyright page (optional, not suggested for manuscript-style)
- Approval page (page ii, or iii if copyright included)
- Copyright page if copyrighted
- Dedication/acknowledgement (optional)
- Table of contents
- Lists of tables, figures, appendices, etc.
- Abstract

All dissertations require an introductory chapter.

Text content is generally double spaced with the exception of quotations over 40 words.

Headings and subheadings should be APA style throughout the dissertation. This may require changing the style of headings in some manuscript chapters if journals use other style manuals.
Tables should be numbered based on chapter numbers (3.1, 3.2... 5.1, 5.2) vs. tables and figures should be numbered consecutively regardless of manuscripts. Text of manuscripts must be modified to reflect accurate table/figure numbering for the dissertation.

All dissertations require a conclusions chapter. The conclusion chapter should synthesize the entire project, discuss significance of the work, and summarize strengths and limitations, and present directions for future research.

A comprehensive reference list is required.

Appended material (e.g. copies of instruments, lengthier tables), if necessary.

A vita page is required at the end of the dissertation.

**Dissertation Defense**

The doctoral candidate must remain continuously enrolled to defend the dissertation. Dissertation defenses can be scheduled only when MU is in session.

The dissertation defense is scheduled at a mutually convenient time for the candidate and the doctoral dissertation committee members. At least two weeks prior to the defense, the candidate should submit the written dissertation to all the dissertation committee members.

**Public Defense**

All dissertation defenses will be open to the general faculty and graduate students, as well as significant others of the candidate (by personal invitation). All defenses will be announced electronically in the MU Sinclair School of Nursing and by public posting in prominent locations in the school. The defense is scheduled for a period of 45-60 minutes, with the candidate making a 20-40 minute presentation before taking questions from the audience. When possible, the public defense will be scheduled in S209 or S455 to allow faculty and PhD students at a distance to attend. For details on attending the public defense electronically, please see [http://nursing.missouri.edu/academics/phd/view-dissertation-defense.php](http://nursing.missouri.edu/academics/phd/view-dissertation-defense.php). The PhD administrative assistant assists the candidate with scheduling the room and publicizing the public defense.

The candidate should confer with the PhD adviser about a format for the presentation. An overview of the research problem, the review of the literature, the method and the results should be presented, and the implications should be discussed. Candidates are required to use presentation software.
Committee Defense

Following the public defense, the candidate and their doctoral dissertation committee meet for the final defense. For the dissertation to be successfully defended, the candidate’s doctoral dissertation committee must vote to pass the candidate on the defense with no more than one dissenting or abstaining vote. The Report of the Dissertation Defense Form (D-4) (http://gradstudies.missouri.edu/forms-downloads/repository/d4.pdf), carrying the signatures of all members of the candidate’s doctoral dissertation committee, is sent to the Graduate Studies office before the deadline preceding the anticipated date of graduation.
Failure of the Dissertation Defense

If failure of the dissertation defense is reported, the committee will provide written recommendations to the candidate and work with the candidate to establish a timeline for a second and final defense. Failure to successfully defend a dissertation after the second attempt will terminate the candidate’s doctoral degree program.

Submission of the Final Dissertation

The final approved copy of the doctoral dissertation is submitted to the MU Graduate Studies office. The MU Graduate Studies office has created an organization through Blackboard to assist with the thesis and dissertation submission process. Through this site, you will be able to access all of the requirements for the submission process. You will also be given an option to electronically submit most of your files, which will replace the requirement to submit your materials on a CD.

If you would like to utilize this site, you can enroll yourself through the following steps:

1. Log into blackboard: https://bblearn.missouri.edu/webapps/portal/frameset.jsp
2. Click on My Organizations at the top and towards the left of the screen
3. Search key words ‘Graduate School’
4. Select the ID org_grad_thesis_dissertation and click on ‘Enroll’
5. The next time you log into Blackboard, the site will be listed under My Organizations

If you prefer, you can still submit all of your materials to the MU Graduate Studies office in person or by mail. If you have questions about this process or no longer plan to graduate this semester, please contact Carli Noffke or Ashley Siebenaler at the Office of Graduate Studies.

Several additional paper documents must be included with the dissertation, including a signed Approval of the Committee form, paper copies of the short academic abstract and title page, and the copyright agreement forms. See the Thesis and Dissertation Submission Checklist for a complete list.

The dissertation and thesis guidelines provide a comprehensive list of all materials that must be included when you submit your dissertation or thesis, and how to format your dissertation or thesis. These guidelines may be found on the MU Graduate Studies website at: http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/index.php. A downloadable copy can be found at: http://gradstudies.missouri.edu/forms-downloads/repository/etd-guidelines.pdf.

The Department of Information Technology (DOIT) periodically offers free classes on “Formatting Thesis and Dissertations.” For a schedule of courses please refer to the DOIT website at: https://training.missouri.edu/loginform.aspx.
One bound final copy of the doctoral dissertation also should be given to the PhD dissertation advisor (please check with advisor in advance to see what type of binding he/she prefers). Copies of final dissertation should be given to the doctoral dissertation committee members if they wish to have a copy (please check in advance to see what type of binding committee members prefer).
Section VI: STUDENT RIGHTS AND RESPONSIBILITIES

The student must present documentation of all of the following requirements to Certified Profile at CertifiedBackground.com (soon to be called myCB at CastleBranch.com):

**Required Immunizations**

- MMR Positive Titers with dates listed for measles, mumps, rubella or documentation of 2 immunizations (one after 1980)
- Tdap within last ten years
- Hepatitis B series or a positive blood titer
- Two Varicella (chickenpox) immunizations (one month apart) or a positive blood titer
- Annual Influenza (Flu) vaccine(s)

**Tuberculosis Control Program**

- Two-step TB skin testing with annual update. If submitting TB skin test results from another facility or physician, results must include "signature of person performing test, date read, mm of induration, and if negative or positive." An Interferon-gamma Release Assay (IGRA) with written documentation, done within three months of matriculation may be substituted.
- If there is a prior history of TB, previous positive test, or completion of treatment for TB infection or TB disease appropriate written documentation is required. Students unable to provide written documentation will undergo baseline testing for M. tuberculosis infection as determined by the Student Health Center medical staff. These students will also undergo annual symptom review in place of TST.
- A newly recognized positive TST may require an IGRA and will receive an appropriate clinical evaluation and chest x-ray as determined by the Health Center medical staff. These students will also undergo annual symptom review in place of TST.

**RN Licensure**

A current RN license, if relevant to degree program, must be maintained during enrollment and submitted after each renewal process. The printout of online verification of licensure through the Nursys website (https://www.nursys.com/) will be accepted. A current copy of the license must be provided to Certified Profile at CertifiedBackground.com (soon to be called myCB at CastleBranch.com).

**CPR-AED/BLS Certification**

Current infant, adult and child CPR certification must be maintained during enrollment and submitted after each renewal process, if required by mentor for research practicum. The copy of the card must be the front & back and the back must be signed. The course must be the American Heart Association Healthcare Provider OR American Red Cross Professional Rescuer. A copy
of a student's CPR certification must be submitted to Certified Profile at CertifiedBackground.com (soon to be called myCB at CastleBranch.com).

**Criminal Background and Drug Screening Check**

All graduate nursing students entering the MU Sinclair School of Nursing (MUSSON) will complete a certified background check and a panel 14 urine drug screen. Failure to submit a certified background and drug screening check will suspend the matriculation process and/or enrollment in any graduate courses.

I. **Requirement for a Criminal Background and Drug Screening Check:**

   a. **New Students:** Matriculation will be conditional on completion of a criminal background check and panel 14 urine drug screen to be conducted according to the below procedures.

   b. **Matriculated students:** Supplemental or additional background checks and/or urine drug screens may be required to meet the requirements of an agency where the PhD student is teaching nursing students or performing research.

II. **Notification of Requirement for a Criminal Background and Drug Screening Check:**

MUSSON will inform all **prospective students** that a certified background and drug screening check will be required prior to enrollment in any graduate coursework by the following means:

   a. The MUSSON web page will contain a statement that enrollment is conditional on a satisfactory criminal background and panel 14 urine drug screening check.

   b. Printed application materials will contain a statement that matriculation is conditional on a satisfactory criminal background and panel 14 urine drug screening check.

   c. Acceptance letters will clearly state that matriculation is conditional on a satisfactory criminal background and panel 14 urine drug screening check.

III. **Mechanism for Conducting Criminal Background and Drug Screening Check:**

Criminal background and a panel 14 urine drug screening check will be conducted by CertifiedBackground.com (soon to be called CastleBranch.com), the designated non-affiliated vendor for the MUSSON. **Students** will contact CertifiedBackground.com (soon to be called CastleBranch.com) directly in order to complete the background check and drug screen.

IV. **Fees and Responsibility for Payment:**
Students are responsible for the cost of the criminal background and drug screening check. Current fees for the criminal background and panel 14 drug screening check will be indicated on the MUSSON web site.

V. Type and Scope of Information to be Obtained:

The criminal background check will include a local and national review of relevant records including county of residence criminal records, residence history, Social Security alert, nationwide sexual offender registry, nationwide healthcare fraud and abuse scan, and Nationwide Patriot Act violations. The 14 panel urine drug screen tests for the following substances: amphetamines, barbiturates, benzodiazepines, cocaine, ethanol, ketamine, marijuana, meperidine, meprobamate, methadone, opiates, oxycodone, propoxyphene and tramadol.

Criminal Background and Drug Screening Check Procedures

1. Students

   a. Sign a waiver and release allowing the MUSSON’s selected vendor to conduct a criminal background and drug screening check, the MUSSON to receive access to the results of all criminal background and drug screening checks, and the MUSSON to release required information to appropriate individuals, institutions, and agencies related to clinical education.

   b. Complete the online application and submit fees for the criminal background and drug screening check immediately after acceptance into the MS or DNP program at the MUSSON and prior to enrollment in any graduate coursework.

   c. An e-mail will be sent to the student by CertifiedBackground.com (soon to be called CastleBranch.com) verifying the transaction. The e-mail will contain a password for the student to view his/her background and drug screening check online.

2. MUSSON Office of Student Affairs

   a. Log onto CertifiedBackground.com (soon to be called CastleBranch.com) and verify that the student has completed the criminal background and drug screening check process.

3. Associate Dean for Academic Affairs

   a. If a criminal background report indicates any positive criminal history, the Associate Dean for Academic Affairs will send a letter to the student requesting a written explanation of the indicated incident(s).
b. If the student challenges the information in the report as erroneous, the Associate Dean for Academic Affairs will ask CertifiedBackground.com (soon to be called CastleBranch.com) to investigate further to determine whether the information is accurate.

c. If the student responds that the positive criminal history report is accurate, the Associate Dean for Academic Affairs and the appropriate Area of Study Coordinator will review and consider the student’s response. Consideration is given to the relationship between the conviction and the student’s role and responsibilities as a graduate nursing student. Depending upon the nature of the criminal history, the student will be advised regarding the likelihood of future clinical or preceptorship placement.

d. All criminal background check reports will be retained separately from the student’s application file and stored in the office of the Associate Dean for Academic Affairs. All criminal background check reports will be destroyed upon either the student’s graduation or withdrawal from the MS program.

e. If the student’s drug screen is positive, the Associate Dean for Academic Affairs will send a letter to the student requesting the student to submit written proof of a prescription for the appropriate medication to the Student Health Center.

f. If the student challenges the information in the drug screen report as erroneous, they will be allowed to repeat the 14 panel drug screen a second time, at their own expense.

g. If the student’s second drug screen is positive, the Associate Dean for Academic Affairs will advise the student to make an appointment with the University of Missouri Counseling Center or another appropriate agency for drug counseling.

h. Upon the student providing verification of participation in drug counseling and/or rehabilitation, the Associate Dean for Academic Affairs may authorize the student to repeat the 14 panel drug screen a third and final time, at their own expense.

4. PhD Advisor

a. Prior to placement in any teaching or research practicum, the PhD Advisor will contact the Office of Student Affairs to determine that the student has completed a background check and satisfactory drug screen.

b. Prior to placement in any clinical agency, the PhD Advisor will notify the agency of any legal issues revealed by a student’s criminal background check. Agencies may elect to deny a student permission to participate in programs at their site.
c.  The PhD Advisor will notify the student of the health care agency’s decision regarding teaching or research practicum placement.

VI.  Compliance

a.  Requirement for Matriculation:

Admitted students will not be allowed to enroll in coursework without completion of a criminal background check and a satisfactory drug screen. A satisfactory drug screen is defined as the absence of any of the 14 aforementioned drugs in the student’s urine.

b.  Reporting of New Criminal Convictions:

If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to the criminal background check(s) obtained under this policy, the student is required within three (3) days after such conviction to report to the Associate Dean for Academic Affairs the date and nature of the conviction and the court location. In addition, the report of a new criminal offense will be forwarded to the student’s clinical agency(ies), and another criminal background check may be required at the student’s expense. Clinical sites may elect to deny a student with a newly reported criminal offense permission to participate in programs at their site.

VII.  Confidentiality

Background checks will be conducted only on students who have been admitted to the MUSSON graduate program. The criminal background report and/or status of the drug screen will be held in the strictest confidence; only those individuals who have a need to know related to the student’s enrollment and academic progress (e.g. teaching and research practicum placement) will have access to this information.

Code of Conduct Training

Students of the University of Missouri Sinclair School of Nursing (MUSSON) are expected to know and comply with federal, state, and Health Sciences Center guidelines that relate to clinical practice and research. Within the Health Sciences Center, these guidelines are referred to as the Code of Conduct.

Code of Conduct Training is mandatory for all MUSSON students who are involved in clinical practica or research activities at University of Missouri Hospitals and Clinics and MUSSON. Code of Conduct training is a requisite to attending clinical, research, and teaching experiences. Annual renewal is required, may be completed online, and takes approximately an hour.
Code of Conduct training can be completed from a Blackboard organization called “Sinclair School of Nursing Resource Center.” For assistance gaining access to the Blackboard organization, please contact Laura Foley at (foleyl@missouri.edu) or Drew Sells (sellsdj@missouri.edu).

- Complete the course module readings and quiz. Successful completion of the quiz requires a score of 80%.
- After completing the module and the quiz, upload the certificate into CertifiedProfile section of CertifiedBackground.com (soon to be called MyCB at CastleBranch.com).
- Keep an electronic copy of the certificate for your records.

**Additional Immunization Documentation Requirements for International Residential PhD students**

In compliance with University policy, International Residential PhD students, born in 1957 or later, must meet the immunization requirements (http://studenthealth.missouri.edu/forms&policies/immunization.html). If the immunization form is not completed and submitted to the Student Health Center, a hold is placed on the student’s myZou account resulting in registration delays for the upcoming semester.

There are four ways to submit the form:

- **Mail:** Student Health Center, University of Missouri, Attn: Immunization Policy, 1020 Hitt St., University Physicians Medical Bldg., Columbia, MO 65201
- **Fax:** (573) 884-8902
- **Email:** Attach a jpg, gif or pdf
- **Drop off:** Stop by the Health Center at the above location and submit forms to the immunizations staff during business hours.
University of Missouri Sinclair School of Nursing
Safe Nursing Practice and Research Policy

The faculty and staff of the Sinclair School of Nursing support the University of Missouri ‘Statement of Values’. The faculty and administration have the expectation that these values – Respect, Responsibility, Discovery, Excellence - will be reflected in the interactions and actions of all individuals involved with the activities of the School of Nursing. The entire statement is on public display at the center of our campus, under the columns, on a plaque gifted to the university by the MU Parents Association in 1999.

Safety in nursing practice and research is required of all professional nurses and all students of professional nursing. The following are absolute grounds for course failure and may result in dismissal from the program.

- Preceptor or agency refusal to continue working with the student due to clinical safety issues.
- Under the influence of alcohol, recreational drugs, or medications that impair judgment in the clinical, classroom, and/or research setting.
- Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing.
- Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patient, staff, faculty, or student.
- Patient/research subject neglect.
- Breech of patient/research subject confidentiality.
- Dishonesty with patient/research data or with own actions.
- Other unsafe clinical/research practice (as deemed by faculty).

Signature: ____________________________________________

Print name: ____________________________________________

‘myZou’ Student Number________________________________

Date________/________/20__

Please select just one option/area:

___ PhD   ___ DNP   ___ Masters; _________ area of study

Approved_sp2010_fs2010_sp2011-RM/tjb
MUSSON Social Networking/Media Policy:

All MU Sinclair School of Nursing students (clinical, didactic, research and teaching) MUST adhere to regulations provided by HIPAA, Code of Conduct, and assigned clinical agencies regarding ANY usage of electronic devices IN OR OUT of the clinical, classroom, and research setting.

- Permission may be granted by nursing faculty or assigned preceptors to use electronic devices for enhancing learning in the classroom, patient care, and/or research environment.

Some electronic communication, networking and/or postings are subject to public view; therefore, you are responsible for all content, and subject to disciplinary action if misused. Misuse of electronic devices includes but may not be all inclusive;

- Patient information
- Communication or postings of illegal, obscene, defamatory and/or slanderous statements
- Postings of obscene photos or videos
- Discrediting of any person(s) or group(s)

Social Networking/Media Policy Misuse Disciplinary Actions:
These disciplinary actions WILL accrue throughout your clinical/classroom/research/teaching experience. Please use form provided.

1) First violation of the policy will result in;
   - Early Alert form sent to the Associate Dean for Academic Affairs or Director of graduate option/area of study and either Academic or Faculty Advisor
   - One-on-one meeting with course faculty
   - Review of MUSSON Social Media Policy
   - Actions MAY result in immediate dismissal from the Sinclair School of Nursing

2) Second violation of the policy will result in;
   - One-on-one meeting with the Associate Dean for Academic Affairs or Director of graduate option/area of study
   - Review of said infraction and status in the School of Nursing
   - Actions MAY result in immediate dismissal from the Sinclair School of Nursing

3) Third violation of the policy will result in;
   - Immediate dismissal from the Sinclair School of Nursing

Potential continuation in the Sinclair School of Nursing may only be possible with input from instructor or preceptor and review from the Associate Dean for Academic Affairs or Director of graduate option/area of study.
Student Health: Services & Guidelines

Student Health Services provide easy access medical care to students on an outpatient basis and emphasize health education through special programs. Gynecology; dermatology; orthopedic; allergy; ear, nose, and throat; immunizations; and other clinics operate on an appointment basis. Psychiatric referrals, internal medicine consultations, and ancillary services are also provided. Arrangements are in effect to provide hospitalization, when necessary, at the University Hospital and Clinics at the student's expense. A voluntary medical insurance policy is available to students for hospitalization and specific emergency care. Student Health Services offer a voluntary outpatient health plan for a variety of services. Additional information is available through Student Health Services (573-882-7481).

Students who are injured while performing any activity for the University for which academic credit is received are not eligible for Worker’s compensation benefits.

Policy and Guidelines for Addressing Human Immunodeficiency Virus and Hepatitis B Virus Infection

The following is directed to the reduction of the possibility of exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) of student nurses, faculty, staff and patients of the School of Nursing. It is based on the 1992 position statement of the American Association of Colleges of Nursing and the 1991 Recommendations for preventing transmission of human immunodeficiency virus and hepatitis B virus to patients during exposure-prone invasive procedures and the 1998 MMWR Management of Health Care Worker exposures to HIV and recommendations for post exposure prophylaxis from the Center for Disease Control, U.S. Department of Health.

Human Immunodeficiency Virus and HBV Guidelines

1. General Policy Guidelines

   • The policy will be reviewed annually to ensure that it reflects sound and current thinking on the transmission of HIV and HBV.
   • The policy generally applies to students, faculty, and staff of the School of Nursing.
   • Inquiry into HIV status will not be a part of the student, faculty, or staff application process.
   • The School of Nursing will inform students of potential infectious hazards inherent in the nursing education program, including those that might pose additional risks to the personal health of HIV positive persons.
   • Qualified persons will not be denied admission to the programs in nursing or employment as faculty on the basis of HIV status unless this disease is a handicap that poses a "direct threat" to others as defined by the Americans with Disabilities Act of 1990.
2. **Guidelines on Testing**
   - Nursing students, faculty, or staff who believe they may be at risk for or have been exposed to HIV infection, HBeAg, or HBsAg have an obligation to know their status. Testing will be voluntary; confidentiality will be maintained.
   - Pre-and post-testing counseling will be available at the office of the Associate Dean for Academic Affairs and will be confidential. The cost of testing will be the responsibility of the individual involved, but may be done at the Department of Health at no charge.
   - Testing records will be kept by the provider administering the test separate from academic or employment files, and will be available only with the individual's written consent.

3. **Education and Management**
   - Students will receive written and verbal information and instructions on universal precautions for blood and body infections prior to exposure to patients. Faculty have the responsibility to provide the most recent recommendations for universal precautions and post exposure prophylaxis published by the Center for Disease Control.
   - Students will receive appropriate information regarding personal health habits, HIV and HBV prevention, and risk behaviors prior to clinical experience.
   - These instructions will be continually reinforced and clinical supervision will be managed to ensure compliance in all undergraduate and graduate clinical learning experiences. Faculty will serve as competent role-models in the care of HIV and HBV infected patients.
   - All faculty and students are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. No faculty member or student may ethically refuse to care for a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HBV, HIV or AIDS. Faculty and students will understand and follow rules of confidentiality.

4. **HIV/HBV positive students, faculty, and staff**
   - Students who are HIV positive or who have AIDS do not pose a health risk to other students in an academic or residential setting, but in a clinical setting, the CDC guidelines and universal precautions should be followed.
   - Clinical settings that pose additional risk to the personal health of HIV positive students and faculty will be identified, and such persons will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health.
   - Students, faculty, and staff who know they are infected should inform the Associate Dean for Academic Affairs, the designated official of the School of Nursing, who will provide information and referral on health care and counseling, and will assess the need for necessary modification/accommodations in clinical education or job functions.
• Any modification of clinical activity of HIV or HBV infected students or faculty will consider the clinical activity, the technical expertise of the infected person, the risks posed by HIV or HBV carriers, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

5. **HIV post-exposure report and procedures**

• Immediate antiseptic procedures should be followed after possible exposure.
• A student has an ethical duty to report to the faculty member in charge any accident that exposes him/herself or a patient to a risk of transmission of a blood borne disease. Particularly because post-exposure prophylaxis is most likely to be effective if implemented as soon after exposure as possible.
• If an accidental exposure occurs, faculty, students, and staff will follow the CDC guidelines for occupational exposure.
• Notification of patients who have had exposure-prone procedures performed by students or faculty who are HIV positive or have AIDS will be based on policy established by the agency or institution providing the setting for clinical experiences.
• The CDC recommends that this be considered on a case-by-case basis with consideration of specific risks, confidentiality, and available resources.

6. **Definition of a significant occupational exposure**

• A significant occupational exposure is defined as:
• A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
• A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
• A cutaneous exposure involving large amounts of blood or prolonged contact with blood -especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.
• If a significant occupational exposure occurs to a known HIV positive patient, the instructor or supervisor should be notified immediately so that post-exposure prophylaxis can be considered. Post-exposure prophylaxis should be initiated as soon as possible following CDC recommendation.

**MU Sinclair School of Nursing Committee Memberships**

PhD students can serve as representatives and active voting participants on the MUSSON PhD Program Committee and on ad hoc committees as the occasion arises.
Organizations

MU Networks

**Graduate Student Association (GSA)**
GSA is a campus-wide organization dedicated to representing the interests and needs of graduate students to the faculty, supporting graduate students through funding (travel grants), supporting special projects and organizing social events for graduate students. Graduate degree programs have designated representatives who serve as delegates to GSA. Students interested in serving as a representative to GSA should contact a member of the Executive Board.

**Graduate Professional Council (GPC)**
GPC was founded in 1983 by the consensus of graduate and professional students, and is recognized by University administration and the UM system Board of Curators as the official democratic government for all graduate, professional and post-baccalaureate students at MU. GPC is active in designing programming, providing resources, advocating for and serving the various academic, professional and social needs of all graduate and professional students. In addition to the schools within the MU Graduate Studies, GPC represents the interests of students in the schools of Business, Law, Medicine, Public Affairs and Veterinary Medicine.

**Association of Black Graduate and Professional Students (ABGPS)**
As an organization, ABGPS seeks to assist in monitoring the academic progress of Black graduate and professional students, as well as supply them with information to promote a more positive experience at MU.

**Missouri International Student Council**
Missouri International Student Council is a student organization at MU that works in collaboration with other cultural student organizations to globalize Mizzou through the volunteerism of international student communities.

**ACES (Alternative Career Exploration in the Sciences)**
ACES is a graduate student organization focused on providing career development services for graduate students and postdocs in the life sciences.

**Nexus Graduate Association**
Nexus seeks to increase the role, broaden the participation, and strengthen the voice of underrepresented minorities within the science community found in and outside MU.
**Graduate Peer Mentors**
The aims of this group are to help acclimate incoming students to life as a graduate student and to serve as ongoing peer mentors.

**MU Postdoctoral Association**
Postdocs from across campus meet regularly for professional development, peer support and discussions of local/state/national issues. The group also administers a travel grant award program.

**Griffiths Leadership Society for Women**
Established at Mizzou in 2005, the Griffiths Leadership Society for Women is a catalyst for global connections among MU collegian leaders and alumnae. The organization is devoted to lifelong learning, leadership development, mentoring and supporting the best interests and traditions of Missouri’s flagship university.

**Organization Resource Group**
Mizzou offers more than 700 student organizations, serving virtually every interest and niche. Don't see the group you're looking for? Start your own!

**Alpha Iota Chapter, Sigma Theta Tau**
Graduate students who are members of this national nursing honorary society are welcome to participate in local Alpha Iota chapter activities (see [http://nursing.missouri.edu/sigma-theta-tau/chapter-events.php](http://nursing.missouri.edu/sigma-theta-tau/chapter-events.php)). Nursing graduate students become eligible immediately upon admission to one of the graduate nursing programs.

**National Graduate Student Networks**

**Association for the Support of Graduate Students**
Updated regularly, this site provides articles and information for graduate students about a variety of subjects. Currently there is an article that provides tips for thesis and dissertation writing. Included in the site is an archive of all the articles put out by ASGS. There are also links to ASGS surveys, professional consultants (editors, stats consultants) and thesis consultants.

**Council of Graduate Schools**
The CGS is an organization of institutions of higher education across the globe engaged in research and graduate education. The purpose of the Council is to help prepare graduate students for advanced degrees and the job market by advocating in the federal policy arena, aiding
students in their research and developing the best research practices. The site contains information about preparing future faculty and research published by the CGS.

The National Association of Graduate-Professional Students
The NAGPS is a networking organization for students and their organizations. The Web site contains resources and links. NAGPS also serves as an advocate at the local and national levels.

National Organizations
Membership in national nursing organizations such as ANA, NLN, NAACOG, NAPNAP, AANP, and ACCN is encouraged.

Technology Requirements
The MS, Post-MS, DNP, and PhD programs are all distance-mediated programs offered over the World Wide Web through Blackboard, a web course platform accessible to students from their homes. To complete distance-mediated/online courses, you will need access to a computer with a modern web browser, a working high speed Internet connection, Microsoft Office, Endnote, SPSS and Antiviral software. Software may be purchased from MU DoIT very inexpensively. You may want an extra external hard drive or cloud technology to save your work. Your browser should support graphics, run JavaScript and accept cookies. Portions of the courses may require Adobe Flash Player. A headset with a good microphone is used for online synchronous discussions.

To ensure that your computer is set up and ready to begin your online course, it is recommended that you refer to the Mizzou Online Computer Requirements webpage.

Transportation Requirements
Students are responsible for arranging their own transportation to all required on campus visits and all clinical, teaching, and research practicum sites.

University Rules and Regulations
The M-Book explains rules and regulations of the University, defines standards of personal and academic conduct expected of students, describes disciplinary procedures and actions, and explains how students may have grievances heard and remedied. It contains information about traffic regulations, parking fines and procedures for appealing them, procedures for reservation of facilities and policies governing their use, parade permits, and other miscellaneous items. The M-Book is available at the Department of Student Life, 2500 MU Student Center or at: http://mizzoulife.missouri.edu/resources/m-book/.

The University of Missouri Catalog explains application procedures, admission, enrollment and registration procedures. All students are highly encouraged to review a copy of the University of Missouri Catalog from the MU web site.
Academic Integrity

MU has established a policy for students regarding academic dishonesty. The MU Sinclair School of Nursing adheres to this policy as it relates to academic dishonesty by nursing students.

Selected portions of the policy, taken from the M-Book (available at Department of Student Life 882-3621 or at http://mizzoulife.missouri.edu/resources/m-book/) are reprinted below:

Academic dishonesty is an offense against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance.

Academic dishonesty includes, but is not necessarily limited to the following:
Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty; plagiarism, which may include, but is not necessarily limited to, submitting examinations, theses, reports, drawings, laboratory notes, or other materials as one's own work when such work has been prepared by another person or copied from another person; unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar actions; and unauthorized changing of grades or markings on an examination or in an instructor's grade book, or such change of any grade record.

Disciplinary Action

Any student who commits an act of academic dishonesty is subject to disciplinary action. Nursing students are also taking on professional role responsibilities and are therefore subject to rules of professional conduct. Any student who does not observe professional behavior such as is published in School of Nursing philosophy statements and professional standards and codes of ethics is subject to disciplinary action as published in the University M-Book.

Academic Evaluation

The instructor determines the grade to be awarded to a student and, in making that determination, may take into account academic integrity on the part of the student for academic but not for disciplinary reasons.

Scholarly Integrity & Ethics

The MU Graduate Studies aims to instill in students an understanding of and an appreciation for academic ethics, professional standards of conduct and personal integrity. Students complete graduate education at Mizzou prepared to enter the workforce and uphold these values in higher education and beyond.
Mizzou provides policies, training programs and other resources designed to guide graduate students in Responsible Conduct of Research, Copyright, Plagiarism & Intellectual Property, Academic Honesty & Professional Ethics.
Section VII: ON-CAMPUS FACILITIES FOR GRADUATE STUDENTS

Clinical Simulation Learning Center

The MU Sinclair School of Nursing maintains an 8-bed technology laboratory (S351) for students. Laboratory hours (day and evening) vary and are posted on the bulletin board outside the laboratory. Students may sign out equipment (e.g., sphygmomanometer) for use with clients as part of class assignments. The laboratory is staffed by skilled, experienced professional nurses who can offer suggestions for learning activities.

Media Lab

The media resources laboratory on first floor of J. Otto Lottes Health Sciences Library houses study carrels, computers, and audiovisual materials. This laboratory is open to nursing students during library hours.

Computer Facilities

Computers are available for student use in the J. Otto Lottes Health Sciences Library and at several student computing labs throughout campus. Locations of the computer labs can be found at: [http://doit.missouri.edu/services/computer-lab/computer-labs.html](http://doit.missouri.edu/services/computer-lab/computer-labs.html) including hours of operation, location, calendar, map, hardware, and contact information. Student Information Technology (IT) information and support are available from the Division of Information Technology at [http://doit.missouri.edu/](http://doit.missouri.edu/), Contact the IT Help Desk Support Center for help with computing and telecom questions and problems. Call (573) 882-5000 during our regular hours, or visit the IT KnowledgeBase for 24x7 service.

Division of Informational Technology offers MU students many resources including software training sessions and software at no or a reduced cost.

PhD Student Room

The MU Sinclair School of Nursing maintains a small, but cozy, PhD student workroom (S338) available for student use when they are on campus. It is equipped with a desktop computer available for student usage. Additionally, bound copies of PhD alumni dissertations are available for student review. Dissertations should not, however, be removed from S338. To obtain the code for the PhD Student Room, please contact Ms. Donna Connot via email at ConnotD@missouri.edu or via telephone at (573) 884-9543.
Section VIII: EMPLOYMENT AND FINANCIAL ASSISTANCE

MU Graduate Studies Fellowships

General information about MU Graduate Studies financial assistance can be found at the MU Graduate Studies website http://gradstudies.missouri.edu/financials/assistantships-fellowships/fellowships/mizzou-graduate-fellowships/index.php. The MU Graduate Studies provides support for graduate students through several fellowship programs sponsored through the university, plus staff assistance to help students identify and prepare proposals for funding from external sources, a voluntary medical insurance subsidy program, and a fee waiver program. Please note that there are a number of specific fellowships that would be suitable for students pursuing graduate education in nursing and that there are a number of specific awards offered for under-represented Minority Americans. Opportunities for funding Application forms and information on federal student loans and financial assistance are available from the Financial Aids Office, 11 Jesse Hall, 573-882-7506.

MUSSON Sinclair PhD Fellowship Program

Outstanding School of Nursing PhD students who pursue full-time study are eligible to be considered for a Sinclair Fellowship. Additional information about this fellowship can be found on the School of Nursing webpage at: http://nursing.missouri.edu/paying-for-education/fellowships/sinclair-fellowship-program.php.

Graduate Teaching and Graduate Research Assistantships

Graduate teaching (GTA) and research (GRA) assistantships provide employment opportunities to the mutual benefit of faculty and graduate students. A teaching assistantship (GTA) in an academic program provides a stipend to a student who is typically required to spend 10-20 hours per week (.25 to .50 FTE) during the academic year assisting in the teaching program of an academic program. A research assistantship (GRA) in an academic program is provided to a student from an external grant or academic program or University funds to enable a student to work toward the advanced degree while performing grant-related or University-funded research tasks.

To hold a graduate assistantship, a student must be (a) admitted to a department or area with a specific graduate degree objective and (b) enrolled and making satisfactory progress toward degree attainment during the period of the assistantship, based on that department’s criteria for satisfactory progress. MU Graduate Studies policies regarding graduate assistantships can be found on the MU Graduate Studies webpage at: http://gradstudies.missouri.edu/financials/assistantships-fellowships/assistantships/types.php.

 Graduate nursing student applicants with a high GPA, above average GRE scores, and requisite knowledge, skills and/or experience usually receive highest priority for GTA/GRA selection. Students’ interests will be considered and assignments will not conflict with regularly scheduled educational experiences. An interview may be required before appointment as a GTA/GRA.

Responsibilities of GTAs include course teaching assignments under supervision of a faculty member with specific objectives and/or specific evaluation tools provided; grading papers with key or criteria provided; assisting in grade records; setting up demonstrations and audio-visual or
laboratory equipment; and conducting library research as directed.

Responsibilities of GRAs include collecting, collating, coding and entering, and analyzing data; initiating automated and manual literature searches; reading and abstracting selected reference materials; collecting and setting up equipment and materials; and preparing tables, charts, and graphs of research data.

Hourly reporting GTAs/GRAs must record their time on electronic Time and Labor Timesheets which are found on the System’s MyHR module (http://myhr.umsystem.edu). Submission of these electronic timesheets is required on a weekly basis for review by supervisors.

Benefits

Employment and reimbursement practices within the MUSSON are consistent in performance expectations, educationally sound for the student, and in consonance with University policy. Graduate assistants in the School of Nursing will be paid at a rate consistent with the stipend rate of the MU Graduate Studies office and/or the Provost's office.

**Hourly Stipend:** GTAs/GRAs receive an hourly stipend for the number of hours worked per week. The campus minimum hourly stipend varies based on graduate student status (master's-level, doctoral-level) However, academic programs may further differentiate GTA and GRA stipends by graduate student status (master's-level, doctoral-level, first-year or experienced) and/or availability of funds.

**Tuition Remission:** Currently, 100% of the resident tuition expense is waived for all GTAs and GRAs with at least a 0.25 FTE appointment. Tuition is waived only for courses required by each student’s program of study.

Beginning Fall Semester 2016 (including new students who begin summer session 2016), only GRAs/GTAs with a 0.5 FTE appointment will be eligible for a 100% tuition waiver. GRAs/GTAs with less than 0.5 FTE appointments will be eligible for a 50% tuition waiver. **GRAs/GTAs hired prior to Summer 2016, will be grandfathered under existing waiver policies for the duration of their eligibility.** This policy applies to students provided GRA/GTA positions by academic and non-academic units. After Fall Semester 2016, current students who are not enrolled for two consecutive terms (not counting summer sessions) for any non-approved leave of absence will be subject to the 2016 waiver policy.

Assistantships from non-academic units will still be required to provide an academic focus for the assistantship and students may not cobble together two non-academic 0.25 FTE assistantships to qualify for a full tuition waiver without very strong justification. Students with 0.25 FTE support from their academic unit, may combine that with a 0.25 FTE from an appropriate non-academic unit to qualify for a full tuition waiver provided there is an academic focus and justification for the second assistantship.

If assistantship or fellowship is terminated at any point during the semester, a portion of fee waiver will be lost. The fee waiver will be pro-rated based on the number of days in the semester that assistantship/fellowship was effective, and student will be responsible for the balance of fees that
are not covered by the pro-rated fee waiver. This will also occur if GTA/GRA withdraws from the University during the semester. If GTA/GRA is considering terminating assistantship/fellowship or withdrawing from the university, check with the MU Graduate Studies office as to what pro-rated fee waiver would be and what portion of fees GTA/GRA would have to pay.

*Bookstore Discounts:* Students on assistantships are eligible for a 10% Discount at the University bookstores. Bookstores will receive a list of students with GTA/GRA appointments at the beginning of each semester.

*Parking:* GRAS and GRAS are eligible for parking privileges in the Maryland Avenue Garage.

**Scholarships**

The Sinclair School of Nursing offers a number of *nursing-specific scholarships* for clinical nursing majors and graduate students. Scholarships numbers and amounts (usually $500–1,000) vary from year to year. A call for applications and announcement of awards is made each year during the summer semester for the following academic year. Not all scholarships are financially need based, but to be eligible for the widest array of scholarships students are encouraged to complete at FAFSA application [http://sfa.missouri.edu/](http://sfa.missouri.edu/). The doctoral student scholarship application can be found on the [PhD Forms page](http://sfa.missouri.edu/).

**Loans**

An education loan is a form of financial aid that must be repaid, with interest. Each loan type comes with certain eligibility requirements and terms that must be met. For information about federal and private educational loans, please refer to the [MU Student Financial Aid Office](http://sfa.missouri.edu/) website.

For information about loans specifically available for nursing students, please visit our website at [http://nursing.missouri.edu/paying-for-education/loans-and-grants.php](http://nursing.missouri.edu/paying-for-education/loans-and-grants.php).

Loans designated specifically for doctoral nursing students are:

- [Nurse Faculty Loan Program (NFLP)](http://nursing.missouri.edu/paying-for-education/loans-and-grants.php)

**University Employees Tuition Discount**

University of Missouri employees and their family members can receive discounts on tuition for courses taken at MU. For information about employee tuition discounts, please refer to the [MU Student Financial Aid Office](http://sfa.missouri.edu/) website.

**Travel Awards**

As presenting scholarly work at professional conferences is an expectation for our PhD students, the MU Sinclair School of Nursing, the MU Graduate Studies, and MU Graduate Student organizations ([MU Graduate Professional Council](http://sfa.missouri.edu/) and [MU Graduate Students Association](http://sfa.missouri.edu/))
provides limited financial assistance for dissertation research and presentation travel. The Dean of the School of Nursing supports 3 PhD student poster presenters to attend the Midwest Nursing Research Society Annual Research Conference every spring. Abstracts are solicited and competitively reviewed every fall by the MUSSON Research Office. The Verna Adwell Rhodes International Travel Endowment within the School of Nursing provides support for students attending and/or presenting at international conferences. Interested students should contact the PhD Director for more information. Information on travel funding available through the MU Graduate Studies can be found at: http://gradstudies.missouri.edu/financials/graduate-awards-travel-scholarships/travel-scholarships/index.php.
Section IX: RESOURCE PERSONS

The following resource persons are available to assist you with the rules and regulations in completing the PhD program. Please feel free to call for assistance.

Dr. Roxanne McDaniel
Associate Dean for Academic Affairs
S410 School of Nursing
573-882-0228
McDanielR@missouri.edu

Gabrielle Larson
Executive Assistant
S409 School of Nursing
573-882-0228
larsongm@missouri.edu

Dr. Deidre Wipke-Tevis
Director of PhD Program
S323 School of Nursing
573-884-8441
wipkeetvisd@missouri.edu

Drew Sells
PhD Office Support Assistant IV
S246 School of Nursing Building
573-884-0200
sellsd@missouri.edu

Sherry Cass
Executive Assistant
S212 School of Nursing
573/882-2416
casss@missouri.edu
(agency agreements for research practicum)
Section X: DOCTORAL & GRADUATE FACULTY

Please refer to the MU Sinclair School of Nursing website for a list of Graduate and DNP Doctoral faculty, PhD Doctoral faculty, nursing specialties, and interest areas (see http://nursing.missouri.edu/faculty/doctoral-graduate.php.)
Section XI: PhD NURSING COURSE DESCRIPTIONS

PhD course descriptions are available on the PhD webpage of the MU Sinclair School of Nursing website (see http://nursing.missouri.edu/academics/phd/course-descriptions.php), and at the myZou (see https://myzou.missouri.edu/psp/prd/?cmd=login&languageCd=ENG&) and Mizzou Online (see http://online.missouri.edu/) websites also.
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