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

September 2017
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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 about 76,000 students. Founded in 1839, the University of Missouri (MU) 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, public service, and economic development.

Based on quality of teaching, research and scholarship, MU is one of only 60 public and private U.S. universities invited to membership in the prestigious Association of American Universities. Mizzou has more than 310 degrees and certificate programs—including 93 online options—through its 21 colleges and schools, offering excellent opportunities for interdisciplinary studies and research.

See the MU Facts and Pride Points page to learn more.

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 Office of Research and Graduate Studies**

MU granted its first master's degree in 1846 and now offers over 150 graduate degree programs. The Carnegie Foundation for the Advancement of Teaching has classified MU as a “Doctoral/Research Extensive” institution.
Policies and procedures of graduate nursing programs have been developed in compliance with MU Graduate Studies policies. The MU Office of Research and Graduate Studies website 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 (MU SSON) offers baccalaureate, graduate certificate, graduate minors, master's, doctoral, and continuing education programs. The graduate nursing programs are offered in conjunction with the MU Office of Research and Graduate Studies and are part of a long tradition in graduate education at the University.

The master's nursing program admitted its first students in 1968. More than 1,200 students have graduated from this Commission on Collegiate Nursing Education (CCNE) accredited program. The PhD nursing program admitted its first students 1994. Over 80 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 interdisciplinary, non-nursing students in Summer 2013. The Leadership DNP program began in Summer 2014. Graduate minors in Nursing Education and Health System Innovation were added in 2014. The interprofessional Graduate Certificate in Participatory Health Research began in summer 2017.

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 University of Missouri Health Care, an academic health sciences 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)*
Interprofessional Community of PhD Scholars

The Nursing PhD program prepares clinical scholars, educators, and researchers for leadership roles in a variety of academic, industry, and healthcare settings. Because the knowledge and skills needed to produce excellent health-related research is not discipline specific, the PhD program does not require a prior degree in nursing. MU SSON is one of a handful of Nursing PhD programs in the United States that are open to nurses and non-nurses. Our interprofessional Nursing PhD program is made possible by the wide range of academic backgrounds our faculty have as well as our strong, interdisciplinary research connections across the campus (including—but not limited to—biostatistics, education, family and community medicine, health informatics, human development and family science, journalism, public health, social work, and veterinary medicine).

While maintaining a foundational commitment to building nurse scientists, faculty collaborations within and outside the MU SSON provide a rich environment for both nurses and non-nurses to flourish and develop their scholarship. Regardless of academic background, all PhD students are mentored to achieve the PhD program outcomes.

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 MU SSON Faculty Assembly 04/2013)

Overview of the PhD Curriculum

A minimum of 72 credits beyond the baccalaureate is required; at least 42 credits must be completed at MU. Our curriculum is divided into two broad categories: Foundational Core and Individualized Specialty Area.

Table 1 provides an overview of curricular components. Curricular details are discussed below.
Table 1. Overview of the PhD Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundational Core (26-38 credit hours)</strong></td>
<td></td>
</tr>
<tr>
<td>Leadership &amp; Technology Institute</td>
<td>1</td>
</tr>
<tr>
<td>Philosophical, Theoretical &amp; Scientific Basis</td>
<td>6-9</td>
</tr>
<tr>
<td>Research Design, Methods &amp; Statistics</td>
<td>21-27</td>
</tr>
<tr>
<td>Responsible Conduct of Research</td>
<td>1</td>
</tr>
<tr>
<td>April On-Campus Intensives</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Individualized Specialty Area (27-39 credit hours)</strong></td>
<td></td>
</tr>
<tr>
<td>Research Focus Area Seminars</td>
<td>3-6</td>
</tr>
<tr>
<td>Interdisciplinary Collateral Coursework</td>
<td>6-12</td>
</tr>
<tr>
<td>Faculty Mentored Research Practica</td>
<td>6-9</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>12</td>
</tr>
<tr>
<td><strong>Educator Option</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Health System Innovation Minor Option</strong></td>
<td>9-12</td>
</tr>
<tr>
<td><strong>Participatory Health Research Certificate Option</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

Philosophical, Theoretical, & Scientific Basis (6-9 credit hours)
These courses provide students with the philosophical, theoretical, and scientific foundation on which to build a program of research. Upon course completion, students will have a basic understanding of philosophy of science; be able to analyze, apply and evaluate a variety of nursing and non-nursing theories; adapt conceptual models and conduct a systematic literature review in their interest area.

Research Design, Methods & Statistics (21-27 credit hours)
Students take 9 credits of statistics to prepare them to critically evaluate research literature, analyze quantitative data, and interpret statistical findings. Advanced statistics options include hierarchical linear modeling, meta-analysis, and structural equation modeling. Research design and methods courses provide students with the background to design and implement research studies, with course options that include epidemiology, comparative effectiveness research, designing health interventions, mixed methods, participatory research methods, psychometrics, introductory and advanced qualitative methods, quantitative methods, and grant writing.

Responsible Conduct of Research (1 credit hour)
This course explores ethical issues related to responsible research conduct from health and social science researchers’ perspective.

April On-Campus Intensive Residencies
Each April, students attend on-campus institutes to prepare them for leadership roles after graduation. Research skill building topics include writing abstracts, developing and presenting posters and podium presentations, preparing and reviewing manuscripts, and developing interdisciplinary teams. Professional development topics include postdoctoral funding, non-academic career options, finding work-life integration as a faculty member, media relations, developing an academic portfolio, job hunting, interviewing, and salary negotiation.
**Research Focus Area Seminars (3-6 credit hours)**
Research focus area seminars are based on MU SSON faculty research expertise. Students are required to take at least one research focus area seminar. Options include: Functional Dimensions of Aging, Informatics Applications and Innovations in Health Care Systems, Quality, Safety, & Performance Outcomes, Social Determinants of Health, Symptom Management in Acute & Chronic Illness, and Theories and Interventions in Health Behavior Science.

**Collateral Coursework (6-12 credit hours)**
Students take collateral courses outside the discipline of nursing to support dissertation research. Some select collaterals from several disciplines to examine their research problem from multiple perspectives, while others focus on one discipline. A unique option for our students is to obtain a transcripted Graduate Certificate in selected collateral areas. Interdisciplinary graduate certificates are available in College Teaching, Gerontology, Global Public Health, Grantsmanship, Health Ethics, Health Informatics, Multicultural Education, Online Educator, Organizational Consulting and Change, Participatory Health Research, Positive Psychology, Public Health, Youth Development Specialist, and Youth Program Management and Evaluation.

**Research Practica (6-9 credit hours)**
Students complete hands-on research practica with mentors who are actively conducting research. Mentors are chosen based on the potential contribution of their research to the student’s research trajectory. The student, program committee, and mentors develop an individualized research practicum plan including objectives, research activities, and likely scholarly products. Research practica typically result in a presentation at a professional meeting and/or a scholarly publication. All students formally present a poster of their research practica during an on-campus Institute. Several students also present posters at the MU Caring for the Frail Elderly Conference, MU Health Sciences Research Day, MU Life Sciences Research Poster Sessions, Midwest Nursing Research Society (MNRS) Annual Research Conference, and/or the UMHS Health Innovation & Improvement Sharing Days or complete podium presentations at Mizzou 3 Minute Thesis Competition or MU Research & Creative Activities Forum (RCAF).

**PhD Sample Plans of Study**
See the PhD Curriculum page on the MU SSON website for sample PhD plans of study, including sample plans for post-baccalaureate to PhD (full-time and part-time) and post-graduate/professional degree to PhD (full-time and part-time).

**Application Information for PhD Program**
See the Apply to the PhD Program page on the MU SSON website for an overview of the application process and a list of application requirements.
Section II: THE PhD DEGREE PROCESS

Creating a Plan of Study

PhD students must have an approved Plan of Study Worksheet for the PhD in Nursing on file in the MU SSON Office of Student Affairs. During the 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 appropriate Plan of Study Worksheet for the PhD in Nursing:

- Post-Baccalaureate Degree to PhD in Plan of Study Worksheet (PDF)
- Post-Graduate/Professional Degree to PhD in Plan of Study Worksheet (PDF)

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.

Students selected for the Jonas Nurse Leaders Scholars or Robert Wood Johnson Foundation Future of Nursing Scholars or the National Institute of Nursing Research (NINR) T32 Interdisciplinary Training in Health Behavior Science Pre-Doctoral Fellowship might have a program-specific Plan of Study.

Registering for Classes

Newly admitted or re-enrolling (those who are not currently enrolled) PhD students can 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 (for spring) and March (for summer and fall); specific dates are widely publicized and sent to all students to their MU student email account.

- All graduate students must register on the computer through myZou. (See myZou for First-Time Users.)
- Some nursing courses may require a permission number. To request this, please contact Leslie McPeak at mcpeakl@missouri.edu or (573) 882-0200.
- Permission numbers for collateral or elective (non-nursing) courses need to be obtained from the department in which the course is housed.

The PhD curriculum 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. See the Academic Calendar page from the Office of the University Registrar. Students must consult their academic advisor prior to adding, dropping, or withdrawing from a course. Courses are
added or dropped through myZou. See the Add/Drop and Withdrawal page from the Office of the University Registrar.

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 MU SSON Office of Student Affairs to complete the notice of withdrawal form (PDF). Following the approval from the Associate Dean for Academic Affairs, the form goes to the Office of the University Registrar-Registration, 125 Jesse Hall.

A student who is registered for only one course may not withdraw from the course via myZou as this is officially considered a withdrawal from the University. To withdraw from the University, students must contact the Office of Student Affairs to complete the University Withdrawal form. Once that course is dropped, the student is considered to have withdrawn from the University (refer to the Withdrawal from the Term/University page from the Office of the University Registrar).

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 email 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 MU SSON 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 advisor or co-advisors by mutual consent from among MU SSON faculty members who have PhD doctoral faculty status (i.e., have been approved by the MU Office of Research and Graduate Studies to serve as a dissertation supervisor) and match the student 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](#).

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 (GSPS) Faculty Response.

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, videoconferencing, or face-to-face meetings when working on their dissertation research.
8. Update the Graduate Student Progress System (GSPS) at the end of each academic year (see the GSPS Student Guide for assistance).

Change of Advisor
A change of advisor may occur when an advisor leaves the MU SSON or must adjust his or her advising load, when a student changes research focus area, or when an advisor or advisee feels the relationship would be enhanced by changing to another faculty member. A change of advisor can be initiated by an advisor, an advisee, or the Associate Dean for Academic Affairs.

The Application for Graduate Change of Program, Degree, Emphasis, or Advisor form is available from the MU Office of Research and Graduate Studies. The change of advisor must be approved by the Associate Dean for Academic Affairs and the following form must be submitted with all appropriate signatures.

Qualifying Examination
To be officially admitted to the PhD program, the student must pass a qualifying examination or process. Students admitted with a graduate or professional 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 fully admitted to the PhD program.

Qualifying Process for the Post-Baccalaureate to PhD Program Option
Upon provisional admission to the program, a temporary adviser is assigned to the student. Two
additional faculty members are selected to serve on the Qualifying Examination Committee, which approves the courses taken prior to the qualifying process. The student selects both a substantive content area in nursing and a general research interest.

To fully qualify for the doctoral program, Post-Baccalaureate to PhD students must earn at least a grade of B in the following:

- NURSE 7087: Leadership & Technology Institute (1 credit)
- NURSE 7100: Theoretical Basis for Advanced Nursing (3 credits)
- NURSE 7150: Research Basis for Advanced Nursing (3 credits)
- NURSE 7010: Biostatistical Foundations for Health Researchers (3 credits)
- Nine additional graduate credits, typically nursing applied sciences or collateral courses

The student initiates the qualifying process by enrolling in 3 credit hours of N8900 Research Practicum with a member of the program committee. The course syllabus and course contract for N8900 Research Practicum can be found on the PhD Forms webpage.

**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 advisor and approved by the Director of the PhD Program and the MU Office of Research and Graduate Studies before one year has elapsed following the student's first registration as a PhD student. The qualifying examination results and Doctoral Committee Approval (D-1) form are due to the MU Office of Research and Graduate Studies by the end of the student's second semester (excluding summers).

A MU SSON PhD doctoral program committee must consist of at least three School of Nursing faculty members (including the PhD advisor) and one person from MU in a discipline outside of nursing that helps to support the student's research interests. Two committee members must have PhD doctoral faculty status; other committee members must have graduate faculty status. One School of Nursing doctoral program committee member can be selected from the doctoral faculty at the University of Missouri–Kansas City (UMKC) School of Nursing and Health Studies or the University of Missouri–St. Louis (UMSL) College of Nursing. Additional committee members with specialized expertise who do not meet the criteria for MU graduate faculty or doctoral faculty may serve on a doctoral committee as a fifth or sixth member with special permission of the Associate Vice Chancellor for Graduate Studies/Vice Provost for Advanced Studies. See the Doctoral Program Committee page on the MU Office of Research and Graduate Studies website for a description of membership requirements and duties of the doctoral program committee members.

A change to the doctoral program committee may occur when a committee member leaves MU or when a student changes research focus area and/or methodology. Changes to the committee must be submitted on the Graduate Student Change of Committee Form.
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. Go to the MU Office of Research Graduate Studies Forms and Downloads page to download a copy (in .docx format).

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 (PDF). After approval of the coursework on the Plan of Study for the Doctoral Degree Template (in .docx format), the Plan of Study for the Doctoral Degree Signature/Approval Form (PDF) should be signed by the student, the Chair/Advisor, the student’s Doctoral program committee, and the Director of the PhD Program. Both parts of the Plan of Study for the Doctoral Degree Form (D-2) should be submitted to the MU Office of Research and Graduate Studies office no later than the end of the student’s second semester of coursework (excluding summers) for full-time students and end of the third 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 program 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 (PDF). The form should be signed by the student, the PhD advisor and the Director of the PhD Program and forwarded to the MU Office of Research and Graduate Studies office.

PhD Student Progress Review

All PhD students are expected to undergo a PhD Student Progress Review. The PhD Student Progress Review is a review; it is not an examination. Students will not receive a grade upon completion of the review. Through the PhD Student Progress Review, the student will demonstrate a foundational understanding of philosophical and theoretical underpinnings, statistical and research methodologies, substantive content related to their population or phenomenon of interest and scholarly writing skills. In the event that a student demonstrates weaknesses in one or more of these areas, the committee will be able to assist the student sooner, in revising their plan of the study and/or designing remedial opportunities to help insure the student will be on track at the time of their Comprehensive Exam.

Policy
Prior to the PhD Student Progress Review, PhD students must successfully complete the following coursework:

- NURSE 7010: Biostatistical Foundations for Health Researchers or NURSE 8020: Intermediate Statistics in the Health Sciences
• NURSE 9110: State of the Science
• NURSE 9120: Philosophical & Theoretical Foundations for Research
• NURSE 9410: Advanced Quantitative Methods or NURSE 9420: Qualitative Methods
• Substantive Seminar course or Collateral Course

During the semester in which the required coursework is completed, the student initiates the review process by meeting with their faculty adviser to discuss the PhD Student Progress Review. Completion of the PhD Student Progress Review will be documented by the student’s PhD Advisor in the Graduate Student Progress System (GSPS) after completion of the meeting.

**Process**

- The advisor ensures that the student has completed the appropriate preparatory coursework.
- Working with the advisor, the student selects one written paper from three of the aforementioned courses (for a total of three papers) which will be the basis for the review. The student is NOT expected to write any “new” papers for the Review.
- In consultation with the advisor and committee members, the student schedules the PhD Student Progress Review which ideally shall occur simultaneously with the Plan of Study (D-2) Approval meeting.
- Committee members should have at least two weeks to read the papers prior to the meeting.
- During the meeting, committee members will ask clarifying questions regarding the content of the papers and provide constructive feedback regarding the both the content and scholarly writing skills. Based on the group consensus, additional coursework or other remediation activities may be suggested by committee members at this time.

*Approved by MU SSON Faculty Assembly 04/2016*

**PhD Competencies for MU SSON PhD Students**

PhD students develop a plan for the completion of the PhD Student 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 Student Competencies form](#) (PDF), which is available on the PhD Forms page of the MU SSON website. 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)
3. Utilizes statistical software to analyze data (e.g., SPSS, SAS)
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)

**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 educations 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.
8. 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 MU SSON Faculty Assembly: 04/2009 & 04/28/2014*
Doctoral Comprehensive Examination Process

Introduction and Purpose
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. The examination tests the breadth and depth of knowledge and the ability to integrate and synthesize ideas across substantive areas. Questions are directly related to the student's Plan of Study and proposed dissertation research area.

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 course work or when course work is substantially completed and all incomplete grades are satisfied, the student meets with their faculty advisor 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 (D-2 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 written 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 written and oral sections of the examination must be completed within one month.

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.

**Doctoral Comprehensive Examination Policy**

- According to MU Office of Research and Graduate Studies policies, the Doctoral Comprehensive Examination must be completed 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.
- The exam, which is prepared by the student’s doctoral program committee, has a written component and an oral defense.
- The written component of the examination is completed at home or another site of the student’s selection within a five-day period (8:30 a.m. Monday morning until 4:30 p.m. Friday afternoon). It is also possible change the five-day period to other days to accommodate student’s work needs (for example, some students will do the examination so that it will extend over a weekend). However, it must be written during five consecutive days.
- The oral defense is a two-hour examination by the program committee that must be undertaken within a four-week period following completion of the written component.
- The PhD student and the PhD advisor are expected to attend the oral component of the examination in person on the University of Missouri campus.
- The Doctoral Comprehensive Examination, including the oral defense, may only take place during MU regular sessions, including summer semester.
- The student is responsible for preparing and printing hard copies of the written examination responses and must provide the adviser and each committee member a copy in a timely manner.
- Faculty shall have at least two weeks to read the examination prior to the scheduled oral defense.
- After the oral exam, the student retains a copy of the written exam for personal use only. A copy is also retained in the student’s file in the PhD Program office.

**Procedure for Written Portion of Doctoral Comprehensive Examination**

All program committee members prepare questions at the request of the chair. The Chair ensures that the following areas are addressed in the questions: (a) modes of inquiry, including nursing and healthcare research and inquiry; (b) nursing and healthcare theory analysis and development; (c) nursing and healthcare applied sciences; (d) research focus area, and (e) the student’s collateral area.

- Questions are collated by the Committee Chair, who submits them to the PhD administrative assistant or her representative at least one week prior to the exam. The PhD administrative assistant prepares the examination.
- At 8:30 a.m. on the first day of the examination, the student collects the examination, hard copy or computer disk, from the administrative assistant. Or, with prior arrangements, the
student may also receive the examination electronically as a Word attachment from the administrative assistant or her representative at 8:30 a.m.

- Microsoft Word software must be used to complete the written exam. The formatting requirements for the written exam document are as follows: title page, double spacing, page numbering, twelve-point font, and a reference list.

- 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 formatting based on the *Publication Manual of the American Psychological Association* (6th edition) 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.

- The completed examination must be returned to the administrative assistant or her representative as a Word attachment no later than 4:30 p.m. on the last day of the examination week. The Committee chair receives the completed examination from the administrative assistant.

- As noted above, if requested by the committee, the student is responsible for preparing and printing hard copies of the examination responses and must provide the adviser and each committee member a copy in a timely manner. If hard copies are required, double-sided copies are encouraged.

**Procedure for Oral Portion of the Doctoral Comprehensive Examination**

Following completion of the written exam and prior to oral exam, there are opportunities for (a) the student to request ideas from the advisor to prepare for the oral exam and (b) committee members to raise questions and issues for students to consider as they prepare for the oral exam.

- On the day of the examination, the students and committee meet in a private, quiet, pre-designated location. The student has access to a copy of the written examination during the oral exam.

- The committee’s questions require the student to clarify and to amplify statements made in the written exam. Each member of the committee has an opportunity to ask questions.

- After the examination, the student is asked to leave the room.

- The committee chair leads the committee’s discussion concerning the student’s performance, and the student subsequently is invited back into the room and is notified of the committee’s decision.

**Successful Completion of the Doctoral Comprehensive Examination**

The comprehensive examination is successfully completed when the doctoral program committee votes to pass the student on both components of the examination with no more than one dissenting or abstaining vote. In evaluating the examination, the doctoral program committee:
• Examines answers for evidence that the student has good command of the relevant literature, has mastered current theoretical issues related to the area, and understands issues related to modes of inquiry in the chosen field of study.
• Evaluates the student’s ability to communicate effectively in writing and orally, to think critically, and to form cogent responses to questions.
• Determines the student’s readiness to commence dissertation work. The student’s success is documented on the MU D-3 Form, which is submitted to MU Graduate Studies within one month of the successful oral defense. Successful completion of the comprehensive examination establishes candidacy. Status as a continuous enrollment doctoral student begins in the academic term after the term in which the comprehensive exam was defended successfully. Students are required to enroll continuously for at least two hours except during the summer sessions where only one hour registration is required until completion of the dissertation. Students must be enrolled the semester that the dissertation is defended, including summer session.

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**
If the committee determines that the student has not demonstrated proficiency in the field through the written examination and oral defense and that the examination does not reflect readiness to conduct the dissertation research, the student fails the examination. A failure of either the written or oral section of the examination constitutes failure of the Doctoral Comprehensive Examination. The committee reports its decision to the student immediately and follows up in writing.

The committee reports its decision to Graduate Studies by submitting the Doctoral Comprehensive Examination Results form (D-3) (PDF) within one month after the oral examination. The doctoral program committee also must include a written document that outlines the general weaknesses or deficiencies of the student's Doctoral Comprehensive Examination as well as a plan for remediation. A copy of the document outlining the deficiencies and plan for remediation must be filed with the MU Office of Research and Graduate Studies. The student and the doctoral program committee members are encouraged to work together to identify steps the student might take to become fully prepared for the repeat examination.
At the discretion of the student’s committee, the student may be asked to take additional coursework, complete additional research practicum hours, or produce an integrative review of the literature, or other scholarly work prior to allowing the student to retake the Doctoral Comprehensive 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 (2) weeks and a copy must be filed with the MU Office of Research and Graduate Studies.

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 Probation & Termination Policies for Graduate Students).

Doctoral Candidacy and Continuous Enrollment
Successful completion of the Doctoral Comprehensive Examination establishes doctoral candidacy. Candidacy is retained by maintaining Continuous enrollment in NURSE 9090: Research in Nursing and Health 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 NURSE 9090 until the PhD degree is awarded terminates candidacy. To maintain continuous enrollment, students must register for the required coursework each semester using myZou.

Dissertation Proposal and Institutional Review Board Protocol Approval Form (MU SSON form)
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 (PDF). This internal (MU SSON) form is submitted to the DNP/PhD Administrative Assistant for processing and does not go to MU Office of Research and Graduate Studies.
Dissertation style (manuscript-style versus traditional book style) should be discussed by the student, advisor, and committee at the time of the proposal defense. All committee members must agree to the style prior to dissertation preparation. All committee agreements related to the dissertation style must be documented.

Applying for Dissertation Research Funding
With approval and guidance from his/her advisor and doctoral dissertation committee, a student may choose to apply for intramural or extramural funding to support his/her dissertation research project. A list of dissertation research funding opportunities can be found under the PhD Program module of the MU SSON Graduate Student Resource and Collaboration Center organization in Canvas at courses.missouri.edu. Students applying for extramural funding should contact the MU SSON Office of Research for assistance to determine if the grant application needs to be submitted via the MU Office of Sponsored Programs Administration.

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 Office of Research and 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 MU SSON, 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) (PDF), 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.

Submission of the Final Doctoral Dissertation
The candidate submits a copy of the final approved dissertation to the MU Office of Research and Graduate Studies on a high-quality optical disk, either a CD or DVD. Dissertation and Thesis Guidelines for MU Graduate Students can be found on the MU Office of Research and
Graduate Studies website.

See Section V of this handbook for details.

**Applying for Post-Doctoral Fellowship Opportunities**

With guidance from his/her advisor and doctoral dissertation committee, a student may choose to apply for post-doctoral fellowship opportunities prior to or after the dissertation defense. A list of post-doctoral fellowship opportunities can be found under the PhD Program module of the MU SSON Graduate Student Resource and Collaboration Center organization in Canvas at courses.missouri.edu. Students applying for post-doctoral fellowship opportunities should contact the MU SSON Office of Research for assistance to determine if the grant application needs to be submitted via the MU Office of Sponsored Programs Administration.

**Changing Graduate Nursing Programs**

A PhD student who wishes to transfer to another graduate nursing program (e.g. Master’s or Doctor of Nursing Practice program) must 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 OFFICE OF RESEARCH AND GRADUATE STUDIES AND MU SINCLAIR SCHOOL OF NURSING POLICIES FOR THE PhD PROGRAM

Minimum Doctoral Degree Requirements

MU requires a minimum of 72 credit hours beyond the baccalaureate degree, including a minimum of 15 hours at the 8000/9000-level, exclusive of problems, readings, and research hours, for the PhD. The student’s doctoral program committee may recommend that up to 30 hours of post-baccalaureate graduate credit from a regionally accredited university be transferred toward the total hours required for the PhD. With program approval, up to 6 hours of coursework for which professional credit was received may be counted toward the 72 credit-hour requirement.

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 Office of Research and Graduate Studies.

It is the responsibility of the student’s doctoral program committee to determine whether it is appropriate to transfer credit; however, the MU Office of Research and Graduate Studies must make the final review of the transfer request to determine if the credit meets the minimum guidelines. Ultimately, the student’s doctoral program committee, in collaboration with the student, determines the student’s plan of study and total credit hours necessary to adequately prepare the student to successfully complete their dissertation research.

Typically, a post-baccalaureate student will take approximately 77 credits; a post-graduate degree student will take approximately 56 credits; and a post-clinical doctorate student will take approximately 48 credits.

Residency Requirements for Online PhD Students

All PhD students must fulfill the MU SSON 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. Online PhD courses offered through Mizzou Online count toward this residency requirement. Approved courses on the “Plan of Study for the PhD Program” (D-2) taken through the UM Visiting Graduate Student Program or UM Intercampus Course Sharing Program also count toward this residency requirement.

Residency Requirements for International Residential PhD Students

- All PhD students must fulfill the MU SSON 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 can be taken as an online course through Mizzou Online.
• A maximum of one 3-credit 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 International Residential PhD Student Certification of Full-Time Course of Study (PDF), have the form signed by their PhD Program advisor, and submit it to the MU SSON Office of Student Affairs. The MU SSON Office of Student Affairs will submit the form to the MU International Center.

Once an International Residential PhD student has passed their Doctoral Comprehensive Examination he or she must complete the F-1 or J-1 Student Request for Reduced Course Load form (PDF), have the form signed by their PhD Program advisor, and submit it to the MU SSON Office of Student Affairs. The MU SSON Office of Student Affairs will submit the form to the MU International Center. Once submitted, this form will suffice for all future semesters until degree completion.

American Psychological Association (APA) Publication Manual

The official writing style for student papers and dissertations should follow the guidelines of the Publication Manual of the American Psychological Association, Sixth 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.

See the APA Style Help section of the American Psychological Association website for up-to-date assistance in citing online sources such as YouTube or Twitter.

Additional resources on APA style can be found online in the MU SSON Graduate Student Resource and Collaboration Center in Canvas.

An example of the recommended title page for a paper using APA formatting can be found on the next page of this handbook.
Title of Paper
Name of Student
MU Sinclair School of Nursing
Class Number and Name
Faculty Name
Date

When submitting electronically please send file as follows:

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

See the Grading & Credit Policies for Graduate Students page on the MU Office of Research and Graduate Studies website for details.

Grades in all graduate courses are reported as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>coursework is of outstanding merit</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>coursework is entirely satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>acceptable only to a limited extent in fulfilling the requirements for an advanced degree (not acceptable for a clinical or role nursing course)</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>the work has not satisfied the minimum requirements of the course</td>
</tr>
</tbody>
</table>

There is no D grade for graduate students. “W” denotes withdraw 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. MU SSON PhD courses that are offered on S/U basis include:

- NURSE 8900: Research Practicum
- NURSE 8950: Teaching Practicum
- NURSE 8954: Distance-Mediated Teaching Nursing Practicum
- NURSE 9090: Research in Nursing and Health
- NURSE 9131: Responsible Conduct of Research
- NURSE 9710: Advanced Research Practicum

With faculty consent, NURSE 8085: Problems can be taken as an S/U grading option. Per university regulations, grades of S/U do not count in the calculation of a student's GPA.

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 MU SSON 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)](http://example.com) is designed to facilitate the collection of information necessary to properly assess the progress of graduate students. This system creates a feedback loop between student and advisor or area director. The GSPS allows academic programs to generate aggregate reports on their student's achievements, and create a curriculum vita for a student. All students need to complete the information page, individual assessment reports and update each semester of enrollment.

See the [GSPS Student Guide](http://example.com) for assistance.

**Academic Probation and Departmental Probation**

A PhD student whose cumulative GPA is below 3.0 at end of a semester is placed on academic probation by MU Office of Research and Graduate Studies. 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 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 Office of Research and 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 MU Office of Research and 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 and 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 NFLP program 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 (unless required by an external fellowship or scholarship).

**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, NFLP program, MU scholarships as well as federal financial aid (grants/loans))
• The student is responsible for enrolling in graduate-level courses on their approved Plan of Study.

Contact your financial aid advisor if:
• You plan to take fewer hours than the minimum required for financial aid
• You plan to take self-paced courses (see the Online Classes page on the Student Financial Aid website)
• You plan on dropping or withdrawing from a course(s)

It is extremely important that students who cease attending all classes initiate formal withdrawal from the university by filing a Term Withdrawal form (PDF).

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 Enrollment Changes page from the Student Financial Aid website.

A student who fails to meet the Satisfactory Academic Progress (SAP) requirements is ineligible to receive financial aid, which can be reinstated in one of two ways: (1) the student becomes compliant with SAP requirements or (2) the student successfully appeals and becomes eligible for financial aid on a probationary status.

A student who is ineligible for financial aid because of failure to meet SAP standards has the opportunity to submit an appeal for financial aid eligibility.

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 Office of Research and Graduate Studies policies, PhD students should receive progress indicators each term they are enrolled in a course. A PhD student who shows no progress for N9090 dissertation research hours for a particular term should be assessed a grade of Unsatisfactory (U); a Satisfactory (S) grade would be appropriate for a student who has shown adequate progress, then. A grade of U does not affect the student’s grade point average (GPA); however, the student does not receive any credit for the hours—meaning it does not count toward the required minimum number of N9090 hours. Additionally, grades posted as “U” or “NR” are not considered passing grades and may impact a student’s eligibility for student financial aid.

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.

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 Office of Research and 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 Student Financial Aid office’s page on Satisfactory Academic Progress.

UM Intercampus Course Sharing

The MU SSON PhD Program participates in UM Intercampus Course Sharing with the nursing PhD programs at UMSL and UMKC. This allows MU graduate students to enroll in a select number of online advanced statistical and research methods courses offered through these other UM campuses. Likewise, graduate students at UMSL and UMKC can enroll in a select number of MU SSON PhD courses.

MU students can register for these shared courses through myZou. All course tuition and fees are paid to MU. If a graduate student is receiving financial aid, a scholarship, a tuition waiver, or a stipend, these will automatically be applied to the tuition for a shared course. Once a shared course is completed, the grade will be automatically recorded on the student’s MU transcript.

The following UMSL nursing PhD courses are available to MU students through the UM Intercampus Course Sharing Program:

<table>
<thead>
<tr>
<th>MU Title</th>
<th>UMSL Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>N8002 Research Topics in Nursing &amp; Health</td>
<td>UMSL N7213 Structural Equation Modeling</td>
<td>Spring odd years</td>
</tr>
<tr>
<td>N8002 Research Topics in Nursing &amp; Health</td>
<td>UMSL N7494 Advanced Qualitative Inquiry</td>
<td>Fall odd years</td>
</tr>
</tbody>
</table>
MU also shares the following four core nursing PhD courses with UMSL and alternates the teaching of these core courses. Depending on the year, the course may be taught by an MU or a UMSL professor.

<table>
<thead>
<tr>
<th>MU Title</th>
<th>UMSL Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>N8002 Research Topics in Nursing &amp; Health</td>
<td>N7495 Mixed Methods Research in Healthcare</td>
<td>Every spring</td>
</tr>
<tr>
<td>N8002 Research Topics in Nursing &amp; Health</td>
<td>N7497 Design, Implementation, &amp; Evaluation of Health Interventions</td>
<td>Spring odd years</td>
</tr>
<tr>
<td>N8020 Intermediate Statistics for Health Researchers</td>
<td>N7212 Biostatistics 2</td>
<td>MU Fall even; UMSL Fall odd years</td>
</tr>
<tr>
<td>N9120 Philosophical &amp; Theoretical Basis of Research</td>
<td>N7481 Development of Nursing Science &amp; Theory</td>
<td>MU Fall even; UMSL Fall odd years</td>
</tr>
<tr>
<td>N9420 Qualitative Methods</td>
<td>N7488 Qualitative Methods</td>
<td>MU Spring odd; UMSL Spring even years</td>
</tr>
<tr>
<td>N9410 Advanced Quantitative Methods</td>
<td>N7490 Design &amp; Methods</td>
<td>MU Fall Odd; UMSL Fall even years</td>
</tr>
</tbody>
</table>

Approximately 7 days prior to the beginning of the semester, you will have access to any shared UMSL courses for which you are registered. In order to access one of these shared courses that UMSL is teaching, you will have to log into: canvas.umsl.edu. Once logged in, you will look for the UMSL course number and name.

If MU is teaching the shared course, you will access the course through Courses @ MU.

The shared course available to MU students offered by UMKC nursing PhD Program is:

<table>
<thead>
<tr>
<th>MU Title</th>
<th>UMKC Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>N8002 Research Topics in Nursing &amp; Health</td>
<td>N5604 Psychometrics</td>
<td>Every summer</td>
</tr>
</tbody>
</table>

Approximately 7 days prior to the beginning of the summer semester, you will have access to the shared UMKC course for which you are registered. In order to access this shared course, you will have to log into http://blackboard.umkc.edu. Once logged in, you will look for the UMKC course number and name.

**UM Visiting Graduate Student Program**

The UM Visiting Graduate Student Program 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 (PDF) should be completed and submitted to the MU Office of Research and Graduate Studies for certification, several weeks before the beginning of the semester. The MU Office of Research and Graduate Studies will review the form; if approved, the MU Office of Research and Graduate Studies will transmit the approved form to the host campus (UMKC, UMSL, or Missouri S&T). 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 contact the MU International Center with questions about visa status or eligibility.

All course fees are paid to the host campus. Graduate students receiving Financial Aid need to complete a MU Consortium Agreement form (PDF) 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 Student Financial Aid office for specific questions.

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
Coordinator, Student Services
MU Office of Research and Graduate Studies.
Phone: (573) 884-8006
Email: siebenalera@missouri.edu

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**

A leave of absence (LOA) may be granted by the Associate Vice Chancellor for Graduate Studies/Vice-Provost for Advanced Studies 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. Students considering an LOA who are a Graduate Teaching Assistant, Graduate Research Assistant, or receiving a graduate fellowship should review the **Leave of Absence** page from the MU Office of Research and Graduate Studies to understand the financial implications of taking an LOA: PhD students requesting an LOA also should contact their PhD advisor and the Director of the PhD program to discuss enrollment options.

Once an LOA is determined to be the best option, the student should complete the **Leave of Absence Request form** (PDF) and return the form to the PhD Administrative Assistant in the MU SSON Student Affairs Office. In addition, the PhD student should also submit a letter addressed to the Associate Vice Chancellor for Graduate Studies/Vice-Provost for Advanced Studies. The letter should provide an explanation for the LOA request as well as the anticipated departure and return date. The Director of the PhD will submit the LOA request to the MU Office of Research and Graduate Studies along with a letter of support. The student will receive notification of LOA approval or denial from MU Office of Research and Graduate Studies.

If an extension is granted by the Associate Vice Chancellor, the student must notify the PhD advisor, Director of the PhD Program, and the MU Graduate Studies office at least 30 days prior to the completion of the LOA to initiate the re-activation 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 Office of Research and Graduate Studies time to degree limits, the student may file a written request for an extension with the Associate Vice Chancellor for Graduate Studies/Vice-Provost for Advanced Studies. The extension must be endorsed by the department/program's Director of Graduate Studies and the student's major advisor and include a timeline for completion of the degree. If an extension is granted by the Associate Vice Chancellor for Graduate Studies/Vice-Provost for Advanced Studies, the student will be given a specified period of time to meet the requirements for progress to degree.
Graduate Student Termination Policy

See the following pages from the MU Office of Research and Graduate Studies to learn more:

- Probation and Termination Policies for Graduate Students
- Requests for Extension and Appeals in Graduate Student Progress

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 Term Withdrawal Form (PDF). Refer to the MU policy on Withdrawal from the Term (University) (PDF). 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.

Any internal or external constituency who is (a) directly affected by the policies or actions of the MU SSON and (b) wishes to register a concern regarding the MU SSON, its academic offerings, or policies may contact the Commission on Collegiate Nursing Education at this address and telephone number:

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530,
Washington, DC 20036, (202) 887-6791
Section IV: RESEARCH PRACTICUM POLICIES

Agency Agreements

Post-Baccalaureate to PhD students are required to complete 3 semester credits of N8900 Research Practicum. Additionally, all PhD students are required to complete a minimum of 6 semester credits of NURSE 9710: 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 MU SSON 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  
Email: casss@missouri.edu  
Phone: (573) 882-2416

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. No contract is required if a student is completing a research practicum with a University of Missouri faculty member.

N8900 and N9710 Advanced Research Practicum Enrollment Policies

NURSE 8900: Research Practicum and NURSE 9710: Advanced Research Practicum are individually negotiated mentored research experiences. There is no Canvas learning management course site for N8900 or N9710. Accordingly, the student is responsible for reviewing the N8900 Research Practicum course syllabus (PDF) or N9710 Advanced Research Practicum course syllabus (PDF). PhD student fellows on the T32 Health Behavior Science Training Grant have additional on-campus requirements associated with their research practicum experiences.
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 Research Plan for N8900 Research Practicum (PDF) or Research Plan for N9710, Advanced Research Practicum in Nursing (PDF) to document mutually agreed upon requirements for the planned research activities and the likely scholarly works resulting from N8900 or 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 N8900 or N9710 Research Plan form, 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 advisor’s signature on the N8900 or N9710 Research Plan form signifies the committee’s approval. The form is filed in the student’s folder in the PhD Program office.

PhD students are expected to submit a written abstract and present a scholarly poster about their N8900 and N9710 Research Practicum experiences during the annual April PhD On-Campus Days (see the MU SSON website for the schedule of Required On-Campus Days for PhD Students).

All students must have completed the CITI Institutional Review Board (IRB) training prior to enrolling in N8900 and/or N9710.
Section V: MU POLICY ON PhD DEGREE GRADUATION REQUIREMENTS

Introduction

Every student must write a dissertation and complete an oral defense of it. Students have five (5) 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 (2) 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 (PDF) which can be found on the PhD Forms webpage.

Dissertation style (manuscript-style versus traditional book style) should be discussed by the student, advisor, and committee at the time of the proposal defense. All committee members must agree to the style prior to dissertation preparation. All committee agreements related to the dissertation style must be documented.

After the student's dissertation proposal is approved by the 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 University of Missouri 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, the student must consult with Associate Vice Chancellor for Research and Director of Compliance:

Email: irb@missouri.edu
Phone: (573) 882-3181

See the Health Sciences Institution Review Board website to learn more.

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 (PDF) from the MU Office of Research and Graduate Studies. Candidates should prepare the dissertation using the format specified in the Publication Manual of the American Psychological Association, Sixth Edition.

Two dissertation style options exist: the traditional book style dissertation and the manuscript-style dissertation. 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. A comparison of the requirements for the Traditional, Book Style Dissertation and the Manuscript Style Dissertation can be found in Table 2.

<table>
<thead>
<tr>
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<th>Book Style Dissertation</th>
<th>Manuscript Style Dissertation</th>
</tr>
</thead>
</table>
| **Dissertation Scope** | Topic must be approved by committee  
Significant & original investigation  
Must be candidate’s own work  
Must be integrated, coherent document | Topic must be approved by committee  
Significant & original investigation  
Must be candidate’s own work  
Must be integrated, coherent document |
| **Formatting**       | APA Manual plus MU Office of Graduate Studies                                             | APA Manual plus MU Office of Graduate Studies                      |
| **Timing of Decision** | As soon as possible, but must decide at proposal defense                                | As soon as possible, but must be decided at proposal defense        |
| **Chapter Requirements** | Minimum of 5 chapters; may be more  
Chapter 1 Introduction  
Chapter 2 Review of the Literature/Conceptual Framework  
Chapter 3 Methods | Minimum of 5 chapters; may be more  
Chapter 1 Introduction  
Chapter 2 Review of the Literature (typically manuscript)  
Chapter 3 Methods (proposal) |
<table>
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<tr>
<th></th>
<th><strong>Book Style Dissertation</strong></th>
<th><strong>Manuscript Style Dissertation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 4 Results</td>
<td></td>
<td>Chapter 4 Results (MUST be manuscript of results)</td>
</tr>
<tr>
<td>Chapter 5 Discussion/Conclusions</td>
<td></td>
<td>Chapter 5 Discussion (may be manuscript)</td>
</tr>
<tr>
<td>Proposal Options</td>
<td>NIH pre-doctoral application</td>
<td>NIH pre-doctoral application</td>
</tr>
<tr>
<td></td>
<td>Traditional three chapter proposal</td>
<td>Traditional three chapter proposal</td>
</tr>
<tr>
<td></td>
<td>Another style as agreed by committee &amp; student</td>
<td>Another style as agreed by committee &amp; student</td>
</tr>
<tr>
<td>Manuscript Requirements</td>
<td>None</td>
<td>Minimum of 2; may be more</td>
</tr>
<tr>
<td>Manuscript Types</td>
<td>None</td>
<td>Theory, Systematic Review, Meta-analysis, Meta-synthesis, Pilot study</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 4 Results MUST be manuscript of the dissertation results</td>
</tr>
<tr>
<td>Manuscript Status</td>
<td>Not applicable</td>
<td>May be In Preparation, Under Review, In Press or Published; Chapter 4 Results manuscript typically submitted AFTER defense</td>
</tr>
<tr>
<td>Timing of Publication</td>
<td>Not applicable</td>
<td>None of the manuscripts included in dissertation can be submitted or published prior to the student's matriculation into PhD program</td>
</tr>
<tr>
<td>Authorship</td>
<td>PhD candidate is sole author of the Dissertation book</td>
<td>PhD candidate is sole author of the Dissertation book</td>
</tr>
<tr>
<td></td>
<td>Authorship of manuscripts post dissertation should be discussed prior to student graduating</td>
<td>PhD candidate must be first author of all dissertation manuscripts</td>
</tr>
<tr>
<td></td>
<td>Authorship based on contributions beyond reading dissertation drafts</td>
<td>Manuscripts in dissertation may have co-authors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Authorship based on contributions beyond reading dissertation drafts</td>
</tr>
<tr>
<td>References</td>
<td>End of each chapter PLUS Comprehensive Reference list</td>
<td>End of manuscript chapters PLUS Comprehensive Reference list</td>
</tr>
<tr>
<td>Appendices</td>
<td>Manuscripts on which the student is not first author may be in the appendix and cited in Chapter 1, 2, 3, 4, and/or 5</td>
<td>Manuscripts on which the student is not first author may be in the appendix and cited in Chapter 1, 2, 3, 4, and/or 5</td>
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</table>

**Manuscript Style Dissertation**

Manuscript-style dissertations have at least five (5) chapters, including at least two (2) manuscripts, and may include:

- Introduction
- Literature review manuscript
- Research Proposal
- Research report manuscript
- 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.

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 Publication Manual of the American Psychological Association, Sixth Edition 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 MU SSON, 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 that 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.

Formatting a Manuscript-Style Dissertation

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.

Table 3. Requirements for Manuscript Style Dissertation

<table>
<thead>
<tr>
<th>Element</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Requirements</td>
<td>• Minimum of 5 chapters (may be more)</td>
</tr>
<tr>
<td></td>
<td>• Chapter 1 Introduction</td>
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<tr>
<td></td>
<td>• Chapter 2 Background/Review of the Literature</td>
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<tr>
<td></td>
<td>• Chapter 3 Methods/Proposal</td>
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<td></td>
<td>• Chapter 4 Results (MUST be manuscript of results)</td>
</tr>
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<td></td>
<td>• Chapter 5 Discussion/Conclusions</td>
</tr>
<tr>
<td>Manuscript Number</td>
<td>Minimum of 2 manuscripts required (may be more)</td>
</tr>
<tr>
<td>Manuscript Types</td>
<td>• Theoretical/Conceptual framework</td>
</tr>
<tr>
<td></td>
<td>• Systematic Literature Review</td>
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<tr>
<td>Element</td>
<td>Requirements</td>
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<tr>
<td>Element</td>
<td>Requirements</td>
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<tr>
<td>Publication Timing</td>
<td>NONE of the manuscript chapters in the dissertation can be submitted or published prior to the student's matriculation into PhD program</td>
</tr>
<tr>
<td>Manuscript Status</td>
<td>• Dissertation manuscripts may be “in preparation”, “submitted/under review”, “in press” or “published”</td>
</tr>
<tr>
<td></td>
<td>• Dissertation manuscripts are NOT required to be submitted or published at time of defense</td>
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<tr>
<td></td>
<td>• Chapter 4 Results manuscript typically not submitted until AFTER the dissertation defense</td>
</tr>
<tr>
<td>Authorship Issues for Manuscript Chapters</td>
<td>• PhD candidate MUST be sole author of the final dissertation document itself</td>
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<tr>
<td></td>
<td>• PhD candidate MUST be first author of all manuscript chapters in dissertation</td>
</tr>
<tr>
<td></td>
<td>• Manuscript chapters in dissertation MAY have co-authors &amp; authorship should be based on contributions beyond reading dissertation drafts</td>
</tr>
<tr>
<td></td>
<td>• First page of each manuscript chapter MUST list authors in order with student and co-author contributions listed in paragraph format and as % effort</td>
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<tr>
<td></td>
<td>• Author order in a manuscript chapter MUST be identical to that of the “published”, “in press”, “under review”, or “in preparation” manuscript</td>
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<tr>
<td></td>
<td>• Manuscripts on which the student is not first author MAY NOT be a dissertation chapter</td>
</tr>
<tr>
<td>Formatting Manuscript Chapters</td>
<td>• All manuscript chapters MUST be in APA Manual formatting plus adhere to Graduate Studies formatting requirements</td>
</tr>
<tr>
<td></td>
<td>• The chapter title of a manuscript chapter MUST be identical to the title of the manuscript</td>
</tr>
<tr>
<td></td>
<td>• First page of manuscript chapter MUST list full APA formatted citation of the “accepted” or “published” manuscript under the chapter title</td>
</tr>
<tr>
<td></td>
<td>• If a manuscript chapter is “under review” or “in preparation”, a journal name should NOT be listed</td>
</tr>
<tr>
<td></td>
<td>• All headings &amp; subheadings should be APA Manual style</td>
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<tr>
<td></td>
<td>• Tables in all dissertation chapters, including manuscript chapters, MUST be numbered based on chapter numbers (3.1, 3.2... 5.1, 5.2)</td>
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<tr>
<td></td>
<td>• Text of manuscript chapters MUST be modified to reflect accurate table/figure numbering for the dissertation</td>
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<tr>
<td></td>
<td>• Students should NOT put a photocopy of the published article pdf (as it appeared in journal) into the final dissertation document</td>
</tr>
<tr>
<td>Copyright Issues</td>
<td>• The student MUST obtain written permission from the publisher prior to including a “published” or “in press” manuscript in dissertation</td>
</tr>
<tr>
<td></td>
<td>• Students should NOT copyright a manuscript-style dissertation</td>
</tr>
<tr>
<td>Acceptance Documentation</td>
<td>• Manuscript chapters listed as ‘in press’ should MUST provide a copy of the acceptance notification at the end of the manuscript</td>
</tr>
<tr>
<td></td>
<td>• Copy of the acceptance notification is NOT necessary for articles already published in hard copy or electronic form from publishers</td>
</tr>
<tr>
<td>References</td>
<td>• Manuscript chapters MUST contain a reference list &amp; a comprehensive reference list at the end of the dissertation</td>
</tr>
<tr>
<td>Appendices</td>
<td>• Manuscripts on which the student is not first author MAY be in the appendix and cited in one or more of the dissertation chapters</td>
</tr>
</tbody>
</table>
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.

Students 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 must comply with University of Missouri Electronic Thesis and Dissertation Guidelines.

- 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.

The dissertation defense is scheduled at a mutually convenient time for the candidate and the doctoral dissertation committee members. The PhD candidate and their PhD advisor are expected to attend the dissertation defense in person on the University of Missouri campus. Dissertation defenses can be scheduled only when MU is officially in session. A dissertation defense may not be scheduled on official university holidays, during holiday or semester breaks, or over the weekend.

At least two weeks prior to the defense, the candidate should submit the written dissertation to all the dissertation committee members.

Public Defense of the Dissertation
All dissertation defenses will be open to the general faculty and graduate students, as well as significant others of the candidate (by personal invitation). The PhD administrative assistant assists the candidate with scheduling the room and publicizing the public defense. 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, S265, or S455 to allow faculty and PhD students at a distance to attend. For details on attending the public defense electronically, please the Dissertation Defense page on the MU SSON website.

The candidate should confer with the PhD advisor 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 of the Dissertation
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) (PDF),
carrying the signatures of all members of the candidate’s doctoral dissertation committee, is
submitted to the MU Office of Research and Graduate Studies before the deadline preceding the
anticipated date of graduation.

Submission of the Final Dissertation

The final approved copy of the doctoral dissertation is submitted to the MU Office of Research
and Graduate Studies office. The Office of Research and Graduate Studies has created an
organization through Canvas in order to assist with the dissertation submission
process. Through this site, students can access all of the requirements for the submission
process. There is also an option to electronically submit most files, which will replace the
requirement to submit materials on a CD.

Any student who wishes to utilize this site can self-enroll through the following steps:

1. Go to Courses @ MU and log in to Canvas with your PawPrint and password.
2. Select "Courses" from the menu on the left-hand side of the screen and click on the "All
   Courses" link
3. Click "browse more courses" and search key words "graduate studies"
4. Find the "Doctoral (PhD, EdD) Dissertation Submissions – Graduate Studies"
   organization and click the "Join this Course" button.
5. The next time you log into Canvas, the course will be listed with the rest of your Canvas courses

Materials can also be submitted to the MU Office of Research and Graduate Studies in person or
by mail. Any student who has questions about this process or who no longer plan to graduate
this semester can contact:

   Carli Hess, Academic Advisor, Doctoral Students
   Office of Research and Graduate Studies
   Email: hesscar@missouri.edu
   Phone: (573) 882-9580

or

   Ashley Siebenaler
   Office of Research and Graduate Studies
   Email: siebenaler@missouri.edu
   Phone: (573) 884-8006

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. See the Dissertation & Thesis Guidelines for MU Graduate Students page on the MU Graduate Studies website for details and a link to a PDF copy of the guidelines.

The Division of Information Technology (DoIT) periodically offers a free workshop on Formatting Thesis and Dissertation. See the DoIT Training webpage for a schedule of upcoming classes. (MU students who are unable to attend in-person training can still download training manuals and exercise files and work through the materials independently.)

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 which type of binding committee members prefer).
Section VI: STUDENT RIGHTS AND RESPONSIBILITIES

PhD Student Responsibilities

Maintaining CastleBranch to Document Your Requirements
You must present documentation of all of the following requirements to CastleBranch, the designated, non-affiliated vendor for the MU SSON. To get started for the first time, go to CastleBranch.com and click the “Place Order” button. Enter package code UN16x. You will be prompted to agree to the Terms and Conditions of Use before you can create your myCB account. (Then, when you need to update your information, you can click the “Sign In” button to access your account.)

As of September 2017, the cost for students who are citizens of the United States is $149.75. The cost for background check for International Residential PhD students will be different depending upon their country of origin. International Residential PhD students will need to work with the DNP/PhD Program Administrative Assistant to determine the cost for their background check. Students are responsible for all fees associated with the background check, drug screening, and other compliance requirements.

If you need assistance with your CastleBranch account, visit the CastleBranch Service Desk.

Required Immunizations

- **Measles, Mumps, and Rubella (MMR)**
  One of the following is required: 2 vaccinations or positive antibody titer for all 3 components or the University of Missouri Allergic Reaction Form completely filled out. If you were born prior to January 1, 1957, you are exempt from this requirement. In this case, please choose “Not Applicable.” If the titer is negative or equivocal additional, vaccinations are required.

- **Tetanus, Diphtheria, and Pertussis (Tdap)**
  Tdap within last ten years or the University of Missouri Allergenic Reaction Form completely filled out. The next action date will be set for ten (10) years from the administered date of the vaccine.

- **Hepatitis B series**
  One of the following is required: three (3) vaccinations or positive antibody titer or the University of Missouri Allergenic Reaction Form completely filled. If the series is in process, the next action date will be set accordingly. If the titer is negative or equivocal, additional vaccinations are required.

- **Varicella**
  One of the following is required: two (2) vaccinations or positive antibody titer or medically documented history of disease or the University of Missouri Allergenic Reaction Form completely filled out. If the titer is negative or equivocal, additional vaccinations are required.

- **Annual Influenza (Flu) vaccine(s)**
Submit documentation of a flu shot administered for the current flu season or the University of Missouri Allergenic Reaction Form completely filled out or a doctor’s note stating you are allergic. The next action date will be set for one (1) year.

- **TB Skin Test**
  If you do have a copy of an Annual TB test, there must be documentation of one of the following: 1 step TB Skin test (TST) is required to be completed annually. QuantiFERON Gold Blood Test (or T-Spot Test) will be accepted in place of the TST. If the TB test is positive (TST >10 mm induration), an Annual Symptom Review/Risk Assessment must be submitted annually. Follow-up chest x-rays are required only if tuberculosis symptoms are identified in the Symptom Review.

  If you do not have a copy of an Annual TB test, there must be documentation of one of the following: 2 step TB Skin test (1-3 weeks apart). QwantiFERON Gold Blood Test OR T-Spot test (lab report required). If positive results, provide a clear Chest X-Ray (lab report required).

**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 MU immunization requirements. See the [MU Immunization Policy page](#) from the MU Student Health Center to download the form. The page also includes instructions for submitting the complete form.

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.

**Please note:** Meningococcal vaccine is required for all students living in University-owned housing.

**RN Licensure**

A current RN license, if relevant to degree program, must be maintained during enrollment. Only the printout of online verification of licensure through the state website will be accepted. International Residential PhD students are not required to have a US nursing license; a nursing license from their home country is sufficient. Non-nurse PhD students are not required to submit licensure.

**CPR-AED/BLS Certification**

If required by the research practicum mentor and/or Graduate Research Assistant employer, current infant, adult and child CPR certification must be maintained during enrollment in the PhD program. The course must be the American Heart Association Healthcare Provider OR American Red Cross Professional Rescuer. The copy of the card must be the front and back, and the back must be signed.
Criminal Background and Drug Screening Check

*All graduate nursing students* entering the MU Sinclair School of Nursing (MU SSON) 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.

**Requirement for a Criminal Background and Drug Screening Check**
- **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.
- **Matriculated students:** Supplemental or additional background checks and/or urine drug screens may be required to meet the requirements of a clinical agency.

**Notification of Requirement for a Criminal Background and Drug Screening Check**
MU SSON 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 MU SSON website 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.

**Mechanism for Conducting Criminal Background and Drug Screening Check**
Criminal background and a panel 14 urine drug screening check will be conducted by *CastleBranch*, the designated non-affiliated vendor for the MU SSON. *Students* will contact *CastleBranch* directly in order to complete the background check and drug screen.

**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 MU SSON’s selected vendor to conduct a criminal background and drug screening check, the MU SSON to receive access to the results of all criminal background and drug screening checks, and the MU SSON 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 PhD program at the MUSSON and prior to enrollment in any graduate coursework.

c. An e-mail will be sent to the student by myCB at CastleBranch verifying the transaction. The e-mail will contain a password for the student to view his/her background and drug screening check online.

2. MU SSON Office of Student Affairs

   a. Log onto myCB at CastleBranch 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 CastleBranch 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.

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.

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 are expected to adhere to all guidelines related to the Code of Conduct, including patient confidentiality. Annual renewal of the Code of Conduct training is required.

To complete your training, log in to Canvas from the Courses @ MU website and access the MUSSON Graduate Student Resource & Collaboration Center. The training materials and quiz can be found on the Modules page. When you have passed the quiz with a score of 80% or higher (a score of 10/12 correct), contact Laura Foley at foleyl@missouri.edu to request a PDF letter than can be uploaded to your myCB account.
Administrative Drop Policy for Failure to Submit Evidence of Compliance with Clinical Practice Requirements

Purpose
It is essential that all graduate students are in compliance with clinical practice requirements for Code of Conduct, immunizations, TB testing, RN Licensure, credentialing, CPR Certification, criminal background check and drug screen (see the MS/DNP or PhD Handbook for details on the specific requirements). Students enrolled in a course that contains a clinical component (i.e., has clinical hours required as part of the course) are required to ensure all requirements for Code of Conduct, immunizations, TB testing, RN Licensure, Credentialing, CPR Certification, criminal background check and drug screen are submitted as required and are up to date. Students who fail to submit or update evidence of compliance with required items within the first week of the semester may be administratively dropped from the clinical course for which they are registered.

Criteria
Students enrolled in clinical courses are required to submit a copy of their compliance report to the course instructor in the course Blackboard site within the first week of the semester, in order to facilitate assessment of student compliance with Code of Conduct, immunizations, TB testing, RN licensure, credentialing, CPR certification, criminal background check and drug screen.

The course instructor may initiate the administrative drop process if a student does not submit a copy of their compliance report documenting that the required Code of Conduct, immunizations, TB testing, licensure, credentialing, certifications, background checks and drug screens are complete and up to date.

Process
The process for administratively dropping a student for failure to submit evidence of the above requirements will be as follows.

1. When, after completion of the first week* of class, a student fails to submit a copy of their compliance report documenting that all required Code of Conduct, immunizations, TB testing, licensure, credentialing, certifications, background checks and drug screens are complete and up to date; the course instructor will contact the student via MU student e-mail and/or course BB Mail, reminding the student of the submission requirement and notifying the student they are out of compliance and that they have 1 more week* in which to submit the required documents.
2. If the student fails to submit the required documents, the instructor will notify the SSON Student Affairs office and request that the student be administratively dropped from the course and their access to the course be removed.

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

Approved by Faculty Assembly 11/7/2011; Revision Approved by Faculty Assembly 4/25/2016
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, and 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.
- Breach of patient/research subject confidentiality.
- Dishonesty with patient/research data or with own actions.
- Other unsafe clinical/research practice (as deemed by faculty).

MU SSON 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, skills lab, classroom, research, learning experiences and may result in immediate dismissal from the Sinclair School of Nursing.

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 SSON Social Media Policy
   • Actions may result in immediate dismissal from the SSON

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 SSON
   • Actions may result in immediate dismissal from the SSON

3. Third violation of the policy will result in:
   • Immediate dismissal from the SSON

Potential continuation in the MU Sinclair School of Nursing might only be possible with input from instructor or preceptor and review from the Associate Dean for Academic Affairs or Director of Graduate Studies/area of study.

Revised Fall 2013

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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

PhD Program Requirements and Expectations

Technology Requirements
This PhD program is offered online through a learning management system (LMS). As of August 2017, all graduate courses offered through MU SSON are in Instructure Canvas.

See the MU SSON Technology Requirements page for a summary of the hardware and software you will need to complete your online course work.
Participation in Synchronous Chats
Some online PhD courses are taught entirely asynchronously using discussion boards while others include synchronous components using videoconferencing technology. Students are responsible for attending all synchronous chats that are required for their doctoral coursework. If a course will be taught synchronously, the required synchronous chats will be either Tuesday evening, Wednesday during the day or Wednesday evening. The one exception is the summer statistics course which has synchronous chats on Tuesday and Thursday afternoons. Teaching modalities are determined by the faculty member(s) teaching the course and can found in myZou at the time of course pre-registration (October for spring semester; March for summer and fall semesters). As adult learners, graduate students are expected to plan ahead, check myZou to see if courses planned for the next semester have a required synchronous chat, and adjust their work and family schedule prior to the beginning of the next semester.

On-Campus Requirements
See the schedule of Required On-Campus Days for PhD Students. All travel, food, and lodging for on-campus intensive experiences are at the student's expense.

June On-Campus Intensive Orientation
During the first summer of enrollment, all new PhD students must register for the online course NURSE 7087: Leadership & Technology Institute. Additionally, new PhD students are required to attend a five-day On-Campus Intensive on the University of Missouri campus. During the On-Campus Intensive, students will meet other doctoral students and faculty, gain valuable information about PhD program resources and requirements, and obtain hands-on training with the newest educational technology to assist them with their coursework.

Annual April On-Campus Intensive
All PhD students are expected to attend the four-day April On-Campus Intensive each year they are enrolled in coursework. During the April On-Campus Intensive experience, students will meet have time to meet with their PhD advisor and committee members, obtain hands-on training with software programs (e.g., EndNote, Excel, SPSS, and Zotero), develop writing and professional presentations skills, and learn about the cutting-edge research being done by their peers and faculty members. Dates of upcoming PhD April On-Campus Intensives can be found on the PhD On-Campus Dates page of the MU SSON website.

Attendance at Professional, Scientific Conferences
PhD students are expected to attend a minimum of two (2) professional, scientific conferences during their tenure as a PhD student. Examples would include the Frail Elderly Conference, Midwest Nursing Research Society (MNRS) Annual Research Conference, a national research conference (e.g., Gerontological Society of America) or an international research conference (e.g., European Tissue Repair Society). While not required, students are encouraged to attend research conferences with their PhD mentor or one of their doctoral program committee members to help facilitate professional networking.
Transportation Requirements
Students are responsible for arranging and financing their transportation to all required on-campus visits and all clinical, teaching, and research practicum sites.

Generally speaking, students will be responsible for their own expenses. A limited amount of funding is available each year to support PhD students who are selected to represent the MUSSON in the MNRS Student Poster Competition. Additionally, travel funds are available for graduate students from the MU Graduate Professional Council, MU Graduate Students Association, and MU Office of Research and Graduate Studies to attend professional conferences, present research at a professional conference, and collect dissertation research data. See the Travel Scholarships page at the MU Office of Research and Graduate Studies website to learn more.

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 can be accessed online. Questions about the information in the M-Book should be sent to the Office of Student Conduct via email, conduct@missouri.edu.

Academic Integrity
MU has established a policy for students regarding academic integrity. 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, are reprinted below:

Academic dishonesty refers to any act that is intended to produce an academic assessment that is not commensurate with an individual’s performance, or any act that is intended to unfairly assist or hinder an individual’s academic efforts. Such acts include, but are not limited to, the following:

1. Allowing the work of one person to be academically assessed as the work of another.
2. Allowing academic credit to be assigned to work that was not performed.
3. Unauthorized possession of resources (e.g., reserved library material, laboratory material, art work, computer software or medical excuses).
4. Misrepresentation of an academic record (e.g., changing grades, failure to report work done at other institutions).
5. Denial of access to resources (e.g., reserved library material, laboratory material, art work, computer software) intended to be available to others.
**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 Office of Research and 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*.

**PhD Student Involvement Opportunities**

**MU SSON Graduate Student Resource & Collaboration Center**
Every graduate student at the MU Sinclair School of Nursing has access to the MU SSON Graduate Student Resource & Collaboration Center in Canvas. Student representatives to MU SSON committees, MU graduate student organizations, and regional or national organizations have a thread on the Main Discussion Board. Plan to log in regularly for program information and updates; announcements; resources to assist you with research, writing, and statistics; and logistical information for on-campus days (travel, parking, lodging, etc.). This is also where you will complete the required Code of Conduct training.

To access the MU SSON Graduate Student Resource & Collaboration Center, go to the [Courses @ MU](https://courses.mizzou.edu) website and click the Canvas button. Log on with your PawPrint and password.

**MU Sinclair School of Nursing Committee Memberships**
PhD students can serve as representatives and active voting participants on the MU SSON PhD Program Committee, the MU SSON Dean’s Student Advisory Council and on ad hoc committees as the occasion arises.
MU Networks

Alpha Iota Chapter, Sigma Theta Tau
Graduate students who are members of this national nursing honorary society are welcome to participate in Alpha Iota chapter activities. Nursing graduate students become eligible immediately upon admission to one of the graduate nursing programs. Stay up to date with Alpha Iota chapter’s activities by following them on their Facebook page:

Alternative Career Exploration in the Sciences (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.

Association of Black Graduate and Professional Students (ABGPS)
As an organization, the Association of Black Graduate and Professional Students (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.

Deaton Scholars Program
The Deaton Scholars Program (DSP) is sponsored by the Brady and Anne Deaton Institute for University Leadership in International Development. A flagship peer mentorship initiative, the program’s specific outcomes are to: 1) Increase scholar’s aptitude for future public service leadership positions in domains that span international development, global food security, elimination of extreme poverty, health and nutrition, higher education, and non-profit management; and 2) Grow a distinguished cohort of Deaton Scholars. Applications are due in August each year.

Entering Mentoring
Entering Mentoring is a "well-developed and thoughtful workshop series for senior graduate students and postdoctoral fellows to discuss mentoring strategies, identifying student needs, evaluating progress, and developing a mentoring philosophy." It is funded by a grant from the Howard Hughes Medical Institute.

Graduate Professional Council (GPC)
The Graduate Professional Council (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. Any student interested in serving as a PhD student representative to GPC should contact a member of the GPC Executive Board.

Graduate Student Association (GSA)
The Graduate Student Association (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. Any student interested in serving as a PhD student representative to GSA should contact a member of the GSA Executive Board.

Griffiths Leadership Society for Women
Established at Mizzou in 2005, the Griffiths Leadership Society is a catalyst for connections among diverse and distinguished Mizzou student leaders and alumnae. Through lifelong learning, leadership development and mentoring, members stimulate their potential and that of other MU women, while supporting the best interests and traditions of Missouri’s flagship university. Applications for members are accepted at the beginning of the fall semester.

Latino/a Graduate & Professional Network
The Latino/a Graduate & Professional Network (LGPN) enhances the intellectual and social community for Latino and Latina graduate students at Mizzou.

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.

MU International Student and Cultural Organizations
The MU International Center provides a list of 30+ student and cultural groups of interest to international students.

MU Postdoctoral Association (MUPA)
The mission of the MU Postdoctoral Association (MUPA) is to foster professional development and social interaction to provide community and a collective voice; and to liaison between postdoctoral fellows, faculty, and administration.

Organization Resource Group
Mizzou offers more than 700 student organizations, serving virtually every interest and niche. See the Organizational Resource Group page to find an organization—or resources for starting your own.

National Nursing Organizations and Graduate Student Networks

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

American Association of Colleges of Nursing (AACN) Graduate Nursing Student Academy
The Graduate Student Nursing Academy (GNSA) was created to provide high value programs, services, and resources to nursing students enrolled in master’s and doctoral programs. Through the GNSA, AACN focuses on meeting the professional development needs of graduate nursing students who are poised to assume leadership roles within the profession,
including service as future faculty members and researchers.

**Association for the Support of Graduate Students (ASGS)**

ASGS helps graduate students improve their lives as they complete a thesis or dissertation by providing timely advice and thesis or dissertation support.

**The National Association of Graduate-Professional Students**

The NAGPS is a networking organization for students and their organizations. NAGPS also serves as an advocate at the local and national levels.

**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.

**Midwest Nursing Research Society (MNRS) Emerging Scholars Network**

The MNRS Emerging Scholars Network is a collaborative network of aspiring nursing scholars and leaders. The Emerging Scholars Network is an essential networking infrastructure that connects scholars at different levels of study and provides expanded opportunity for engagement and leadership within MNRS. Emerging Scholars are encouraged to become actively involved in leadership positions within MNRS and in promoting opportunities in the nursing field on their campus. If you are interested in getting involved, please send your resume or CV and a statement of intent to esn@mnrs.org.

**Society for Advancement of Chicanos/Hispanics and Native Americans in Science**

SACNAS is a society of scientists dedicated to fostering the success of Chicano/Hispanic and Native American scientists—from college students to professionals—to attain advanced degrees, careers, and positions of leadership in science.
Section VII: ON-CAMPUS FACILITIES FOR GRADUATE STUDENTS

MU Center for English Language Learning

If English is not your first language, the Center for English Language Learning (CELL) can help you develop your English language skills and broaden your understanding of academic and American culture in a casual and fun way.

MU Counseling Center

The MU Counseling Center provides high quality mental health services in a safe, collaborative, and confidential environment where students can explore concerns and find ways to improve their academic, social, and personal success. Therapists are on call during business hours to offer help when you are in crisis. Please call (573)-882-6601 or go to 119 Parker Hall to speak with one of the clinicians on call. After business hours, including weekends and holidays, telephone crisis assessment, consultation and support is available by contacting (573)-882-6601. Mental Health Assessment Online Screening is available.

MU Library and Computing Resources

Ellis Library and J. Otto Lottes Health Sciences Library

MU Libraries offer a collection of more than 3.9 million print volumes, over 1 million ebooks, 53,400 journal titles (in print or online), and over 7.5 million microforms.

Ellis Library, the flagship branch of MU Libraries, provides quiet zones and study rooms, computer and video equipment that can be checked out, and the Bookmark Café, which sells coffee and snacks. The Fridays @ the Library workshop series covers topics related to research and dissertation writing. Some sessions (but not all) are streamed online as well.

See the Graduate Student Resources page to learn more about the library resources available to all MU graduate students, including distance students.

Computer Labs

The J. Otto Lottes Health Sciences Library, located in the School of Medicine (immediately adjacent to the MU SSON) offers the following:

- Twelve public computers on the second floor of the library, with Print Smart printing capability
- The Health Sciences Library Computer Lab on the first floor
- Four laptops available for checkout from the Circulation Desk on the second floor
- Health Sciences Library Copy Room on the second floor
Additional labs are located throughout campus. See the Division of Information Technology (DoIT) Computer Lab page for a list of sites and available hardware and software at each site as well as hours of operation.

**Software Sales**
MU students can purchase software through DoIT at a substantial discount. See the DoIT Software Sales page for details.

**Software Training**
DoIT offers hands-on training and webinars on topics such as the Microsoft Office suite of products and the Qualtrics web-based survey creation and distribution tool. Sessions are free for those who attend (those who register but do not attend are assessed a fee). See DoIT Training for course catalog and schedule.

**MU Student Health Center**

The MU Student Health Center provides easy access medical care to students on an outpatient basis and emphasizes 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.

**MU Writing Center & Nursing Online Writery**

Whether online or on-campus, the Writing Center can help you improve your writing skills. Virtual assistance is available. All services are free and kept confidential.

**SSON PhD Student Room**

Room S338 of the MU Sinclair School of Nursing is maintained as a PhD student workroom. 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:
Kristen Clark
clarkkj@missouri.edu
(573) 882-0205
**Section VIII: EMPLOYMENT AND FINANCIAL ASSISTANCE**

**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.

See the [Graduate Assistantships](#) page from the MU Office of Research and Graduate Studies to learn more.

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 the following:

- 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
- Conducting library research as directed

Responsibilities of GRAs include the following:

- 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
- 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. Submission of these electronic timesheets is required on a weekly basis for review by supervisors.

**Benefits**
Employment and reimbursement practices within the MU SSON 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.

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 Tiger Avenue Parking Structure (TAPS).

**Funding for International Graduate Students**
Many of our international students have financial sponsorship from their home country. International Residential PhD Option applicants without sponsorship must submit all PhD
application materials by the Early Acceptance application date and then contact the PhD Director for information possible funding options.

External scholarships and fellowships are available via competitive application for international graduate students. Each external organization has specific criteria. International applications interested in pursuing one of these options needs to review options and apply early. Visit the External Scholarships and Fellowships page at the MU International Center website for more details.

**Curators Grant-in-Aid (GIA) Scholarships:**
Graduate GIA Scholarships waive one credit hour of tuition up to nine credit hours of tuition toward required courses and all non-resident fees of all credit hours which student is enrolled for one semester. GIAs are awarded on a semester-only basis based on an evaluation of academic merit, financial need, longevity at MU, and on-campus employment and student activities. GIA does not waive the cost of the required student medical insurance. The GIA application deadline for fall semester funding is in April; the application deadline for spring semester funding is in early November. Visit the Curator's Grant-in-Aid scholarship page on the MU International Center website for further details.

**Global Tiger Scholarships**
The Mizzou Alumni Association is committed to providing scholarship opportunities for returning international students. Students must maintain a 2.75 cumulative GPA or higher, be enrolled full-time, and have at least one (1) remaining semester at Mizzou. Applications are due by March 1 each year. Recipients, as a part of the scholarship award, agree to provide service to the alumni association during the school year in which the award is received as needed. Visit the Mizzou Alumni Association website for application details.

**Philanthropic Educational Organization (P.E.O.) International Peace Scholarship Fund**
The P.E.O. International Peace Scholarship Fund provides scholarships for selected international women for graduate study in the United States and Canada. Maximum $10,000 annually, depending on need. Eligibility forms are due by mid-December each year. Application forms are due March 1 each year. Visit the P.E.O. International Peace Scholarship Fund website to learn more about eligibility and request an application.

**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 website.

**Nurse Faculty Loan Program**
The Nurse Faculty Loan Program (NFLP) is a federal program designed to increase the number of nursing students who pursue careers as full-time faculty teaching in schools of nursing. DNP
and PhD students are eligible to apply if they are committed to a faculty role, in good academic standing, and not in default on any prior student loans. Please note: only U.S. citizens or permanent residents are eligible for the NFLP.

See the PhD Fellowships and Funding page of the MU Sinclair School of Nursing website to learn more, or go to the PhD Forms page to complete the Nurse Faculty Loan Program Application.

MU Graduate Studies Fellowships

General information about MU Office of Research and Graduate Studies financial assistance can be found on the Mizzou Graduate Fellowships page of the MU Office of Research and Graduate Studies website. MU Office of Research and 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. PhD applicants interested in being nominated for one of these fellowships must submit all PhD application materials by the Early Acceptance application date and then contact the PhD Director for information about the fellowship application process.

There are a number of specific fellowships that would be suitable for students pursuing graduate education in nursing and a number of specific awards offered for first-generation college students and under-represented Minority Americans. Two specific examples are found below.

Ronald E. McNair Fellowships

This program is designed to support newly admitted masters or doctoral students in any field who successfully completed a Ronald E. McNair Post-Baccalaureate Achievement Program at a university other than MU. Nominees must have and maintain a 3.5 GPA. Fellowship applicants must include a letter from the McNair Director at the Post-Baccalaureate Achievement Program at a university other than MU. Please note: only U.S. citizens or permanent residents are eligible for these fellowships.

Gus T. Ridgel Fellowships

This fellowship program assists qualified underrepresented minority graduate students in any field. Awards can be made to U.S. citizens who are members of an underrepresented ethnic minority population (African American, Native American or Alaska Native, Hispanic or Mexican American). Nominees must have and maintain a 3.5 GPA. Please note: only U.S. citizens or permanent residents are eligible for these fellowships.

MU Sinclair School of Nursing Fellowships

Jonas Nurse Leaders Scholars

Supported by the Jonas Family Fund at the Jewish Communal Fund, the Jonas Nurse Leaders program will provide financial assistance, leadership development, and mentoring support to
expand the pipeline of future nurse faculty into research-focused and practical-focused doctoral nursing programs. Additional information about this fellowship can be found on the PhD Fellowships and Funding page of the MU Sinclair School of Nursing website. Please note: only U.S. citizens or permanent residents are eligible for this fellowship.

**National Institute of Nursing Research T32 Pre-doctoral Fellowship in Interdisciplinary Research Training in Health Behavior Science**

This NIH funded pre-doctoral health behavior science training program provides financial support, mentoring, travel support to professional conferences, research project funding and research development activities to build the capacity of this select group of future health behavior science researchers. Additional information about this fellowship can be found on the T32 Health Behavior Science Training Grant page of the MU Sinclair School of Nursing website. Please note: only U.S. citizens or permanent residents are eligible for these fellowships.

**Robert Wood Johnson Foundation (RWJF) Future of Nursing Scholars**

The RWJF Future of Nursing Scholars program provides scholarships, mentoring, and leadership development activities, as well as postdoctoral research support to build the capacity of this select group of future nurse leaders. Please note: only US citizens or permanent residents are eligible for these fellowships.

**Sinclair PhD Fellowships**

The Sinclair Fellowship is given primarily to outstanding first-year PhD students at the MU Sinclair School of Nursing. The recipient will be enrolled as a new PhD student on a full-time basis, must not be an MU employee, must be enrolled in at least 9 credit hours per semester and must maintain a 3.5 GPA.

Additional information about the Jonas Nurse Leaders Scholars program, RWJF Future of Nursing Scholars program, and the Sinclair Fellowship program can be found on the PhD Fellowships and Funding page of the MU Sinclair School of Nursing website.

**Scholarships**

The Sinclair School of Nursing offers a number of scholarships for clinical nursing majors and School of Nursing 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 late spring/early 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 the Free Application for Federal Student Aid (FAFSA). See the MU Student Financial Aid website to get started.
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 University Employees and Family page of the MU Student Financial Aid 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 Office of Research and Graduate Studies, and MU Graduate Student organizations (MU Graduate Professional Council and MU Graduate Students Association) provide limited financial assistance for dissertation research and presentation travel.

- The Dean of the School of Nursing supports three 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 MU SSON 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 on the Travel Scholarships page of the MU Office of Research and Graduate Studies website.
**Section IX: MU SSON 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.

<table>
<thead>
<tr>
<th>Dr. Robin Harris</th>
<th>Gabrielle Larson</th>
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</thead>
<tbody>
<tr>
<td>Interim Associate Dean for Academic Affairs</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>S410 School of Nursing</td>
<td>S409 School of Nursing</td>
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<tr>
<td>(573) 882-0228</td>
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*(agency agreements for research practicum)*
Section X: DNP AND PhD DOCTORAL AND GRADUATE FACULTY

To find PhD Doctoral faculty research focus interest areas, please refer to PhD Student Research Mentors. To find practice and scholarship areas of graduate and DNP Doctoral faculty, please refer to Doctoral and Graduate Faculty.
Section XI: GRADUATE NURSING COURSE DESCRIPTIONS

Depending on their clinical background, research interests, and doctoral program committee recommendations, PhD students may take MS, DNP, and PhD courses as part of the Plan of Study. See the MU SSON website for graduate nursing course descriptions and a summary of teaching rotations for PhD course offerings. Course descriptions for non-nursing courses can be found at myZou and Mizzou Online.