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 Program and Research Office Administrative Assistant, 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 and the Sinclair School of Nursing website.

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

*Deidre Wipke-Tevis, PhD, RN*
Associate Dean of Research
PhD Program Director
August 2022
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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 more than 70,000 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 64 public and private U.S. universities and 2 Canadian universities invited to membership in the prestigious Association of American Universities. Mizzou has more than 300 degrees and certificate programs—including 138 online options—through its 13 colleges and schools, offering excellent opportunities for interdisciplinary studies and research.

See the MU Facts and Figures page to learn more.

Statement of Values

At the University of Missouri, four values serve as the foundation of our community: Respect, Responsibility, Discovery, and Excellence. Though we are diverse, these common values bind us together and hold us to a higher standard.

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

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

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

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

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

MU Graduate School

MU granted its first master's degree in 1846 and now offers 149 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 School policies. The MU Graduate School 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, postdoctoral, and continuing education programs. The graduate nursing programs are offered in conjunction with the MU Graduate School and are part of a long tradition in graduate education at the University.

The nursing PhD program admitted its first students 1994. Over 110 students have graduated from the nursing PhD program. The PhD program started admitting interdisciplinary, non-nursing students in Summer 2013. The interprofessional Graduate Certificate in Participatory Health Research began in summer 2017.

Mission
To improve health of all people, especially Missourians, through discovery, teaching, practice, and scholarship.

Vision
To be Missouri’s premier transformational academic institution for nursing and health education, scholarship, practice, research, and innovation.

(Approved by Faculty Assembly 05/2021)

Values
The Sinclair School of Nursing (SSON) supports the core values of the University of Missouri – Respect, Responsibility, Discovery, and Excellence. The SSON’s additional values include diversity, inclusion, and equity. Diversity references a broad range of individual, population, and social characteristics. Inclusion represents environmental and organizational cultures in which faculty, students, staff, and administrators with diverse characteristics thrive. Equity is the ability to recognize differences in resources or knowledge needed to allow individuals to participate in society, including access to higher education. These values, defined by the American Association of Colleges of Nursing, are central to improving nursing education, addressing healthcare inequities, and advancing civic leadership and engagement.

University of Missouri Values  https://missouri.edu/mission-values


(Approved by Faculty Assembly 02/2022)

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 U.S. 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, and social work. 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>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundational Core (minimum 29-36 cr)</strong></td>
<td></td>
</tr>
<tr>
<td>Leadership &amp; Technology Institute</td>
<td>1</td>
</tr>
<tr>
<td>Responsible Conduct of Research</td>
<td>1</td>
</tr>
<tr>
<td>Philosophical, Theoretical &amp; Scientific Basis</td>
<td>6-10</td>
</tr>
<tr>
<td>Epidemiology, Biostatistics &amp;/or Data Science</td>
<td>9</td>
</tr>
<tr>
<td>Research Design, Qualitative and Quantitative Methods</td>
<td>9-12</td>
</tr>
<tr>
<td>Grant Writing</td>
<td>3</td>
</tr>
<tr>
<td>On Campus Intensive Immersions (Residencies)</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Individualized Specialty Area (27-39 cr)</strong></td>
<td></td>
</tr>
<tr>
<td>Research Focus Area Seminars</td>
<td>3-6</td>
</tr>
<tr>
<td>Faculty Mentored Research Practica</td>
<td>6-9</td>
</tr>
<tr>
<td>Interdisciplinary Collateral Coursework</td>
<td>6-12</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>12</td>
</tr>
<tr>
<td>Electives (minimum 0)</td>
<td></td>
</tr>
<tr>
<td>Nursing Education Minor Option</td>
<td>10</td>
</tr>
<tr>
<td>Health System Innovation Minor Option</td>
<td>9-12</td>
</tr>
<tr>
<td>Participatory Health Research Certificate Option</td>
<td>15</td>
</tr>
<tr>
<td>Graduate Courses from an Another Institution</td>
<td>Max 30</td>
</tr>
<tr>
<td>Nursing &amp; Healthcare Applied Sciences (For BS-PhD only)</td>
<td>9</td>
</tr>
</tbody>
</table>

**Philosophical, Theoretical, & Scientific Basis (6-10 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.

**Epidemiology, Biostatistics &/or Data Science (Minimum of 9 credit hours)**
Students take these courses 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. Some students may choose to take one or more courses in data science from the MU Institute for Data Science and Informatics.
Research Design, Qualitative and Quantitative Methods (Minimum 9-12 credit hours)
Research design, qualitative and quantitative methods courses provide students with the background to design and implement research studies with course options including designing health interventions, mixed methods, participatory research methods, psychometrics, introductory and advanced qualitative methods, and quantitative methods.

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

On-Campus Intensive Immersions (0 credit hours)
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, Social Justice, Symptom Management in Acute & Chronic Illness, and Theories and Interventions in Health Behavior Science.

Interdisciplinary 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, Data Science and Analytics, Gerontology, Global Public Health, Grantsmanship, Health Ethics, Healthcare Project Management, Informatics for Public Health, Multicultural Education, Online Educator, Organizational Change and Conflict Management, Participatory Health Research, Positive Psychology, Public Health, Public Health Communication, User Experience and Usability, Youth Development Specialist, and Youth Development 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 Health Sciences Research Day, MU
Life Sciences Research Poster Sessions, Midwest Nursing Research Society (MNRS) Annual Research Conference, American Medical Informatics Association Annual Symposium, Gerontological Society of America Annual Scientific Meeting, Oncology Nursing Society Congress and/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/profession degree to PhD (full-time and part-time).
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:

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 foundation or NIH funded fellowships may have a program-specific Plan of Study.

Registering for Classes

Newly admitted or re-enrolling (those who are not currently enrolled) PhD students may enroll after pre-registration during identified registration periods. Currently enrolled students are given the opportunity to pre-register for the next semester’s classes. Pre-registration usually begins in October (for spring) and March (for summer and fall); the 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 that can be obtained from the MU SSON Office of Student Affairs which can be reached via email or by calling (573) 884-7411.
- 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

Please go to the Registrar website for information regarding adding, dropping, or withdrawing from classes: https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/

Please note Financial Aid may be impacted when dropping below the credit federal guidelines restrictions.

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 MU SSON Office of Student Affairs to complete the University Withdrawal form.

Administrative Drop Policy for Courses

Purpose
Participation in class discussions and posting is critical for success in courses. In order to facilitate an 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:

- The student does not post or otherwise participate in or attend class by the end of the first week* of the semester, regardless of the number of visits to the course site.
- The student does not post or otherwise participate or attend in class discussion for two consecutive weeks* anytime during the semester, regardless of the number of visits to the course site.

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

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 or MU Connect requesting that the student respond 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 using the MU course e-mail or MU Connect. This letter 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 or MU Connect messages within the timeframe provided, the instructor will notify the Associate Dean for Academic Affairs of the administrative drop. The Associate Dean will notify the registrar’s office at umcumivregistrarwr@missouri.edu. The notification to the registrar should include the student’s name, student number, course/class number, reason for the withdrawal request and effective date.

4. The registrar’s office will then withdraw the student from the course.
5. Depending on the timing of the withdrawal, the student may owe fees. If there is an error on the part of the university, typically the withdrawal will be backdated, and the student will receive a full refund. In the case of non-participation, that is not necessarily the case.

6. All communication mentioned in this policy should be copied to the student’s advisor and program director.

(Approved by Faculty 12/7/07; Amended 4/28/14; Amended 10/19/18)

**PhD Program Advisor**

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

**PhD Program Advisor and Student Responsibilities**

The PhD student and Program advisor are expected to review and follow the Guidelines for Good Practice in Graduate Education.

Advisement begins prior to the student's first registration. Responsibilities of the faculty 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 Examination 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 PhD program Director, Doctoral committee, and other faculty members;
   c. monitoring grades and academic standing;
   d. communicating with the PhD Doctoral Committee and PhD Program Director for approval of course waivers, transfer credits, course substitutions;
   e. referring the student to the appropriate campus resources as indicated
f. completing the Annual Review of Graduate Student Progress.

Communication between the faculty 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 Plan of Study.
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, Zoom or Teams videoconferencing, or face-to-face meetings when working on their dissertation research.
8. Update the myVITA for Graduate Students at the end of each academic year. (see the Graduate Student Guide for assistance).

Change of Advisor
A change of advisor may occur when an advisor leaves the MU SSOn or an advising load needs readjustment, 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 may 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 Graduate School. 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 granted admission 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:

- N7087 Leadership & Technology Institute (1 credit)
- NURSE 7160: Scientific Foundations for Health Sciences (4 credits)
- PHLTH 7952: Research Methods in Public Health (3 credits) OR PHLTH 8420: Principles of Epidemiology (3 credits)
- N7010 - 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.

**Qualifying Examination – Remediation**

For any degree program that utilizes a non-coursework based qualifying examination, a student may have a minimum of four weeks, but not more than one additional semester, to remediate a qualifying exam failure. Failure of a coursework-based qualifying examination falls under policies specific to [Grade Point Average and GPA and Probation](#).

**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 Graduate School 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 Graduate School 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 may be selected from the Ph.D research faculty at the UMKC School of Nursing and Health Studies or 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 Dean of Graduate School and Vice Provost for Graduate Studies. See the [Doctoral Program Committee](#) page on the MU Graduate School 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 their 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 SSON PhD & Postdoctoral Fellow Forms 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 Graduate School 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 Graduate School 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 ensure 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:
• N7010 Biostatistical Foundations for Health Researchers OR N8020 Intermediate Statistics in the Health Sciences
• N9110 State of the Science
• N9120 Philosophical & Theoretical Foundations for Research
• N9410 Advanced Quantitative Methods OR N9420 Qualitative Methods
• Research Focus Area (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 myVITA for Graduate Students 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)

**Educator Competencies *(Effective September 2009)*

1. Articulate a personal philosophy of teaching learning.
2. Describe varied learning theories and their philosophical base.
3. Determine an array of teaching strategies grounded in learning theory that is appropriate to the education setting, learner characteristics, course outcomes, and available resources.
4. Designs and conducts class/classes and clinical learning experiences.
5. Develop assessment and evaluation methods that are congruent with program objectives and that are effective in promoting and reinforcing learning.
6. Design program curricula that are congruent with the parent institution, needs of constituents, and healthcare trends.
7. Develop faculty role based on analyses and syntheses of ethical and legal standards, mentored experiences, and evaluative feedback.
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

Individual Development Plan (IDP)

An Individual Development Plan (IDP) is a goal-setting tool to assist graduate students (as well as scholars and professionals of all stages) to meet short- and long-term career goals. Graduate students should use an IDP to: reflect on career goals, make actionable plans to achieve those goals, and track progress in academic performance and professional development. It is expected that all graduate students will utilize an IDP throughout their graduate experience.

The MU Graduate School’s IDP is aligned with our gradESSENTIALS professional development categories. These categories reflect key transferable skills useful for a broad spectrum of careers. Use the fillable IDP template, or use the Word doc version if you need to make changes to the IDP to meet your needs. It is recommended that graduate students review their IDP at least annually with their faculty advisor/mentor. IDPs are not submitted to the Graduate School for review, but rather are used at the academic program level for students to track their individual progress and set goals.

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. It is important to note that some faculty members are 9-month employees, thus a student and their advisor should discuss with committee members their availability for the comprehensive examination during the Summer session.

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 Graduate School, 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 to 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 their 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.
• Official university recesses, university holidays, and periods of intersession that fall between the two sections of the examination (for example, Thanksgiving Recess, Winter Break) will not count against the student’s timeline. Students are encouraged to communicate and work with committee members to achieve a mutually workable timeline.
• 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 (7th 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 his/her representative as one single Word document that includes each Comprehensive Examination
question being answered, 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 on the MU campus. The student has access to a copy of the written examination during the oral portion of the examination.
- 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 School 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 School 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 MU Graduate School 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 Graduate School. 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 School as well. The committee must respond to this request in writing within two (2) weeks and a copy must be filed with the MU Graduate School.

**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 dismissal from their degree program (see [Probation & Dismissal 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 N9090 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 N9090 Research in Nursing and Health 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 & Institutional Review Board Protocol Approval Form (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 Graduate School.

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. Final Dissertation Copy Desired also should be documented on the form.

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 Graduate School, 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 MU 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 School 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 Graduate School via the “Doctoral (PhD, EdD) Dissertation Submissions” Canvas course site. Dissertation and Thesis Guidelines for MU Graduate Students can be found on the MU Graduate School 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 MU SSON Microsoft RISE Up Team. 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 Division of Research, Innovation, & Impact, 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 GRADUATE SCHOOL AND MU SINCLAIR SCHOOL OF NURSING POLICIES FOR THE PhD PROGRAM

Minimum Doctoral Degree Requirements

MU requires a minimum of 72 credit hours, including a minimum of 15 hours at the 8000/9000-level, exclusive of problems, readings, and research hours, beyond the baccalaureate degree 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 Graduate School. It is the responsibility of the student’s doctoral program committee to determine whether it is appropriate to transfer credit; however, the MU Graduate School 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 ~77 credits; a post-graduate degree student will take ~56 credits; and a post-clinical doctorate student will take ~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 (whether virtual or face-to-face) 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 Missouri 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 4.5 credits their first summer of enrollment and 9 credits of graduate coursework each fall and spring term until they have attained doctoral candidacy status. Of the 9 credits of graduate coursework each term, at least 6 credits must be either traditional face-to-face or hybrid coursework with required regular meetings or seminars in order to qualify for and retain the F-1 or J-1 student visa status. A maximum of one 3 credit
course per semester may be taken as an online course through Missouri Online. A maximum of one 3 semester hour course per semester can be taken through the UM Visiting Graduate Student Program.

Each semester students in the International Residential PhD Option must complete the 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, Seventh 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 School guidelines.

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 which can be found at https://umsystem.instructure.com/

An example of the recommended title page for a paper using APA formatting can be found on the next page of this handbook.
Late Assignment Policy

All MU SSON syllabi have a late assignment policy and students are advised to carefully review the syllabus for each course. Based on faculty preference, one of the two late policy options will be listed in the syllabus:

- “Students are expected to complete all course requirements according to the course schedule. In the case of extraordinary circumstances, the student needs to request an extension for a selected course assignment in advance of the scheduled due date to negotiate an alternative due date. Late assignments will receive a XX deduction from the total score for each day late. After XX days, late assignments will not be accepted with the exception of unique circumstances that have been previously discussed with course faculty.” OR

- “No late assignments will be accepted.”

(Approved by Faculty Assembly 2/19/2018)

Grading and Scholastic Requirements

See the Grading & Credit Policies for Graduate Students page on the MU Graduate School website for details.

Grades in all nursing 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>

The Graduate School considers grades of C+, C and C- as passing grades; however, nursing PhD students receiving a grade of C or lower on any course should meet with their doctoral program advisor.

No grade of D may be awarded for a graduate student and a grade of F means the work has not satisfied the minimum requirements of the course. “W” denotes withdraw passing and does not affect a student’s grade point average.

When grades are not reported by the instructor, they are recorded as Not Reported (NR). The NR designation will remain on the student’s transcript until a letter grade is submitted. If a letter grade is not submitted, the NR can remain on the student’s record indefinitely and will not revert to an F.
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:

- N8900 Research Practicum
- N8950 Teaching Practicum
- N8954 Distance-Mediated Teaching Nursing Practicum
- N9090 Research in Nursing and Health
- N9131 Responsible Conduct of Research
- N9710 Advanced Research Practicum

With faculty consent, N8085 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. If a student retakes a course, the grade from the first time the course was taken cannot be replaced; it will be calculated into the student’s GPA along with the grade from the retaken course. To remain in good standing, a PhD student must maintain a cumulative GPA of 3.0 or better.

To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those courses listed on a plan of study.

**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. 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 Faculty Handbook. 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.

3. 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).

4. 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 Associate Dean for Academic Affairs within 14 working days of receipt of the
materials.

5. The Associate Dean for Academic Affairs 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 Associate Dean for Academic Affairs 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.

6. If the student is dissatisfied with the Associate Dean for Academic Affairs decision, he/she
may request a review at the campus level.

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**Annual Review of Graduate Student Progress**

The Graduate School requires all master’s, educational specialists, and doctoral students to
submit an annual report of academic progress. At a minimum, graduate students should report on
their academic progress, completion of required forms, awards and honors, conferences,
presentations, publications, service activities, creative activities, funding activities, employment,
and job placement. Academic program faculty or administrators may require additional
indicators of performance or achievement to accommodate the needs of their programs.
As of the 2021-2022 academic year the Graduate School requires all PhD students to use myVITA to complete their annual self-evaluation. The steps for completing the Annual Review of Graduate Student Progress can be found at: https://gradschool.missouri.edu/annual-review-of-graduate-student-progress/

**Academic Probation**

At the end of each semester, graduate students with a cumulative GPA below 3.0 are placed on academic probation by MU Graduate School. 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 PhD Program Director, and the MU Graduate School. Note: Summer session is not counted as a semester.

**Departmental Probation**

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 departmental probation.

After at least 30 days of probation, the degree-granting program can dismiss any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required from the program. The faculty advisor or academic program chair must inform the Graduate School as soon as the student has been notified and the probationary period has begun.

When a department/program determines that a student is not making satisfactory progress, the PhD Program Director and/or faculty advisor will recommend a face-to-face meeting between the student and the faculty advisor. If after this meeting the department/program and the student can agree on a plan to remedy the situation, the faculty advisor and PhD Program Director and the student will jointly sign a document enumerating steps to take. If, on the other hand, the department/program and the student disagree on issues of progress, the PhD Program Director may send the student a letter placing the student on probation.

The letter placing a student on probation must include an explicit statement of what must be accomplished and by what date in order for the student to be removed from probation and returned to good standing in the department/program.

**Incomplete Coursework**
An incomplete grade (I) may be recorded when the student’s work, for good reason, is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester. **The student must finish this work within the next calendar year of residence.**

Research (e.g., 8090/9090) courses should NOT receive an incomplete grade.

If the work is not completed after one calendar year, the request to change an I grade will require an accompanying letter of justification from the instructor. Although I grades do not automatically convert to an F if not completed, academic programs or the instructor may establish conditions or regulations pertaining to I grades that are more stringent.

### Graduate Student Enrollment Requirements for Financial Aid

#### PhD Students Prior to Passing the Comprehensive Examination:

- **Full-time enrollment:** 9 hours in fall/spring semesters
- **Minimum enrollment to be considered eligible for financial aid:** 4.5 hours in fall/spring semesters or 2.25 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).**
- **NOTE:** While full-time enrollment is not required for admission to the MU SSON PhD program, certain **selected** MU, MU SSON, and/or externally funded fellowships require full-time enrollment.

#### 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. This process takes into account all financial aid a student has accepted and been awarded at the time of the withdrawal. At the University of Missouri, this process includes all state and institutional aid disbursed. A student who withdraws is allowed to keep the portion of aid earned based on the amount of the term the student completed before withdrawing. Documentation of attendance or participation in all courses attempted before the student withdrew will be necessary before processing the return of funds in accordance with federal regulations.

For additional details, please see the Enrollment Changes page from the Student Financial Aid website.

If you fail to meet the Satisfactory Academic Progress (SAP) requirements, you are ineligible to receive financial aid, which can be reinstated in one of two ways: (1) you become compliant with SAP requirements or (2) you successfully appeal and become eligible for financial aid on a probationary status.

If you are ineligible for financial aid because you are not meeting SAP standards, you have 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 Graduate School 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.
Satisfactory Academic Progress takes into consideration the cumulative official University of Missouri grade point average (GPA), the cumulative number of credits attempted and completed at the University of Missouri, and credits that have successfully transferred from any other postsecondary institution.

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 Standards for Graduate Students**
- Earn passing grades in 75 percent of all credit hours of graded coursework attempted. *
- Maintain a minimum cumulative MU grade point average of 3.00.

**Attempted Credits**

Attempted credit hours are defined as any credit hour in which a student is officially enrolled on or after the beginning of the first day of classes in any given semester through the last day of finals. This includes any courses at the undergraduate, graduate, or professional degree levels that are completed, incomplete, in progress, withdrawn, dropped, transferred, repeated, etc. Earned credits include all credits completed with a grade of D or better (as well as Satisfactory and Pass), transfer credits accepted by MU, and credits earned through examination.

**Unofficial Withdrawals**

Any students who fail to earn passing grades in any of their courses (receive all F, FN, U, W, NR, etc. grades) at the end of each term are considered unofficial withdrawals. Students in this group are also considered to be not meeting SAP Standards, and they will be required to appeal if they wish to receive aid in the following term.

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. MU graduate students can enroll in a select number of online advanced statistical and research methods courses offered by the nursing PhD Programs at UMSL and UMKC. Likewise, graduate students at UMSL and UMKC are able to enroll in a select number of MU SSON PhD courses.

UM Intercampus Course Sharing allows MU students to register for shared courses through MyZou. All course tuition and fees are paid to MU. If graduate students are receiving Financial Aid, a scholarship, a tuition waiver, or stipend, it will automatically be applied to their MU bill. Once the course is completed, the student’s grade(s) is/are automatically recorded on their MU transcript.

**The shared courses available to MU students offered by UMSL nursing PhD Program are:**
MU N8002 Research Topics in Nursing & Health/UMSL N7213 Structural Equation Modeling - Spring odd years
MU N8002 Research Topics in Nursing & Health/UMSL N7494 Advanced Qualitative Inquiry - Fall odd years
N8002 Research Topics in Nursing & Health/UMSL N7495 Mixed Methods Research in Healthcare - Every spring
N8002 Research Topics in Nursing & Health/N7497 Design, Implementation, & Evaluation of Health Interventions - Spring odd years

MU is also sharing four core nursing PhD courses with UMSL and alternating the teaching of these core courses. Depending on the year, the course may be taught by an MU or a UMSL professor.

**The three shared core courses with alternating teaching are:**

MU N9120 Philosophical & Theoretical Basis of Research/UMSL N7481 Development of Nursing Science & Theory - MU Fall odd; UMSL Fall even years
MU N9420 Qualitative Methods/N7488 Qualitative Methods - MU Spring Odd; UMSL Spring even years
MU N9410 Advanced Quantitative Methods/UMSL N7490 Design & Methods - MU Fall Odd; UMSL Fall even years

To access shared courses on Canvas, go to: [https://umsystem.instructure.com](https://umsystem.instructure.com)

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

N8002 Research Topics in Nursing & Health/ N5633 Philosophy of Science - Every Spring
N8002 Research Topics in Nursing & Health/N5604 Psychometrics - Every Summer
N8002 Research Topics in Nursing & Health/N5664 Social Justice in Nursing & Health Research - Every Summer

**UM Visiting Graduate Student Program**

The [UM Visiting Graduate Student Program](https://umsystem.instructure.com) 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](https://umsystem.instructure.com) (PDF) should be completed and submitted to the MU Graduate School for certification, several weeks before the beginning of the semester. The MU Graduate School will review the form; if approved, the MU Graduate School will transmit the approved form to the host campus (UMKC, UMSL, or MUST). The host campus will notify the student when they are eligible to register for courses.

International Residential PhD students with an F-1 Visa can enroll in the UM Visiting Graduate Student Program. However, the enrollment in home and host campus must amount to a full-time course of study (at least 9 credits in Fall or Spring semester). Additionally, an
International Residential PhD student at MU is required to take at least 50% of the full course load from MU. International Residential PhD students should 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 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 Graduate School
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 PhD Program Director.

**Obtaining a Graduate Certificate with the PhD**

A Graduate Certificate Plan of Study form (PDF) must be submitted to the Graduate School at least one term before the conferral of the certificate. Graduate School staff will update the plan of study form with grades from the student’s last term if necessary. The original form becomes part of the student’s official academic record.
Note: If a student completes more than one graduate credential at MU, they may use a course for no more than three formal credentials (e.g., a master’s, doctoral, specialist, and/or dual degree; certificate, minor)

Transfer credits

For stand-alone graduate certificate programs, a maximum of three graduate credit hours may be transferred from another university to satisfy the requirements of the certificate program. The credit hours must correspond directly to the MU graduate certificate program course requirements. An original transcript from the other university, verifying graduate credit received for the requested hours of transfer credit, must be submitted to the Graduate School when the plan of study form is submitted.

Sick Leave

During an academic year, which includes the summer, enrolled graduate students may be absent from normal student responsibilities for up to (but no more than) ten workdays in succession for reasons of illness or illness-related care. Students who are receiving University of Missouri financial support will continue to receive support during that period. Graduate students should inform the relevant faculty who supervise their coursework, research, and/or teaching obligations about any absence due to illness as soon as possible; normal course and grading policies for the relevant department(s) and course instructor(s) will apply. Students who must be absent due to illness or illness-related care for more than ten workdays in succession can either request a leave of absence from the University or apply for an extension of Sick Leave from the Dean of the Graduate School.

Leave of Absence

A leave of absence (LOA) may be granted by the Dean of the Graduate School/Vice-Provost for Graduate 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 Graduate School 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 Dean of the Graduate School/Vice-Provost for Graduate Studies. The letter should provide an explanation for the LOA request as well as the anticipated departure and return date. The PhD Program Director will submit the LOA request to the MU Graduate School along with a letter of support. The student will receive notification of LOA approval or denial from MU Graduate School.
Graduate students are responsible for resolving all issues pertaining to their support (assistantship, fellowship, etc.) with their advisors before taking any approved leave of absence. Issues may include the date when support will be terminated and under what conditions students may be reinstated. For additional details see the MU Graduate School website.

If an extension is granted by the Dean of the Graduate School/Vice-Provost for Graduate Studies the student must notify the PhD advisor, PhD Program Director, and the MU Graduate School at least 30 days prior to the completion of the LOA to initiate the re-activation process.

**Non-Discrimination, Assistance, & Accommodations for Graduate Pregnant Students, Students with Pregnancy-Related Conditions, & Parenting Students**

Graduate students who are full-time, in good academic standing, and progressing toward degree completion are eligible for the assistance, accommodation, and leave policy. The policy applies to students currently experiencing pregnancy, pregnancy-related conditions and/or parenting.

Pregnancy and pregnancy-related conditions include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, and conditions arising in connection with pregnancy or recovery from any of these conditions, in accordance with federal law. For details, please refer to the MU Graduate School website.

*Special Notice to International Students*: Students who are attending MU with a F-1 Student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the International Center about their plans if they are considering modified academic responsibilities or a leave of absence.

**Modified Academic Responsibilities for Graduate Pregnant Students, Students with Pregnancy-Related Conditions, & Parent Students**

Eligible students who wish to remain engaged in their coursework while adjusting their academic responsibilities may request an academic modification period of up to 6 weeks, which could include temporary full relief from all academic responsibilities. Academic modification is not a leave of absence; it is a modification of deadlines and academic expectations to support the student’s parenting responsibilities, created in consultation with faculty and/or the student’s advisor and documented in a written Modified Academic Responsibilities Plan. Copies should also be submitted to the relevant department chair/director and to the Graduate School. Extensions to these timelines may be granted where additional time is required due to medical necessity or extraordinary parenting responsibilities. While receiving academic modifications, the student will remain registered as a student and will retain benefits accordingly.

The details of their engagement should be articulated in writing prior to the modification period and submitted to the department chair/director and copied to the Graduate School. For details regarding the plan, please refer to the MU Graduate School website.
After the end of the modification period, students are expected to return to study and resume progress toward completing their degrees. Faculty are encouraged to remain flexible in their expectations of eligible students, so that students can meet the demands of study. Nothing in this policy can or should replace communication and cooperation between student and the academic program, and the good-faith efforts of both to accommodate the birth, fostering, adoption, and parenting of a child.

**Academic Leave of Absence due to Pregnancy, Pregnancy-related Conditions, & Parenting**

An eligible student may elect to take a leave of absence for up to one academic year because of pregnancy and/or pregnancy-related disability or the birth, adoption, or placement of a child. In addition, if a child requires extensive or extraordinary care the parenting student may request a leave of absence. The leave term may be extended in the case of extenuating circumstances.

A student taking a leave of absence under this policy shall provide notice of the intent to take leave 30 days prior to the initiation of leave, or as soon as practical by submitting a written request to their adviser. Signatures must be obtained from the student’s advisor, the DGS. The form is then submitted to the Dean of the Graduate School.

Intermittent leave may be taken with the advance approval of the student’s department, or when medically necessary due to the student’s health condition.

While registered in that status, students who choose to take a leave of absence under this policy will communicate with the Graduate School regarding their eligibility for health insurance coverage (if they purchase health insurance through the University of Missouri or receive an insurance subsidy as part of an assistantship) and, if applicable, Residential Life.

Continuation of the student’s scholarship, fellowship, or similar university-sponsored funding during the leave term will depend on the student’s registration status and the policies of the funding program regarding registration status.

Students will not be negatively impacted or forfeit their future eligibility for their scholarship, fellowship, or similar university-supported funding by taking leave under this policy. In addition, if a student is receiving a university fellowship for a specified number of years, the student will not lose the year of eligibility during the leave, rather the fellowship will be extended for an additional year upon return to full-time student status.

Upon return from leave, the student will be reinstated to their program in the same status as when the leave began.

For doctoral candidates, continuous enrollment will be waived during the leave period and will not be responsible for tuition accrued during the time of the leave.

Faculty or staff shall not require a student to take a leave of absence or withdraw from or limit their studies due to pregnancy, childbirth, or related conditions.
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.

Request for an Extension

A request for extension is the appropriate course of action when a student has failed to meet satisfactory progress provisions of the Graduate School or is taking academic leave upon the birth or placement of a child.

When there has been unsatisfactory progress with respect to meeting Graduate Faculty Senate’s time to degree limits, the student may file a written request for an extension with the Dean of the Graduate School. The extension request 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 Dean of the Graduate School, the student will be given a specified period of time to meet the requirements for progress to degree.

A student who seeks academic leave upon the birth or placement of their child shall be allowed an extension of up to 12 months to prepare for and take preliminary and qualifying examinations, and an extension of up to 12 months of the time to degree while in candidacy. Longer extensions may be requested in extenuating circumstances.

All extension requests must be endorsed by the program’s PhD Program Director and the student’s advisor and include a timeline for completion of the degree. If an extension is granted by the Dean of the Graduate School, the student will be given a specified period of time to meet the requirements for progress to degree. Please contact the Graduate School for more information.

Graduate Student Dismissal

See the following pages from the MU Graduate School to learn more:

- Probation, Dismissal and Appeals Policies for Graduate Students

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. Refer to the MU policy on Withdrawing from Mizzou. 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 N9710 Advanced Research Practicum. In the event that a PhD student is completing research practicum hours at a distance with a mentor other than a MU faculty member, a memorandum of understanding/agency agreement between University of Missouri and the institution is required. In addition, the MU IRB should be consulted to determine whether the nature of the practica activity meets the criteria as human subjects research requiring IRB review.

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

N8900 Research Practicum and N9710 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 or N9710 Advanced Research Practicum course syllabus available on the on the MU SSON PhD and Postdoctoral Fellows Forms webpage.
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 N8900 Research Practicum Contract form or N9710 Advanced Research Practicum contract form (available on the MU SSON PhD and Postdoctoral Fellows Forms webpage) 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 Practicum Contract form, the form 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 Practicum Contract form signifies the committee’s approval. The form is filed in the student’s electronic folder for the PhD Program...

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 Responsible Conduct of Research 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 which can be found on the PhD and Postdoctoral Fellows Forms webpage.

Dissertation style (manuscript-style versus traditional book style) and Final Dissertation Copy Desired by committee members 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 MU 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 at 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 the MU Institutional Review Board (IRB). If the student’s research will involve institutions other than the University of Missouri, the student must consult with Director, Human Subjects Research Protections Program:

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

See the MU Institution Review Board Submission/Review Process website to learn more.

Policy Regarding Dissertation Content

Students are prohibited from using research (data, results, methods, or other content) in their theses or dissertations that could restrict subsequent publication or public disclosure of these documents. Examples of restricted information include classified or proprietary materials.

It is important to note that these restrictions do not apply to non-thesis or non-dissertation research approved by the student’s advisor and allowed by University of Missouri policies.

This policy was approved by the Graduate Faculty Senate. Questions regarding the applicability of this policy to thesis or dissertation content should be referred to the Graduate School.

Dissertation Style Options

The written dissertation must embody the results of original and significant investigation, and it must be the candidate’s own work. Every candidate should obtain the University of Missouri Electronic Thesis and Dissertation Guidelines from the MU Graduate School. Candidates should prepare the dissertation using the format specified in the Publication Manual of the American Psychological Association, Seventh 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 2. Comparison of Requirements for the Book Style Dissertation and the Manuscript Style Dissertation.

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<tr>
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<th>Book Style Dissertation</th>
<th>Manuscript Style Dissertation</th>
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<tbody>
<tr>
<td><strong>Dissertation Scope</strong></td>
<td>Topic must be approved by committee&lt;br&gt;Significant &amp; original investigation&lt;br&gt;Must be candidate’s own work&lt;br&gt;Must be integrated, coherent document</td>
<td>Topic must be approved by committee&lt;br&gt;Significant &amp; original investigation&lt;br&gt;Must be candidate’s own work&lt;br&gt;Must be integrated, coherent document</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>APA Manual plus MU Graduate School guidelines</td>
<td>APA Manual plus MU Graduate School guidelines</td>
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<tr>
<td><strong>Timing of Decision</strong></td>
<td>As soon as possible, but must decide at proposal defense</td>
<td>As soon as possible, but must be decided at proposal defense</td>
</tr>
<tr>
<td><strong>Chapter Requirements</strong></td>
<td>Minimum of 5 chapters; may be more&lt;br&gt;Chapter 1 Introduction&lt;br&gt;Chapter 2 Review of the Literature/Conceptual Framework&lt;br&gt;Chapter 3 Methods&lt;br&gt;Chapter 4 Results&lt;br&gt;Chapter 5 Discussion/Conclusions</td>
<td>Minimum of 4 chapters; may be more&lt;br&gt;Chapter 1 Introduction&lt;br&gt;Chapter 2 Review of the Literature (typically manuscript)&lt;br&gt;Chapter 3 Methods (proposal)&lt;br&gt;Chapter 4 Results (MUST be manuscript of results)&lt;br&gt;Optional based on committee decision: Chapter 5 Discussion (may be manuscript)</td>
</tr>
<tr>
<td><strong>Proposal Options</strong></td>
<td>NIH pre-doctoral application&lt;br&gt;Traditional three-chapter proposal&lt;br&gt;Another style as agreed by committee &amp; student</td>
<td>NIH pre-doctoral application&lt;br&gt;Traditional three-chapter proposal&lt;br&gt;Another style as agreed by committee &amp; student</td>
</tr>
<tr>
<td><strong>Manuscript Requirements</strong></td>
<td>None</td>
<td>Minimum of 2; may be more</td>
</tr>
<tr>
<td><strong>Manuscript Types</strong></td>
<td>None</td>
<td>Theory, Systematic Review, Meta-analysis, Meta-synthesis, Pilot study&lt;br&gt;Chapter 4 Results MUST be manuscript of the dissertation results</td>
</tr>
<tr>
<td><strong>Manuscript Status</strong></td>
<td>Not applicable</td>
<td>May be In Preparation, Under Review, In Press or Published; Chapter 4 Results manuscript typically submitted AFTER dissertation defense</td>
</tr>
<tr>
<td><strong>Timing of Publication</strong></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><strong>Authorship</strong></td>
<td>• PhD candidate is sole author of the Dissertation book&lt;br&gt;• Authorship of manuscripts post dissertation should be discussed prior to student graduating&lt;br&gt;• Authorship based on contributions beyond reading dissertation drafts</td>
<td>• PhD candidate is sole author the Dissertation book&lt;br&gt;• PhD candidate must be first author of all manuscripts in the body of the dissertation&lt;br&gt;• Manuscripts in dissertation may have co-authors&lt;br&gt;• Authorship based on contributions beyond reading dissertation drafts</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>End of each chapter</td>
<td>End of each chapter</td>
</tr>
<tr>
<td><strong>Appendices</strong></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 four (4) chapters, including at least two (2) manuscripts, and may include:

- Introduction
- Literature review manuscript
- Research Proposal
- Research report manuscript
- Optional based on committee decision: Discussion

Other manuscript chapters could address conceptual frameworks, systematic reviews, 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 current *Publication Manual of the American Psychological Association* contains guidance regarding determining authorship.

- The dissertation must be authored by the PhD candidate. Any manuscript included in the body of the dissertation must be first-authored by the PhD candidate. 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.

- PhD candidates whose dissertation research was supported by a training grant fellowship and/or one or more research grants must acknowledge their funding source(s).

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.

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>
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</thead>
<tbody>
<tr>
<td>Chapter Requirements</td>
<td>• Minimum of 4 chapters (may be more)</td>
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<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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<td></td>
<td>• Chapter 3 Methods/Proposal</td>
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<td></td>
<td>• Chapter 4 Results (MUST be manuscript of results)</td>
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<td></td>
<td>• Optional based on committee decision: Chapter 5 Discussion</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>
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<td></td>
<td>• Systematic Literature Review</td>
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<td></td>
<td>• Meta-analysis</td>
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<td></td>
<td>• Meta-synthesis</td>
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<td>• Pilot study</td>
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<td></td>
<td>• Other relevant, if pre-approved by committee in advance</td>
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<td></td>
<td>• Chapter 4 (Results) MUST be manuscript of the dissertation results</td>
</tr>
<tr>
<td>Publication Timing</td>
<td>NONE of the manuscript chapters in the dissertation can be submitted or</td>
</tr>
<tr>
<td></td>
<td>published prior to the student's matriculation into PhD program</td>
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<tr>
<td>Manuscript Status</td>
<td>• Dissertation manuscripts may be “in preparation”, “submitted/under review”,</td>
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<td></td>
<td>“in press” or “published”</td>
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<td></td>
<td>• Dissertation manuscripts are NOT required to be submitted or published at</td>
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<td></td>
<td>time of defense</td>
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<tr>
<td></td>
<td>• Chapter 4 Results manuscript typically not submitted until AFTER the</td>
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<td>dissertation defense</td>
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<tr>
<td>Authorship Issues for</td>
<td>• PhD candidate MUST be sole author of the final dissertation document itself</td>
</tr>
<tr>
<td>Manuscript Chapters</td>
<td>• PhD candidate MUST be first author of all manuscript chapters in dissertation</td>
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<tr>
<td></td>
<td>• Manuscript chapters in dissertation MAY have co-authors &amp; authorship should</td>
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<tr>
<td></td>
<td>be based on contributions beyond reading dissertation drafts</td>
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<tr>
<td></td>
<td>• 1st page of each manuscript chapter MUST list authors in order with student &amp;</td>
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<tr>
<td></td>
<td>co-author contributions listed in paragraph format &amp; as % effort</td>
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<td></td>
<td>• Author order in a manuscript chapter MUST be identical to that of the</td>
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<tr>
<td></td>
<td>“published”, “in press”, “under review”, or “in preparation” manuscript</td>
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<td></td>
<td>• Manuscripts on which the student is not first author MAY NOT be a</td>
</tr>
<tr>
<td></td>
<td>dissertation chapter</td>
</tr>
<tr>
<td>Formatting Manuscript</td>
<td>• All manuscript chapters MUST be in current APA Manual formatting plus</td>
</tr>
<tr>
<td>Chapters</td>
<td>adhere to Graduate School formatting requirements</td>
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<td>• The chapter title of a manuscript chapter MUST be identical to the title of</td>
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<td>the manuscript</td>
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<td></td>
<td>• First page of manuscript chapter MUST list full APA formatted citation of</td>
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<td>the “accepted” or “published” manuscript under the chapter title</td>
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<td></td>
<td>• If a manuscript chapter is “under review” or “in preparation”, a journal</td>
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<td></td>
<td>name should NOT be listed</td>
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<tr>
<td></td>
<td>• All headings &amp; subheadings should be in current APA Manual style</td>
</tr>
<tr>
<td></td>
<td>• Tables in all dissertation chapters, including manuscript chapters, MUST</td>
</tr>
<tr>
<td></td>
<td>be numbered based on chapter numbers (3.1, 3.2... 5.1, 5.2)</td>
</tr>
<tr>
<td></td>
<td>• Text of manuscript chapters MUST be modified to reflect accurate table/figure</td>
</tr>
</tbody>
</table>
Element | Requirements
---|---
numbering for the dissertation
- Students should NOT put a photocopy of the published article pdf (as it appeared in journal) into the final dissertation document

Copyright Issues
- The student MUST obtain written permission from the publisher prior to including a “published” or “in press” manuscript in dissertation
- Students should NOT copyright a manuscript-style dissertation

Acceptance Documentation
- Manuscript chapters listed as ‘in press' should MUST provide a copy of the acceptance notification at the end of the manuscript
- Copy of the acceptance notification is NOT necessary for articles already published in hard copy or electronic form from publishers

References
- All chapters MUST contain a reference list

Appendices
- Manuscripts on which the student is not first author MAY be in the appendix and cited in one or more of the dissertation chapters

Traditional Book-Style Dissertation

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

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

Dissertation Format Specifics for all Dissertation Options

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

- General formatting requirements of the MU Graduate School (margins, font, spacing, etc.) can be found at: [https://gradschool.missouri.edu/current-students/thesis-dissertation/body-format/](https://gradschool.missouri.edu/current-students/thesis-dissertation/body-format/)
- All dissertation 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 lowercase 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.
- 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.
- Appended material (e.g., copies of instruments, lengthier tables), if necessary.
- A vita page is required at the end of the dissertation.
- In the file named “research.pdf,” the order of content must be:
  1. Title page (without a page number)
  2. Copyright page (optional, not suggested for manuscript-style)
  3. Approval page (page ii, or iii if copyright included)
  4. Dedication page (optional)
  5. Acknowledgements page (need to acknowledge funding source(s))
  6. Table of contents
  7. Lists of illustrations, figures, tables, figures, nomenclature, appendices
  8. Academic Abstract
  9. Main Research Content
  10. Vita Page (required)

If you need help formatting your Thesis/Dissertation

The MU IT Help Desk is available to assist students with formatting questions for the thesis or dissertation. The Help Desk can be reached by phone at (573) 882-5000 at any time during their business hours: Monday through Friday, 8:00 am – 5:00 pm CST. Additionally, the Nursing Online Writery can provide consultation with formatting issues.

Many programs, such as Word and Acrobat, contain help menus embedded within the program itself that can troubleshoot more common formatting issues. There are also a number of online resources that can assist with formatting issues that are difficult to resolve using other methods. These resources include, but are not limited to, the websites for software being used to format the paper and online forums.

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 by 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. For details on attending the public defense by video conferencing, 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) carrying the signatures of all members of the candidate’s doctoral dissertation committee, is submitted to the MU Graduate School 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 Graduate School. The MU Graduate School’s preferred method is submission through Canvas. Through this site, you will be able to access all of the requirements for the submission process. The Graduate School will also accept submissions on a CD or DVD, if necessary.

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

1. Log into Canvas: [https://missouri.instructure.com/](https://missouri.instructure.com/)
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 correct course, either "Doctoral (PhD, EdD) Dissertation Submissions" Submissions" and click on 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
If you prefer, you can still submit all of your materials to the MU Office of Research and Graduate Studies in person or by mail. If you have questions about this process or no longer plan to graduate this semester, please contact:

Carli Hess, Academic Advisor, Doctoral Students  
MU Graduate School  
Email: hesscar@missouri.edu  
Phone: (573) 882-9580

or

Ashley Siebenaler  
MU Graduate School  
Email: siebenalera@missouri.edu  
Phone: (573) 884-8006

**Supplemental Documents that Accompany the Electronic Submission**

Several supplemental documents must accompany your submission including a signed approval page indicating the committee’s approval of your written work and electronic release form. These forms can be printed, completed, scanned, and submitted through canvas. See the Thesis and Dissertation Submission Checklist for a complete list.

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/they prefer). 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 if members prefer an electronic or paper copy).

**Binding Information**

Soft-Back or Hard-Back Binding is available through MU Printing Services or your preferred printing provider.

**Participation in Doctoral Hooding Commencement Ceremony**

**Students graduating in the current term**

Students are who are completing a graduate degree in the fall or spring term are eligible to participate in the fall or spring ceremony respectively provided that they:

- Have the necessary degree paperwork on file.
- Have completed the online application for graduation.
- Completed the online RSVP to attend Commencement.
Recent graduates

Students are eligible to attend the commencement ceremony only for the term in which they are graduating. However, the Graduate School recognizes that there can be certain circumstances beyond a student’s control that may prevent this. Therefore, if you have already graduated and wish to participate in an upcoming commencement ceremony, please contact the Graduate School during the first month of the term by emailing your request to umcgradsturecords@missouri.edu. You will be contacted with further instructions.

Summer Graduates

Summer graduates are invited to participate in the fall commencement ceremony following their summer graduation. However, the Graduate School recognizes that there may be certain circumstances that necessitate a summer graduate participating in the spring ceremony prior to their term of graduation.

To be eligible to participate in the spring ceremony prior to your summer graduation:

- Complete the Summer Application for Graduation which is available concurrently with the Spring Application for Graduation
- A doctoral candidate must successfully defend their dissertation and submit the D4 on or before the last day of the Spring semester. Students enrolled in clinical doctorates must also submit the D4 form before participating.
- Complete the online RSVP to attend the spring commencement ceremony.

Early participation:

- Is not an indication of completion (i.e., graduation)
- Does not mean a student can receive their diploma, transcripts, and other final documentation early.

Note: All students are responsible for meeting the deadlines for graduation. Participating in a ceremony does not equal graduation.
Section VI: STUDENT RIGHTS AND RESPONSIBILITIES

Student Responsibility to Know Academic Regulations

It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the program the student is pursuing. In no case will a regulation be waived, or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

MU and UM System Mandatory Training Programs

U Got This! Sexual Violence Prevention

All graduate students who are new to Mizzou are required to complete an online, video-based educational program called U Got This! Sexual Violence Prevention training. This includes all first-year students and transfer students. U Got This! Sexual Violence Prevention training provides critical information about sexual assault, consent, dating and domestic violence, stalking, bystander intervention and much more. New students who do not complete the training will have an enrollment hold placed on their accounts for future terms. To get started, go to: https://gradschool.missouri.edu/policy/mizzous-mandatory-training-programs/. Questions? Contact the Office of Institutional Equity at (573) 882-3880.

Discrimination Prevention and Title IX (required by UM System)

All employees, including graduate assistants and postdoctoral scholars, within the University of Missouri System are required to successfully complete an online compliance training module, Building a Foundation: Discrimination Prevention and Title IX. The training is aimed at sustaining a “positive learning and workplace environment that supports and promotes inclusion, respect, and diversity” on all four campuses.

Upon completion of this training module, you will be able to:

- Identify who is protected against discrimination and understand intent.
- Recognize harassment in the workplace.
- Recall who is protected against retaliation and tips to avoid retaliation.
- Know special rules for sex-based discrimination.
- Understand the university’s reporting of sex/gender-based discrimination.
- Understand the university’s reporting of non-sex/gender-based discrimination.
- Locate and follow the process for resolving complaints.
• Know what to do and understand your rights if accused.

This training is currently being revised. As soon as it is available, we will post a link to access the training.

Family Educational Rights and Privacy Act (FERPA)

Teaching assistants, instructors and ALL other Mizzou employees who have access to student records are required to complete training on the Family Educational Rights and Privacy Act. FERPA is the law concerning how information is released and to whom. Prior to receiving security access to student information on myZou, individuals must pass a FERPA test, verifying a working knowledge of the law. The online FERPA quiz is located in Canvas where you have the ability to self-enroll in the tutorial. Please see the FERPA Training for Non-Employees site.

Learn more about student’s rights under FERPA on the Registrar’s site.

Nursing Licensure Requirements for Admission and Progression

For admission, all applicants who are licensed nurses in the United States are responsible for having an active nursing license that is not currently disciplined in any jurisdiction or must provide evidence of eligibility to sit for the NCLEX exam during the first year of enrollment. For program progression, all students who are licensed nurses in the United States are responsible for maintaining an active nursing license that is not currently disciplined in any jurisdiction. Licensed nurses must abide by their state's Nursing Practice Act, rules, and regulations. Students whose license becomes disciplined MUST inform the Sinclair School of Nursing Associate Dean for Academic Affairs within 10 working days of being notified by their state board of nursing. Students with a disciplined nursing license may be unable to progress in their program of study. Failure to notify the School of Nursing may result in immediate dismissal from the program.

International Residential PhD students are not required to have a US nursing license; a nursing license from their home country is sufficient. Non-nurse, interdisciplinary PhD students are not required to submit licensure.

(Approved by Faculty Assembly March 4, 2019)

Using CastleBranch to Document Your Requirements

You are required to 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.)

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 PhD Program Administrative Assistant to determine the cost for their background check.

You are responsible for all fees associated with the background check, drug screening, and other compliance requirements.

If you need assistance with your CastleBranch account, contact CastleBranch for help.

Criminal Background and 14-Panel Drug Screening Check

All graduate nursing students entering the MU Sinclair School of Nursing (MU SSON) or returning after more than two consecutive semesters not including summer, 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 14-panel 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.
- **Absence from coursework from more than two contiguous fall or spring semesters will require a new satisfactory CastleBranch criminal background check, drug screen, and an updated To-Do Summary list to be completed prior to entering courses.**

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:

- The MU SSON website will contain a statement that enrollment is conditional on a satisfactory criminal background and panel 14 urine drug screening check.
- Printed application materials will contain a statement that matriculation is conditional on a satisfactory criminal background and panel 14 urine drug screening check.
- Acceptance letters will clearly state that matriculation is conditional on a satisfactory criminal background and 14 panel urine drug screening check.

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.
To order a drug screen:

- Place your order through CastleBranch and a specimen form will be emailed to you (photo ID required).
- Quest Diagnostics facility is our primary drug testing agency, so if you use a LabCorp facility, contact CastleBranch Customer Service to request a LabCorp form.
- You cannot use another company or a private facility.
- Visit Quest Diagnostics to find the nearest location.
- For any questions, contact the Student Support Team for CastleBranch

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 MU SSON 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.

(Approved Faculty Assembly 11/13/17; Updated 12/5/2019)

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 Allergic 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 Allergic Reaction Form completely filled out. 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 Allergic 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 Allergic 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) or blood test is positive, 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). QuantiFERON Gold Blood Test OR T-Spot test (lab report required). If positive results, provide a clear Chest X-Ray (lab report required).

Please Note: It may be necessary for students to complete other requirements and submit additional documentation such as, but not limited to, immunizations, boosters, or titers, e.g., COVID-19, to participate in clinical, research, or teaching activities for some organizations or agencies.
SON Mandatory COVID 19 Vaccination Policy

Policy Statement
In conjunction with the University of Missouri Health Care (MUHC), the Sinclair School of Nursing has developed the following Policy in compliance with the MUHC Mandatory Vaccination Policy (HR-5032). This Policy supplements the current vaccination requirements as set forth in the program specific SSON student handbooks.

Scope
This Policy applies to all enrolled MU Sinclair School of Nursing (SSON) Students. SSON students include:

- All students who have been accepted and enrolled in the undergraduate major (traditional, accelerated students, and RN-BSN*); and
- Graduate students enrolled or accepted into the graduate majors in which there are any associated clinical components during program enrollment including research (MS, Postgraduate Certificate, DNP, and PhD).

Policy
1. Vaccination is a mandatory requirement for all SSON students.
2. Students who fail to comply with vaccination requirements or exemption procedures will be subject to dismissal from the SSON.
3. COVID-19 Vaccination
   a. Students must be fully vaccinated against the COVID-19 virus and submit proof of vaccination to the Castle Branch immunization tracking system by the date identified; or
   b. Possess an approved medical or religious exemption.

Process
1. Deadlines for the COVID-19 vaccination and requests for an exemption will be communicated to students by the SSON. Requirements will also be entered in the Castle Branch Immunization Tracking System.
2. All students shall enter proof of immunization or exemption documentation into the Castle Branch Immunization tracking system by the deadline provided.

*Note: RN-BSN students are not required to purchase Castle Branch at the time of enrollment. RN-BSN students must submit proof of vaccination or approved exemption prior to enrollment in 4970W Nursing in Communities. Directions on how and where to submit proof of vaccination or exemptions will be sent to students prior to enrollment in N4970W from the SON Student Services RN-BSN Academic Advisor.
Exemptions

1. Religious Exemptions a. A student may request an exemption from a vaccination because it conflicts with sincerely held religious beliefs or practices by submitting a Nursing MUHC Request for Exemption from Vaccination for Religious Reasons Form into the Castle Branch Immunization Tracking System.

2. Medical Exemptions a. A student may request an exemption from a vaccination when certain medical contraindications or conditions are present by submitting a Nursing MUHC Immunization Vaccination Request for Medical Exemption Form into the Castle Branch Immunization Tracking System.

3. The University of Missouri Student Health Center will review the requests for religious and medical exemptions. Exemptions are further defined in MUHC Mandatory Vaccination Policy (HR-5032).

4. Notification of exemption approval or denial will be entered into the Castle Branch Immunization Tracking System.

5. Students who are granted a religious accommodation or a medical exemption must follow any requirements specified in the approval documentation and follow MUHC masking guidelines and any other guidelines or policies applicable to unvaccinated individuals when training at MUHC.

6. Students who are granted a religious accommodation or a medical exemption from MUHC and are training at non-MUHC clinical affiliates must comply with the requirements and policies related to unvaccinated individuals at those clinical affiliates. This may include requesting and receiving approval for a medical or religious exemption from that clinical affiliate.

Consequences

Students who do not provide documentation of their vaccination or an approved exemption by the established deadline will not be allowed to enroll or remain enrolled in nursing courses. Students will receive notice they will need to voluntarily withdraw or will be administratively withdrawn from the program.

(Policy approved 08/13/2021)

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 International Students webpage under Student Health & Well-Being MU Immunization requirements webpage 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.

**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.

**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.

- Log in to eCompliance with your PawPrint and password.
- Choose "Module 1: Code of Conduct"
- Review all materials in the training module and complete the quiz.
- When you have passed the quiz with a score of 80% or higher, you will be able to download a PDF certificate of completion. Submit this certificate to CastleBranch.

If you encounter any technical difficulties, please contact: Paula DeBates, Compliance Training Coordinator, Office of Corporate Compliance, University of Missouri Health System. Email: debatesp@health.missouri.edu Phone: (573) 884-5209

**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 11/7/11; 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

Substance Misuse Policy

Purpose
The MU Sinclair School of Nursing (MUSSON) recognizes the significant personal, professional, and institutional impact of substance misuse by a healthcare provider. This policy is intended to promote early recognition and/or self-disclosure of substance misuse and substance use disorder, minimize health and safety risks associated with substance misuse and substance use disorder in health care providers, promote treatment and recovery, and return to professional or academic roles when possible.

Standards of Conduct
University of Missouri prohibits the unlawful possession, use, distribution and sale of alcohol and illicit drugs by university students and employees on university-owned or controlled property and at university-sponsored or supervised activities. (See Collected Rules and Regulations, 200.010 Standard of Conduct.) Violation of these University of Missouri regulations may result in disciplinary action up to and including expulsion for students. This policy shall be applied in conjunction with the MUSSON Safe Nursing Practice and Research Policy and Professional Behaviors for Clinical Evaluations Policy. Any violation of the MU Student Conduct rule or this policy may result in immediate removal from clinical, classroom, or MUSSON, course failure, and/or dismissal from the program of study and MUSSON.

The Missouri State Board of Nursing does not permit use or unlawful possession of any controlled substance or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by the Board of Nursing.

https://pr.mo.gov/boards/nursing/npa.pdf

Non nursing professionals who are students and are licensed or practicing in another state, must be familiar with and follow their states’ professional requirements.

Definition of Terms

As used in this policy, the following terms shall be defined as follows:

**Drug testing:** Technical analysis of human urine, blood, or breath to detect a drug or alcohol or prior drug use.

**Illegal drug:** Any drug which is not legally obtainable, any drug which is legally obtainable but which has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose, or by the person for whom it was prescribed; any over the counter drug being used at a dosage level or frequency other than that recommended, or being used for a purpose other than the purpose intended; any drug used for a purpose or by a person other than bona fide medical purpose.
Impaired or Impairment: An impaired student manifests deterioration in the level of function as compared to that previously observed, or the does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, mood, attentiveness, demeanor, and attitudes as manifested in speech, actions, appearance, or other observable signs. Impairment will include addiction to and/or physical dependence upon chemical substances.

Reasonable suspicion: Evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance misuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior, slurred speech, decreased motor coordination, unsteady or staggering gait, pinpoint or dilated pupils, erratic behavior, unexplained sweating, verbal or physical outbursts, inability to maintain attentiveness or wakefulness, possession of nonclinical related drugs and/or drug paraphernalia, witnessed drug use, self-report of drug or alcohol use, arrests, or conviction for a drug related offense, threats to harm self or others, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a faculty or staff member, clinical supervisor or preceptor, professional or expert opinion, layperson, scientific tests, or other sources or methods.

Substance misuse: (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug while on University owned or controlled property or affiliated clinical site premises or while participating in any University or affiliated clinical site sponsored or related activity, including any nursing related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol unless approved by the University or affiliated clinical site premises or while participating in any University or affiliated clinical site sponsored or related activity including any nursing related course or clinical training activity; and (c) use of alcohol or any drugs in such a way that performance in any nursing course, including activities in any clinical site, is impaired.

Substance use disorder: a disease that affects a person's brain and behavior and leads to an inability to control the use of a legal or illegal drug or medication, also called drug addiction.

Student: Any person enrolled in or accepted by any MUSSON program.

Faculty: Any person employed in a teaching, research or administrative role in the MUSSON or anyone serving as a preceptor/mentor, or agency representative.

Preceptor: Registered professional nurse or other licensed health care provider assigned to assist nursing students in an educational experience which is designed and directed by a faculty member.

Substance: Any drug included in the current required drug screen panel for clinical compliance. These include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine, metabolites, cannabinoids, methadone, opiates, phencyclidine (PCP), propoxyphene, narcotics, meperidine, oxycodone, ketamine, or LSD. Substances may be prescribed, such as opioids, or
legal, such as marijuana, and still be prohibited for use in the clinical area and result in a positive drug test with academic consequences.

**Alcohol testing:** A technical analysis of human urine, blood, breath, sweat, or other specimens for the purpose of detecting alcohol use

**Policy**
This policy applies to all students in the MUSSON. Any unlawful possession, use, diversion, manufacture, distribution, or improper use of any substance by any MUSSON student may result in immediate removal from clinical, leadership, research, or teaching practicum setting; the learning environment, or MUSSON, course failure, revocation of offer of acceptance, and/or dismissal from the MUSSON program of study or student employment, and/or fellowship. In addition, no student may consume or be under the influence of or be in the possession of alcohol at any time in the classroom, in the clinical setting, or functioning in the role of a MUSSON student. Students must also comply with all University of Missouri, local, state, or federal laws and regulations controlling the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol. While a substance, such as marijuana, may be legally used, it may be against university, regulatory agency, or clinical partner policy to use or be under the influence of the substance in which case its use would result in disciplinary actions. In addition, there are circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance or personal behavior. As such, all students are responsible for being aware of the effect these medications may have on performance and must notify the Program Director or Course Coordinator prior to clinical attendance or drug testing about the use of any medication that could impair performance or has the potential to influence a drug screen.

**Reporting**
A faculty or staff member or preceptor/mentor or agency who has a reasonable suspicion (see above definition) of possible substance misuse or substance abuse disorder by a student must:

1. If in a clinical area, remove the student from any clinical activity.
2. Once the student has been removed from the clinical area or if the behavior occurred in a non-clinical area, the faculty or staff member, or preceptor/mentor, or agency representative should discuss the suspicious behavior with the student in a private area in person or by telecommunication preferably with a witness.
3. Decide whether a reasonable suspicion exists for drug and/or alcohol testing.
4. If testing is needed the faculty or staff member, preceptor/mentor, or agency representative should report the suspicious behavior to the Course/Clinical Coordinator or Program Director, or PHD Faculty advisor.
5. The Course/Clinical Coordinator or Program Director or PhD Faculty Advisor will immediately contact the Associate Dean for Academic Affairs to make arrangements for drug and/or alcohol testing.
6. In the absence of the Course/Clinical Coordinator or Program Director, or PhD Faculty Advisor, the faculty, staff member, preceptor/mentor, or agency representative observing the behavior should contact the Associate Dean for Academic Affairs or his/her designee.
7. The faculty, staff member, preceptor/mentor, or agency representative who had the reasonable suspicion will document the evidence of reasonable suspicion and subsequent actions as soon as possible. A copy of this documentation will be provided to the Associate Dean for Academic Affairs and may be placed in the student’s permanent record.

Any evidence that a student has engaged in clinical, leadership, teaching, or research practicum activities or participated in classroom or laboratory work while impaired shall be reported to Primary Administrative Officer or Designee as provided in CRR 200.020 Rules of Procedures in Student or Student Organization Conduct Matters.

A student who suspects possible substance misuse or substance abuse disorder or a violation of this policy by another student has the responsibility to report this information. A report can be made to the student’s advisor, faculty member, Program Director, preceptor/mentor, or agency representative, and/or Associate Dean for Academic Affairs. The identity of the individual making the report will be kept confidential to the greatest extent possible consistent with the need to investigate the report and subject to legal requirements.

Any student convicted of violating any federal, state, or local law pertaining to the manufacture, possession, sale, use, or distribution of a drug or alcohol or misuse of prescribed medications must report this event to the Associate Dean for Academic Affairs within three business days and prior to any clinical activities. Failure to do so may result in immediate dismissal from a course(s) and MUSSON.

**Procedure for Testing**

Drug and alcohol testing required by MUSSON will be conducted utilizing the following procedures:

A. The student suspected of possible substance misuse or substance abuse disorder must be tested at a facility approved by MUSSON as determined by the Associate Dean or his/her designee. The cost of any initial required drug or alcohol testing for a student suspected of possible substance abuse will be borne by MUSSON. Results from a facility other than the one designated by the MUSSON will not be accepted.

B. The student must fully comply with the testing facility’s methods and procedures for collecting samples.

C. The test shall screen for the use of alcohol or any other substances that are suspected of being abused or used that would cause a student member to be impaired.

D. Testing positive at any level is considered a positive test and would be unacceptable. Testing positive on one or more of the panel drugs at a level that exceeding a minimum criterion set by the testing agency is considered a positive test and would be unacceptable.

E. The student shall disclose any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results.

F. If the accuracy of a positive test is disputed, the student may request a retesting of samples by the facility; however, the cost of the additional testing would be borne by the student. Testing done outside the appropriate window of time will not be considered valid.

G. Substance misuse is verified if either: (i) the positive test result is not disputed, or (ii) if the
student-requested retest is positive.

H. If the test is inconclusive or anything other than positive or negative, the screening will be treated as pending until definitive analysis by alternate testing is accomplished. During this time, the student will be not permitted to have any contact with patients and their families, research, teaching, and/or leadership practicum affiliates, but may be allowed to attend didactic portion of coursework, pending the approval of the Associate Dean for Academic Affairs. Repeated testing will be at the expense of the student.

I. If the test is negative, the incident will be removed from students’ record; behavior of concern may be reflected in clinical evaluation. The inquiry will cease. No action will be taken, and the student will be allowed to participate in all clinical, leadership, teaching, or research practicum activities. The student will be allowed to make up any missed class, clinical, leadership, teaching, or research practicum activities.

J. If a student refuses testing, the testing will be treated as if positive and regarded as having voluntarily relinquished his/her clinical responsibilities. If a licensed professional refuses testing based on reasonable suspicion, this will be reported to the Professional State Board of Nursing or other licensing agency where the license is issued, and University’s Office of Student Conduct.

K. The testing facility will make a final report of the test results (positive, negative, or inconclusive) to the Associate Dean for Academic Affairs.

L. A student who is required to and submits to drug and alcohol screening will be expected to authorize the release of the results to MUSSON and other relevant University offices such as Human Resource Services/ Core Administrative Processing Support.

M. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.

All interim actions including, requiring the student to undergo drug or alcohol testing, to refrain from clinical contact with patients and their families, research, teaching, and/or leadership practicum affiliates, or to refrain from attending didactic coursework, shall be determined by the Associate Dean for Academic Affairs.

The Associate Dean for Academic Affairs or his/her designee retains the sole right to suspend the student from all activities if continued participation of the student presents a danger to the personal safety or threatens the health and welfare of the individual, patients/clients, research participants, clinical agency affiliates, preceptors/mentors, students, faculty, or staff until a final decision can be made.

Confidentiality

The requirement that a student be tested, as well as the test results, shall remain confidential and disclosed only to those individuals within University of Missouri or an affiliated clinical site with a need to know or as required by law. The student shall be provided a copy of test results. As required by law, a student with a professional license who has been suspected of substance misuse will be reported to the appropriate State Board of Nursing or other licensing agency where the license is issued.

Review, Decision/Judgment, Disciplinary Action, and Duty to Notify
Once evidence has been gathered documenting the misuse or suspected student impairment, the case will be reviewed by the Associate Dean for Academic Affairs in consultation with faculty/program directors who are directly involved with the student. The suspected student may also submit written evidence to be included in the review. The Associate Dean for Academic Affairs will use available evidence to make a judgment and recommend any needed disciplinary action which may include revocation of offer of acceptance, removal from clinical, leadership, teaching, or research practicum, course failure, leave of absence, and dismissal from the program. If the student is a licensed professional and drug tests are positive, a report will be made to the appropriate State Board(s) of Nursing or other licensing agency where the license is issued. Referrals will be made to available resources. A medical leave of absence may be granted. Privacy will be maintained to the extent possible.

**Voluntary Self-Disclosure**

A student who voluntarily self-discloses substance misuse or a substance use disorder to a faculty member or school administrator prior to a report of reasonable suspicion or drug testing and who is willing to participate in and complete an appropriate program of treatment may be granted a medical leave of absence while undergoing treatment. The student will work with the Associate Dean for Academic Affairs in granting the leave of absence and discuss and identify the terms of program return. Referrals will be made to available resources. A report of self-disclosure will be made to the appropriate State Board of Nursing or other licensing agency where the license is issued by the school or licensee.

**Referrals**

All students with an identified substance misuse or substance use disorder will be provided with information regarding campus and community resources for substance use disorder. Using these resources (MU Counseling Center, Student Health and/or local agencies for distance students) the student will have the needed information to access a substance misuse or substance use disorder treatment program. The student is responsible for seeking treatment and taking the necessary steps toward recovery to be eligible to return to the MUSSON.

**Return to Professional or Academic Environment**

Whether self-disclosed or discovery of substance misuse or substance use disorder has been identified through initiation of drug testing by the SSON, students may request to return to their program of study following appropriate treatment and completion of stipulations addressed in the Medical Leave of Absence. Students requesting a return to the program of study shall make application to the Associate Dean for Academic Affairs. Such application must provide the following to be considered for program re-entry:

- evidence of successful treatment from the student’s medical provider
- demonstration of sustained progress in meeting any other conditions stipulated in the leave of absence
- relevant University and MUSSON requested documents must be completed
- submission of an approved plan for successful return to course and clinical work
- if the student is a licensed nurse, information from the appropriate State Board(s) of Nursing or other licensing agency where the license is issued will be submitted for potential to return and any required restrictions
NOTE* The student assumes financial responsibility for all testing and treatment.

Plans for successful return to course and clinical work may vary among students reentering the program. Before reentry into MUSSON, conditions will be established between the Associate Dean for Academic Affairs and the recovering student. The conditions will be appropriately individualized toward the particular situation and needs of the student. Factors that have been identified as helpful for reentry into practice and may be included in a re-entry plan include:

- 12-step program participation
- random and scheduled drug screening
- sponsorship in a support group
- updated plan of study* approved by program coordinator/student advisor/Associate Dean for Academic Affairs
- proof the students is in full compliance with clinical, leadership, teaching, or research agency requirements to resume practicum activities as appropriate

Note* Depending upon the length of absence from the program, the student may be required to restart the clinical and didactic components of their plan of study. Alternatively, the student may only be required to repeat specific semesters of clinical and didactic study.

(Approved by Faculty Assembly 12/5/2019)

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.

**Zoom and Your Privacy**

Zoom sessions in most online nursing PhD classes will be recorded.

- Unless otherwise stated, recordings will be made available **only to members of the class.** Students who miss required sessions might be asked to view the recordings to receive attendance credit. All students are encouraged to watch the recordings to review information presented during the sessions.
- If there is a need to share class recordings outside this class, either you will be notified in advance and asked to consent to the recording, or all identifiable student information will be edited out of the recording before it is shared.
- You may **not** disseminate class recordings, nor may you disseminate screen captures of class recordings that contain identifiable student information. Any student caught doing so will be referred to **Student Accountability and Support.**
• Your instructor might call on you by name during a Zoom session. Please make sure your preferred name is up to date in myZou or notify your instructor privately if you wish to be addressed by a name other than what is displayed.

**Zoom Manners**
There is no substitute for good manners in our daily interactions and are appreciated more than ever in these stressful times. Applying those same principles to our Zoom classes can go a long way toward creating a positive learning environment. These include:

- Log in to Zoom a few minutes early to make sure all your technology is functioning
- Make sure you have an appropriate background if you are using your camera, or you can personalize your background by using a virtual background
- Be aware of your audio and video settings. Make sure your microphone is on mute if you are not speaking to reduce distractions to others.
- Be comfortable in what you wear, but wear clothes that would be appropriate for class.
  - Classes may involve small group break out rooms when camera use will be encouraged.
  - You might find that dressing for “class” even helps you learn.
- *Do not* do anything that you would not do in class while on Zoom.
- *Do not* take screen shots of the class when student names or pictures are displayed.
  - This is a violation of privacy.
  - Ask your instructor if you want a particular image from class.
- *Do not* share the class links with anyone not registered in the class.
  - This is to protect the privacy of each class member and protect the class from unwanted and disruptive interruptions

**Netiquette**
Your professors, staff, and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse.

The differences between individuals, some of which are outlined in the University's nondiscrimination statement, add richness and vitality to this learning experience. Working as a community of learners, we can build a polite and respectful course ambience.

Netiquette principles include:

- You are encouraged to comment, question, or critique an idea but not an individual
- Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions
- Avoid excessive use of bold fonts or all caps
- Be forgiving of others’ mistakes

**PhD Program Requirements and Expectations**
**Technology Requirements**
This PhD program is offered online through the new One Canvas instance learning management system (LMS).

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 Zoom 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 typically be Tuesday evening, Wednesday during the day or Wednesday evening. 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 N7087 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**
Each PhD student is expected to attend a minimum of two (2) professional, scientific conferences during their tenure as a PhD student. Examples would include the Midwest Nursing
Research Society (MNRS) Annual Research Conference, a national research conference (e.g., American Medical Informatics Association, Gerontological Society of America, Oncology Nursing Society, etc.) or an international research conference (e.g., International Society of Behavioral Medicine). 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](https://www.missouri.edu/graduatepro) and MU Graduate School to attend professional conferences, present research at a professional conference, and collect dissertation research data. See the [Travel Scholarships](https://www.missouri.edu/graduate/pro/scholarships) page at the MU Graduate School website to learn more.

**Student Accountability & Support**

As a student at the University of Missouri, you are expected to abide by all [University of Missouri System Collected Rules and Regulations](https://www.missouri.edu/student/behavioral/standards) and to uphold the Standard of Conduct for the University of Missouri.

The [Standard of Conduct (CRR 200.010)](https://www.missouri.edu/student/behavioral/standards) outlines behaviors and actions for which you can be issued sanctions, if found responsible. These sanctions range from a warning to suspension or expulsion. The purpose of the Standard of Conduct is to maintain a safe campus community, one where you can learn and be successful. The conduct process is outlined in the [Rules of Procedure in Student or Student Organization Conduct Matters (CRR 200.020)](https://www.missouri.edu/student/behavioral/standards).

When you enroll in the university, you assume an obligation to behave in a manner compatible with Mizzou’s function as an educational institution.

A list of University of Missouri policies can be found on the [University Policies](https://www.missouri.edu/policies) page. Each policy is linked to the office/department that handles that policy. None of the rules, regulations or policies are intended to be terms and conditions of a contract between MU and any student or students to which those rules, regulations or policies apply. MU reserves the right to add, delete and/or amend such rules, regulations, or policies at any time without advance notice to the student or students.

Questions about University of Missouri policies should be sent to the Division of Student Affairs Office of Student Accountability and Support via email, accountability@missouri.edu.
**Academic Integrity**

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Academic dishonesty includes, but is not limited to, cheating, plagiarism, falsifying and fabricating data, or submitting any fraudulent document in academic work, research, and creative activity. In all cases of academic dishonesty, the supervising faculty member makes a judgment about the student’s academic performance and reports all incidents to the Office of the Provost. Refer to the Collected Rules and Regulations, Section 200.010, Standard of Conduct, Section 200.020, Rules of Procedures in Student Conduct Matters, and the Academic Catalog for more specific details.

Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor or the Office of Academic Integrity.

Students are expected to adhere to this honor pledge below on all graded work whether or not they are explicitly asked in advance to do so:

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**HONOR PLEDGE:**

I strive to uphold the University values of respect, responsibility, discovery, and excellence. On my honor, I pledge that I have neither given nor received unauthorized assistance on this work.

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**Scholarly Integrity & Ethics**

The MU Graduate School 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, Intellectual Property & Copyright, Academic Honesty & Professional Ethics, and Good Practice in Graduate Education.

**Conflict of Interest**

All graduate students who hold a graduate teaching or research assistantship or are student employees are required to self-disclose any outside employment or business activities and interests that could interfere with their regular duties or represent a conflict of interest (University of Missouri Collected Rules and Regulations, Section 330.015.D). To disclose, go to ecompliance.missouri.edu and complete a Conflict of Interest Form.
**Student Interaction with Industry**

The University of Missouri encourages students to seek experiences in the private or public sector that enhance and complement their academic program and demonstrate its relevance. However, the University of Missouri is responsible for the education and training of graduate students and for facilitating the process for them to complete their degree in a timely manner without potential conflicts with the educational/academic mission. These guidelines provide information about student rights and responsibilities when they engage with industry or with other entities outside the university, including those entities that involve their research advisor.

**Employment or Activities with Non-University Entities**

Although the University of Missouri encourages a full-time commitment to graduate education, it recognizes the need for some students to seek outside employment. It is not the intent of these guidelines to discourage that employment but to discuss the potential conflicts between the academic and industry responsibilities and requirements that students (and their advisors) might encounter. Outside employment that: a) is related to student research/scholarship (internships, industry funding); or b) has associations with their research advisor (advisor owns or has outside interest in entity as defined in the University’s Collected Rules and Regulations (CRR 330.015 B2)) may invoke special considerations.

For additional information about student interaction with industry, please refer to the MU Graduate School website.

**Academic Inquiry, Course Discussion and Privacy Regarding Recording**

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. Students may not make audio or video recordings of course activity unless specifically allowed by the faculty member. The redistribution of audio or video recordings of statements or comments from any course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

**Intellectual Pluralism**

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the departmental chair or divisional director, the Office of Academic Integrity, or the MU Office of Institutional Equity Office.
Nondiscrimination Policy (Prohibited Discrimination)
The University of Missouri does not discriminate on the basis of race, color, national origin, ancestry, religion, sex* (including gender), pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. *Sex discrimination includes rape, sexual assault, sexual harassment, unwanted touching, stalking, dating/domestic violence, stalking, and sexual exploitation. Retaliation for making or supporting a report of discrimination or harassment is also prohibited.

If you experience discrimination or sexual violence, you are encouraged (but not required) to report the incident to the MU Office of Institutional Equity. Learn more about your rights and options at equity.missouri.edu or call 573-882-3880 or 573-882-2824. You also may make an anonymous report online.

If you are a survivor, or someone concerned about a survivor, and need immediate information on what to do, see Ways to Support on the Relationship and Sexual Violence Prevention Center (RSVP). Both the MU Office of Institutional Equity resources and the RSVP Center can provide assistance to students who need help with academics, housing, or other issues.

In the event that you choose to write or speak about having experienced any of these forms of prohibited discrimination or harassment, Mizzou policies require that, your instructor, share this information with the MU Office of Institutional Integrity. They will contact you to offer information about resources, as well as your rights and options as a member of our campus community.

Students with Disabilities
The goal of the University of Missouri is to ensure an inclusive learning environment for all students. The University of Missouri Disability Center provides services and accommodations for students to participate fully in the learning experience and to experience equitable evaluation of their performance. Students (including online students) with a documented disability can contact the Disability Center to establish an Accommodations & Supports. Documented disabilities include hearing, vision, mobility, learning and attention, psychological health, and physical health. Students’ accommodations are implemented with the input of students to maximize the learning experiences. The MU Disability Center keeps information about a student’s disability confidential.

Please notify your instructor of your eligibility for accommodations as soon as possible. Additionally, if there are aspects of the course that present as barriers, such as inaccessible course content (e.g., learning assessments, PowerPoints, non-captioned videos, images, tables, PDFs) or if you need an immediate accommodation due to an injury, please contact me or the Disability Center as soon as possible.

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.).

To access the MU SSON Graduate Student Resource & Collaboration Center, go to the https://umsystem.instructure.com website. Log on with your PawPrint and password.

MU SSON Microsoft RISE Up Team
PhD students have access to many research, innovation, and scholarly endeavor resources within the MU SSON Microsoft RISE Up Team. Examples of resources include academic writing, Monday Motivation newsletters, postdoctoral fellowship opportunities, preparing research abstracts, posters, and presentations (including MU SSON templates), grant writing tips and other student resources.

MU Sinclair School of Nursing Committee Memberships
PhD students can serve as representatives and active voting participants on the MU SSON PhD Program and Postdoctoral Affairs Committee, the MU SSON Dean’s Student Advisory Council, the Inclusive Excellence Committee and on ad hoc committees as the occasion arises. If you are interested in serving, please contact the Administrative Assistant for the PhD Program at 573-884-7411.

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. For additional details check out the Alpha Iota website on The Circle. Nursing graduate students become eligible to apply for membership under the “Nurse Leaders” criteria upon admission to one of the graduate nursing programs. Stay up to date to Alpha Iota chapter’s activities by following them on their Facebook page or Twitter feed: @Sigma_atMU.

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.

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 School, GPC represents the interests of students in the schools of Business, Law, Medicine, Public Affairs and Veterinary Medicine. In order for MU SSON PhD students to be eligible to receive research and travel funding from the GPC, we must have PhD student representatives! Any students interested in serving as a PhD student representative to GPC should contact a member of the GPC 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 Programs 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 [Get Involved](#) 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

Center for English Language Learning

If English is not your first language, the Center for English Language Learning, or 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 is part of Mizzou’s efforts to support MU Student Health & Well-Being, 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 come in 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, part of Mizzou’s efforts to support Student Health and Well-Being, 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 Workspace**

Space for PhD students to work while in Columbia can be found on the 4th floor (S401) of the new Sinclair School of Nursing Building.
Section VIII: EMPLOYMENT AND FINANCIAL ASSISTANCE

Graduate Assistantships

Graduate assistantships give students opportunities for professional experience, academic training and financial support while pursuing advanced degrees.

Tasks
Those holding graduate assistantships are assigned relevant professional and academic experiences that may include:

- Teaching or assisting in a course under the supervision of a director or mentor.
- Grading for a course.
- Assisting in a program-sponsored laboratory or instructional center.
- Assisting a professor on a research project.
- Professional conference development.
- Tutoring.
- Development of administrative skills.

Specific assignments vary by type of assistantship.

Workload
Graduate assistantships generally entail 10-20 hours of responsibilities per week (.25 to .50 full-time equivalent (FTE)).

For GI or GTA roles, one student credit hour is considered 3.33 hours of assistantship responsibilities. Thus, one 3-credit hour class is considered a .25 FTE or 10 hours/week. Teaching two 3-credit hour classes in one semester is considered a .50 FTE. A 5-credit hour language class is equivalent to 16.65 hours/week; a GTA or GI qualifies for a .50 FTE assistantship if the unit provides additional responsibilities, up to approximately 3 hours/week. A portion of any project that is part of an assistantship may include minor clerical elements, but all projects should incorporate decision-making, judgment, analysis, and evaluation skills.

Supervision
All projects are supervised by graduate faculty, administrative staff, or principal investigators. Graduate students who hold assistantships may be required to provide their academic advisor with a written report of academic progress at the conclusion of the period for which the assistantship is awarded.

Funding
Any assignment of responsibilities must be associated with a fair and reasonable stipend. This precludes a graduate student from “volunteering” for extensive service commitments to the academic programs without an appropriate stipend. The University sets the minimum stipend amount. For a 9-month appointment, the minimum stipend for a .50 FTE is $18,296 (doctoral) or $16,635 (master’s and specialist). In addition, students who meet eligibility requirements also
qualify for a tuition scholarship/waiver and insurance subsidy. Recipients of graduate assistantships may qualify for additional funding through competitive fellowship awards.

Nine-month assistantships are to be paid over 10 months, from August 1 – May 31, unless prohibited by a funding source (i.e., granting agency does not allow it). Students are expected to perform their assistantship responsibilities over 9 months, even if their pay is deferred to 10 or 12 months. If a student is in a position for only one semester, they should receive equal stipend amounts per month for 5 months (either August 1 through December 31 or January 1 through May 31). These positions may also be eligible for deferred pay over 12 months.

See the Graduate Assistantships page from the MU Graduate School.

Deferred Pay for Graduate Assistantships

Graduate students with assistantships on a 9-month, monthly paid appointment may be eligible for pay deferral to have their assistantship pay allocated over 12 months. Full policy provisions and eligibility criteria are described in HR-219 Pay Periods and HR-105 Employment Documentation.

Elections for deferred pay must be made prior to the first pay cycle of the academic year and renewed each appointment year. To elect deferred pay, complete HR Form 269A Deferred Pay Option Election Form for Faculty and Graduate Assistantships (PDF) and return it to your hiring department payroll/PAF processor.

Graduate students who intend to graduate at the end of an academic year are eligible to participate in this pay option and will receive the deferred pay over the summer post-graduation.

Graduate Assistantship Performance Evaluation, Renewal, and Appeal

The responsibilities of graduate assistantships and the performance evaluation method should be provided in writing to the student by the immediate supervisor at the beginning of the assistantship.

Conducting evaluations

The faculty or staff member who supervises the work of the student holding the graduate assistantship must conduct a written evaluation of the student’s performance at least once a year and provide a copy to the student and to the chair/director of the program or department for placement in the student’s file. This evaluation is separate from the annual review of student academic progress and should take the following criteria into account:

- Prompt, efficient, and accurate completion of assigned tasks.
- Independent work.
• Analysis and problem solving.
• Adequate evaluations by students for instructional and tutoring assignments in courses, laboratory, and clinical settings.
• Cooperation with mentor, director, and other assistants.
• Professional and ethical behavior in all assigned tasks and duties, including course studies and research.

Opportunities for improving performance should be outlined.

**Equal treatment**

The University of Missouri is an equal opportunity/affirmative action institution. Evaluation of student performance in a graduate assistantship must not be influenced by race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. Discrimination on the basis of pregnancy, childbirth, or related medical conditions is also prohibited. In addition, evaluations must not be influenced by a student’s exercise of First Amendment freedoms of expression and association.

The academic freedom of graduate teaching assistants (GTAs) is not necessarily coextensive with that of faculty. GTAs are engaged in supervised teaching or instruction activities. Supervisors are responsible for defining the nature, scope, and manner of instruction for each course. Supervisors should communicate the extent to which GTAs have discretion to introduce additional material, and GTAs should follow supervisors’ instructions. GTAs may not be penalized for expressing their own views on matters within the scope of the course, provided they adequately represent these views as their own.

**Renewing assistantships**

An assistantship without a fixed term specified in the initial letter of offer may, at the discretion of the academic program, be renewed if the following criteria are met:

• Funding is available
• Academic program guidelines for the funding duration or limited semesters of support of a student are met.
• The student is making satisfactory academic progress, with a GPA not less than 3.0.
• The student’s assistantship performance is judged by their supervisor to be satisfactory.
• The student’s professional and ethical behavior in all assigned tasks and duties — including course studies and research — is judged to be satisfactory.

If the renewal falls within number of years of funding specified in the initial letter of offer and the five criteria listed above have been met, the assistantship must be renewed.
Appealing Graduate Assistantship Evaluation or Termination

A student with a graduate assistantship may appeal a decision regarding an assistantship in the following circumstances:

- Unfair dismissal
- Prejudiced or capricious academic program evaluation
- Equity issues in assistantship compensation or duties

If you are a graduate student and believe one of the above situations applies to you, you may begin the appeal process. For detailed information about conducting evaluations see the MU Graduate School website.

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 about 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 Programs 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. GIA application deadline for fall semester funding is in April; 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, under the Returning Student Scholarships Tab, for Global Tiger Scholarship 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 US citizens or permanent residents are eligible for the NFLP.

See the Nurse Faculty Loan Program and PhD Fellowships and Funding page of the MU Sinclair School of Nursing website to learn more.

**MU Graduate School Fellowships**

General information about MU Graduate School financial assistance can be found on the Mizzou Graduate Fellowships page of the MU Graduate School website. MU Graduate School 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 US 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 US citizens or permanent residents are eligible for these fellowships.

**MU Sinclair School of Nursing 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 in the spring and fall semester, at least 4.5 credit hours in the summer, and must maintain a 3.5 GPA.

**Scholarships**

The Sinclair School of Nursing offers a number of internal scholarships for clinical nursing majors and graduate students. Scholarships numbers and amounts (usually $500–1,000) vary from year to year. A call for applications and announcement of awards is made each year during the 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 Graduate School and [MU Graduate Professional Council](#) 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 (MNRS) Annual Research Conference every spring. Abstracts are solicited and competitively reviewed every fall by the MU SSON Research Office. Additional PhD students with abstracts accepted to MNRS through the competitive abstract submission process also are financially supported as funding allows.
- 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 School can be found on the Travel Scholarships page of the MU Graduate School website.

### International Travel Registration

Students traveling abroad using any University of Missouri funding, including travel scholarships from the Graduate School, at least one month prior to departure, in accordance with the University of Missouri Collected Rules and Regulations, must register in the Student International Travel Registry and complete all pre-departure requirements.

The Student International Travel Registry requires students to provide their itinerary and contact and emergency contact information, enroll in the University-contracted GeoBlue sickness and accident insurance (which includes medical evacuation coverage), and the UHC-Global insurance for non-medical evacuation in case of a political emergency or natural disaster. It also requires students to successfully complete the mandatory pre-departure orientation, which includes important health and safety information, and sign the University of Missouri Assumption of Risk and Release form.

Please contact Barbara Lindeman, Director of Student International Health, Safety and Security prior to registering if you have any questions.

### MU Graduate School Dissertation Year Fellowships

The Gamma Alpha Gamma and Raymond White Dissertation Year Fellowships are intended to help defray dissertation research expenses in the same academic year that students defend their dissertation. The award amount is equivalent to the minimum stipend for a .25 assistantship. Dissertation Year Fellowships will be distributed in two equal lump sums at the beginning of the fall and spring semesters.

MU doctoral students in good standing may apply. Each nomination will be considered for both awards, although a student can only receive one award. To receive the Dissertation Year Fellowship, students must have passed their comprehensive exams by the last day of the 8-week summer session of the current year’s summer semester. Students must also be committed to completing all requirements for graduation, including the successful defense of a dissertation, in the year of the fellowship. The application deadline is typically in early July each year.
# Section IX: 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>Emma Huck</th>
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<tbody>
<tr>
<td>Associate Dean for Academic Affairs</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>(573) 882-7969</td>
<td>(573) 882-0228</td>
</tr>
<tr>
<td><a href="mailto:harrisrc@missouri.edu">harrisrc@missouri.edu</a></td>
<td><a href="mailto:emma.huck@missouri.edu">emma.huck@missouri.edu</a></td>
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<tr>
<th>Dr. Deidre Wipke-Tevis</th>
<th>Susan Silvey</th>
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<tbody>
<tr>
<td>Associate Dean of Research</td>
<td>Administrative Assistant</td>
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<tr>
<td>PhD Program Director</td>
<td>PhD Program &amp; Research Office</td>
</tr>
<tr>
<td>(573) 884-8441</td>
<td>(573) 884-7411</td>
</tr>
<tr>
<td><a href="mailto:wipketevisd@missouri.edu">wipketevisd@missouri.edu</a></td>
<td><a href="mailto:silveysu@health.missouri.edu">silveysu@health.missouri.edu</a></td>
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<table>
<thead>
<tr>
<th>Sherry Cass</th>
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<tbody>
<tr>
<td>Executive Assistant</td>
<td></td>
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<tr>
<td>(573) 882-2416</td>
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<tr>
<td><a href="mailto:casss@missouri.edu">casss@missouri.edu</a></td>
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*(agency agreements for research practicum)*
Section X: PhD STUDENT RESEARCH MENTORS, DOCTORAL & 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 Meet the Faculty webpage.
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 their Plan of Study. See the MU SSON website for graduate nursing course descriptions and a summary of teaching rotations for PhD course offerings on the PhD Curriculum webpage. Course descriptions for non-nursing courses can be found at myZou (See myZou for First-Time Users.) and Missouri Online.