

Doctor of Philosophy in Nursing

Student Handbook
2026-2027

751 Rose Street
Lexington, KY 40536-0232
https://www.uky.edu/nursing/

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College of Nursing

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Introduction to the PhD Student Handbook

The handbook contains information about the College of Nursing, its mission and its organization. The policies and procedures governing your progress in the program, and the resources available to you for accomplishing the program objectives and your personal career goals are described. Please review the handbook carefully. If you have questions, contact the program director. If you are entering a graduate program at the College of Nursing during the 2026-2027 academic year, you will follow the policies in the 2026-2027 handbook throughout the entire length of your program.

The College offers three graduate degrees - Doctor of Philosophy in Nursing (PhD), Doctor of Nursing Practice (DNP), and Master of Nursing in Healthcare Systems Leadership (MSN). **This handbook is for students enrolled in the PhD program.** Students in the PhD program enter with a BSN, MSN or DNP degree and complete course work required for that option. The PhD program with a nursing major fall under the authority of the University of Kentucky Graduate School.

Jana Jasinski is the Vice Provost and Acting Dean of the Graduate School. Gia Mudd-Martin, Associate Dean for Research and Interim Assistant Dean of the PhD Program is your liaison to the Graduate School for the PhD program.

Dean's Welcome

Welcome to the University of Kentucky College of Nursing. I hope you will have an exceptional learning experience in the College, as well as within the larger University. The decision to complete your graduate degree within an academic health center affords you unique opportunities related to research and evidence-based practice. Furthermore, research, evidence-based practice and leadership are fundamental to graduate studies.

The College's faculty are making substantive contributions to the knowledge base of nursing through active programs of research and scholarly practice. In addition, you will have opportunities to engage in Partnerships and Inter-Professional teams whether your focus in doctoral studies is research or practice. I strongly recommend that you take full advantage of opportunities since they will actively support your work as the next generation of advanced practice nurses, nurse leaders, nurse scholars and faculty.

Finally, the College's Mission Statement guides faculty and staff toward "engaging in collaborative and cooperative relationships for the purpose of modeling excellence in nursing education, research, service and practice." Faculty, staff and administrators will actively work with you to facilitate your success at the University. The nursing profession will offer many opportunities throughout your career – without a doubt, obtaining research-focused or practice-focused doctoral degree will advance your personal career goals and simultaneously prepare you for leadership in nursing and healthcare.

If I can be of assistance to you, please do not hesitate to let me know. I can be reached via e-mail at, mary.moreland@uky.edu. For an opportunity to talk in person, please contact Alina Emen at 859-3236533.

Thank you for selecting the University of Kentucky, College of Nursing for your studies!

Gwen Moreland, DNP, RN, NEA-BC
Acting Dean and UKHC Chief Nurse Executive

About the University

- **Mission**
- **Strategic Plan**
- **Institutional Neutrality Policy**

The mission of the University of Kentucky is to improve people's lives and advance Kentucky through excellence in education, research and creative work, service and health care. As a learning institution, the dissemination of ideas, debate and open inquiry are essential to this mission.

For these reasons, and as a public institution of higher education and state agency, the university applies a policy of viewpoint neutrality to all practices and procedures. This policy prohibits discrimination on the basis of an individual's political or social viewpoint and promotes intellectual diversity within the institution. As such, the university does not take official positions on or issue public statements about societal issues and events that do not directly impact the mission or function of the university. The university may issue public statements about internal issues or events at the institution as well external issues and events that directly impact the university's operations or ability to pursue its mission.

Additionally, the university does not require any individual to endorse or condemn a specific ideology, political viewpoint or social viewpoint to be eligible for hiring, contract renewal, tenure, promotion, admission or graduation.

This policy seeks to create space for the many voices on our campus and ensure that we are fostering conversations between varied perspectives, rather than issuing statements of a particular view on matters external to UK. With or without a public statement regarding a specific event, the university is always committed to bringing together many people in one community, putting students first and taking care of our students, faculty and staff.

For the purposes of this policy, public statements include:

- Campus-, unit-, college- or department-wide emails
- Messages published on websites
- Messages published on printed materials
- Social media posts on UK accounts
- Statements made to news media

This policy in no way impacts an individual's First Amendment rights to voice their views, on behalf of themselves and not the institution, nor does it impact a faculty member's academic freedom or ability to speak as a subject matter expert within their domain of expertise.

Click here for the full Institutional Neutrality Policy

About the College

- **Vision and Mission**
- **Strategic Plan**

Graduate Faculty and Staff Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Gia Mudd-Martin, PhD, MPH, RN, FAHA, FAAN	Associate Dean of Research & Smith Professor of Nursing Research and Interim Assistant Dean for PhD Program	509R	859-257-4204	Gia.Mudd@uky.edu
Kathy Collins	Graduate Student Affairs Officer	315D	859-323-5624	Kathy.collins@uky.edu
Scott Cowherd	Administrative Assistant Senior, Research & PhD Studies	509Q	859-257-0493	scott.cowherd@uky.edu
Lynn Warneke	Research Project Manager III	509M	859-391-6881	lynn.warneke@uky.edu

Doctor of Philosophy in Nursing (PhD) Student Learning Outcomes

Graduates of the PhD program will be able to:

- Establish a pattern of productive scholarship and participation in team science that results in the dissemination of scholarly work to lay and professional audiences.
- Contribute to the development of science and the discipline of nursing through the ethical conduct of culturally competent, original clinical and translational research.
- Demonstrate an understanding of the evolving roles and professional responsibilities of a nurse scholar through participation in professional and interprofessional teams and organizations and the provision of professional and research leadership and mentorship.
- Use different science perspectives and an in-depth knowledge of a substantive area to develop and apply a conceptual knowledge base that enhances the link between theoretical advances, research and practice to improve health outcomes.

➢ PhD Program of Study Overview

Students should meet with their advisors in advance of registration EACH semester. Students should review the plan of study applicable to them. The applicable plan of study can be found in the CON Graduate Student handbook for the academic year you were admitted https://nursing.uky.edu/graduate-programs/phd-nursing/curriculum .

Core nursing courses (30 credit hours)

- Philosophy of science
- Knowledge Development
- Qualitative, Quantitative and Mixed methods
- Measurement/psychometrics
- Health policy
- Doctoral seminars
- Research experience (NUR 771)

Non-Nursing Courses (18 credit hours)

- **Statistics 9 credits.**
  STA 570 (3), STA 674 (3) and NUR 794 (3) = 9

- **Cognates 9 credits**. The cognate is conceptually similar to a minor. It should consist of a series of at least three courses that provide preparation or concentrated learning in an area outside nursing that is relevant to students' research interests. *These may be selected from a variety of disciplines outside of nursing such as behavioral, social, or biological sciences* The courses should be interrelated at some level. Identify cognates as early as possible. A number of courses in other departments are offered only every other year or even less frequently. Students who wait to choose cognate courses until late in their coursework often have limited choices because desired courses are not offered during remaining year(s) or semester(s) the student has to complete coursework.
- At the time the students meet with their Advisory Committee to approve their coursework, the students should be able to define their cognate and describe how the courses selected interrelate as well has how the courses help prepare them for their dissertation work and ideally for their future career plans.

Qualifying Residency

- Qualifying Residency (NUR 757, Qualifying exam). Two credit hours. Students are to enroll in NUR 757 the semester in which they complete the oral qualifying exam.

Research Residency (post qualifying exam)

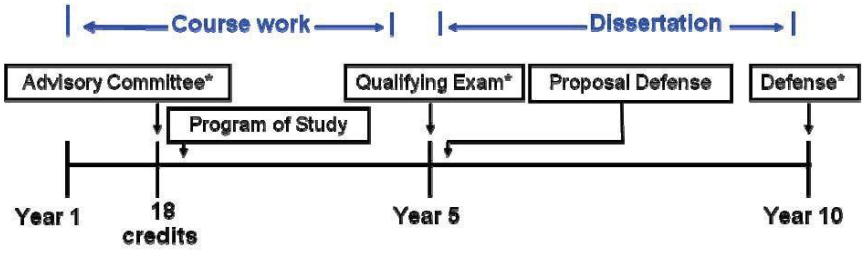
- Research Residency (NUR 767, Post Qualifying exam). Minimum of 4 credits.

➢ **PhD Student Learning Contract Prospectus:**

The following courses require completion of a signed learning contract by student and faculty. NUR 767 also requires the signature of the Assistant Dean for PhD Program. Form is located at https://nursing.uky.edu/current-students/policies-resources

- NUR 781 - INDEPENDENT STUDY
- NUR 771 - RESEARCH EXPERIENCE
- NUR 757- QUALIFYING EXAM RESIDENCY (Semester of Qualifying Exam)
- NUR 767 - RESEARCH RESIDENCY (Post Qualifying Exam)

➢ **PhD Sample Plan of Study**



*Must be scheduled and/or approved by Graduate School

Timeline: maximum is 10 years; minimum is 3 years post masters

➢PhD Sample Plan of Study

Doctor of Philosophy in Nursing (PhD) - Sample Plan of Study: Full Time

	Fall 1	Credit Hour	Spring 1	Credit Hour	Summer 1	Credit Hour
Year 1	STA 570: Basic Statistical Analysis (Pre req.: MATH 109 or equivalent)	3	STA 674: Regression Analysis and Design of Experiments (Pre req.: STA 570)	3	Cognate course 1	3
	NUR 770: Philosophical Foundations of Nursing Science	2	NUR 765: Research Design & Methods: Qualitative, Quantitative and Mixed Methods Research (Pre req.: STA 570, NUR 770 and NUR 763)	4	NUR 771: Research Experience	3
	NUR 763: Foundations of Science and Knowledge Development in Nursing	2	NUR 778: Pro-seminar in Contemporary Health and Nursing Policy Issues	3		
	NUR 764: Systematic Reviews of the Literature	3	NUR 779: PhD Seminar—Roles for the Nurse Scientist	1		
	NUR 779: PhD Seminar-- Becoming a Scientist	1				
	Total	**11**	**Total**	**11**	**Total**	**6**
	Fall 2	**Credit Hour**	**Spring 2**	**Credit Hour**	**Summer 2**	**Credit Hour**
Year 2	NUR 793: Measurement of Nursing Phenomenon (Pre req.: NUR 763 & NUR 765)	3	NUR 772: Dissemination of Scholarship and Scientific Findings (Pre req.: NUR 765)	3	**Written and oral qualifying examinations**	
	NUR 773: Research Proposal Development (Pre req.:NUR 765)	3	NUR 794: Analysis, Interpretation and Presentation of Quantitative Data (Pre req.: STA 674)	3	NUR 757: Qualifying Residency	2
	NUR 766: Responsible Conduct of Research	1	NUR 779: PhD Seminar - Career Planning	1		
	Cognate Course 2	3	Cognate Course 3	3		
	Total	**10**	**Total**	**10**	**Pre-qualifying Total**	**48**
	Fall 3	**Credit Hour**	**Spring 3**	**Credit Hour**	**Summer 3**	**Credit Hour**
Year 3	NUR 767*- Dissertation Residency	2	NUR 767*- Dissertation Residency	2		
	Total	**2**	**Total**	**2**	***Program Total***	***54***

*A minimum of 2 semesters of NUR 767 Dissertation Residency is required however additional semesters may be required to meet the continuous enrollment (fall/spring) requirement.

NOTE: Students must enroll in NUR 757 Qualifying Exam Residency (2 CH) the semester they complete their oral qualifying exam. After successful completion of qualifying exams students will enroll in NUR 767 Dissertation Residency each fall/spring semester until dissertation defense.

➢ **Mentor-Protégé**

The PhD program embraces a mentor-protégé model of student advising. In the model, faculty advisors are considered mentors and students protégés. It is expected that the advisor and student will meet regularly beginning the first semester of entry into the program to develop and modify the student's plan of study.

- Mentor is defined as an influential senior sponsor or supporter. Expectations of mentors are to:
  - Encourage excellence
  - Teach principles, judgment, and perspectives in addition to research skills
  - Introduce protégé to colleagues in the field and help establish a network
  - Provide opportunities to develop independence
  - Socialize into academia
  - Provide perspective
  - Serve as a role model
  - Counsel when needed
  - Invest time and personal resources to promote success

- Protégé is defined as one whose welfare, training or career is promoted by an influential person.
  - Expectations of protégés are to:
  - Regularly keep mentor informed of progress
  - Share ideas with mentor
  - Actively seek advice
  - Actively seek learning opportunities
  - Accept constructive criticism/feedback
  - Provide constructive feedback
  - Mentor new students

➢ **Required Research Experience**

All PhD students are required to participate in at least one research project prior to the qualifying examinations. This requirement is met by enrolling in NUR 771 Research Experience for 3 credit hours to work on an ongoing project under faculty supervision. The project may be within the College, in another unit of the University, or in a community agency. Scholarly productivity during this experience is encouraged (e.g., submission of a research abstract for presentation and/or manuscript for publication).

- The director of the experience, the setting for the experience, and the UK faculty member responsible for the experience will be developed in conjunction with the advisor.
- The student will spend the equivalent of three credit hours of research experience
- The student will discuss with the advisor and advisory committee how the objectives were met for evaluation of the experience.
- The student will sign a Learning Contract with research faculty.

Examples of experiences are:

- Collecting and analyzing data and managing a data set using a software package
- Analyzing data and reporting results (presentation/publication)
- Conducting a secondary analysis of existing data

➢ **Chairs and Advisory Committee**

The Assistant Dean for PhD Program will assign you an academic advisor at the beginning of the program. This advisor will assist you in planning your course of study and registration for each semester. Your academic advisor may be invited to serve as your dissertation chair. You and your chair will determine the composition of your advisory committee no later than completion of 18 credit hours and at least 1 year prior to the Qualifying Examination. Your advisor will know faculty who have research interests similar to yours. You need to interact with faculty who might have related interests and help to identify those who are best for your advisory committee.

Co-Chairs: The designation of a faculty member as a co-chair of an Advisory Committee is done under special circumstances. The decision to appoint a faculty member as a co-chair of a student's Advisory Committee is made by the student's major advisor in consultation with the Director of PhD studies.

Your committee should include the following:

The advisory committee has a core of four members. This core must include a minimum of two faculty members from the graduate program (with one being the major professor as chair or co-chair), and one representative from outside the graduate nursing program. All members of the core must be members of the Graduate Faculty of the University of Kentucky* and at least one, the major professor, must possess full Graduate Faculty status.

*Faculty members from other institutions may serve on dissertation committees if they meet the requirements for appointment as associate members of the UK Graduate Faculty. Your faculty advisor can access the Graduate Faculty listing.

Required Submission of Full Committee to Graduate School

Once each committee member is invited and accepts membership on the advisory committee, the student submits a request to appoint the advisory committee to the Graduate School at https://gradschool.uky.edu/student-forms.

Upon a recommendation of the Assistant Dean for PhD Program, the dean of the Graduate School will consider changes in your advisory committee (except during the qualifying exam process).

The committee will:

- Guide your program of study
- Provide you with direction, counsel, mentoring, and intellectual stimulation
- Review your progress each academic term
- Determine your readiness for the qualifying examinations and notify the program director at least one month prior to your anticipated date of examination
- Prepare your individual qualifying examination, within College of Nursing guidelines, which will be administered by your major professor (chair)
- Conduct your oral qualifying examination within one month after your written examination
- Communicate your examination results to you and to the director immediately upon conclusion of the oral examination
- Determine conditions for a second examination, if necessary
- Approve your dissertation proposal
- Evaluate the scholarship of your dissertation

- Designate the content of your final examination
- Schedule your final examination at least six weeks in advance
- Participate in your final examination (public defense of the dissertation)

➢ **Annual PhD Student Evaluation and Progression Policy**

Students enrolled in the PhD program must maintain a minimum cumulative GPA of 3.00 or better to eligible for degree and scholarship awards. Students enrolled in the program may have a maximum of one "C" grade in any required Statistics or NUR/nursing course (or any approved substitute for these courses) in the program. Earning a second "C" grade in any required Statistics or NUR/nursing course, regardless of overall GPA, will result in dismissal from the program. Students dismissed from the program may reapply if there were unavoidable extenuating circumstances that led to the second "C" grade.

The Graduate School requires that the progress of all PhD students be formally evaluated each year to determine progression (satisfactory/unsatisfactory) in the program. Students are informed in writing of the evaluation results. The College of Nursing faculty believes the evaluation should be an interactive process between the student and the advisor or advisory committee depending on the student's stage in the program. During the spring term each year, each student is to schedule an annual evaluation meeting with the advisor or advisory committee to review the student's progress and set goals for coming year. Students making unsatisfactory progress for two consecutive evaluations can be recommended for dismissal from the program.

The student's advisor will provide a written report of the evaluation to the student and the Director of the PhD program. The PhD Curriculum Committee will review progress of all PhD students and make recommendations to the Director when indicated. The following policy about *students evaluated as making unsatisfactory progress* was approved by the PhD Curriculum Committee and is provided for your information.

Students evaluated as not making satisfactory progress. The student and advisor develop a set of objectives including a timeline for completion that must be met in order for the student to be considered making satisfactory progress by the end of the next academic year. The objectives should be approved by members of the student's Advisory Committee if the committee is formed. Students who are evaluated as not making satisfactory progress for two consecutive years will be reviewed by members of PhD Curriculum Committee who will make a recommendation to the Assistant Dean for PhD Program about student continuation in the program or dismissal. The major purpose of the review is to determine if there are ways to assist the student to be successful. Please note, however, that the committee members can recommend dismissal from the program if deemed warranted.

Pre-candidacy students are evaluated on the following criteria:

- Maintenance of a 3.0 grade point average (GPA)
- Successful completion of planned coursework for the year unless there are extenuating circumstances
- Advisor selected, in coordination with the program director, prior to the completion of 18 credit hours of coursework
- Advisory committee members selected, in coordination with advisor, prior to the completion of 18 credit hours of coursework

- Advisor to review progress and determine whether student can feasibly complete all core course work and qualifying exam within the Graduate School required pre-qualifying time frame (maximum 5 years) • Review of goals for previous year and set new goals for coming year
- Submission of updated CV

PhD candidates (post-qualifying exam) are evaluated on the following criteria:

- Student met with advisory committee to review goals for previous year and set new goals for coming year
- Advisor to review progress and determine whether student can feasibly complete and defend the dissertation within the Graduate School required post-qualifying time frame (maximum 5 years)
- Submission of updated CV

➢ **Enrollment**

The PhD Program requires three years of full-time study. Part-time study is possible, as well. Pre-qualifying residency is met by completing the requirement of a minimum of 48 credit hours of graduate course work within five years of entry into the doctoral program. *A maximum of five years post-qualifying examination is allotted for completion of degree requirements (see the Graduate School Bulletin,* http://gradschool.uky.edu/graduate-school-bulletin

➢ **Time Limit to Degree**

The Graduate School stipulates that all degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examination. Extensions up to an additional five years may be requested for a total of 10 years for appropriate reasons. Extensions up to one year may be approved by the Dean of the Graduate School. Requests for extensions longer than one year must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies and must include a recommendation on whether a retake of the qualifying examination should be a requirement of the extension. If requested, failure to pass the qualifying re-examination will result in the termination of degree candidacy; a second re-examination is not permitted. Failure to complete all degree requirements within 10 years of initially taking the qualifying examination will also result in the termination of degree candidacy. All pre- and post-qualifying residency requirements must again be met if the student subsequently seeks readmission to the doctoral program.

Prequalifying Time Limit, Qualifying Examinations and Pre/Post-qualifying Residency Credit for PhD

➢ **Prequalifying Time Limit**

Students are required to take the qualifying examination within five years of entry into the program. The student may request an extension of up to three years. The Graduate School dean may approve an extension of up to 12 months upon receipt of a request from the Assistant Dean for PhD Program. The Graduate Council must consider requests for extensions longer than 12 months and will require a recommendation by the Assistant Dean for PhD Program, the chair of the student's advisory committee, and a majority vote of graduate faculty in the program. If the qualifying examination has not been successfully completed at the end of five years or at the end of all approved time extensions, the student will be dismissed from the program.

➢ **Prequalifying Residency**

Students must complete the requirement of 48 credit hours of graduate coursework within five years of entry into the doctoral program. Extensions up to an additional three years may be requested to fulfill the pre- qualifying requirement (see "Pre-Qualifying Time Limit") for extenuating circumstances that may arise.

➢ **Qualifying Examinations**

A qualifying exam consisting of both written and oral components is required of all doctoral students. Its purpose is to verify that the students have sufficient understanding of and competence in their fields to become candidates for the degree. The examination is given after fulfillment of pre-qualifying residency, usually after four semesters of graduate work or the equivalent.

Students must satisfactorily complete the individual written examination before proceeding to the oral comprehensive examination. You must satisfactorily complete both written and oral examinations to become a PhD candidate. Students can complete their oral and written qualifying exam in the summer without being enrolled in residency credit. The candidacy examination may be repeated once. Students are required to sit for the qualifying exam within 5 years of admission to the program. Extensions of up to 12 months may be granted with extenuating circumstances.

Students must enroll in NUR 757 Qualifying Exam Residency (2 CH) the semester they complete their oral qualifying exam. Students may complete the written component of their qualifying exam over the summer without enrolling in NUR 757 but must enroll in NUR 757 in the fall to complete the oral component of the qualifying exam. Upon successful completion of qualifying exam students will enroll in NUR 767 Research Residency in the fall term. Students are not permitted to enroll in NUR 767 until after successful completion of qualifying exams.

Procedure

- You must remove all incomplete (I and S) grades prior to scheduling any of the examinations.
- You must fulfill graduate school residency requirements and all degree requirements considered essential by your advisory committee and director of graduate studies before beginning the qualifying examinations.
- Your advisory committee makes the final determination as to whether you are ready to sit for the qualifying examinations.
- The individual examination is prepared by your advisory committee and is administered as the committee directs. Students work with their Advisory Committee to plan a time-line for: a) receipt of the exam questions, b) date completed written exam is handed in, c) length of time for faculty to review the written exam (must be at least two weeks), and d) a date, time and location for the oral exam.
- Ample time for preparation to sit for the qualifying examinations is essential.
- Students approach study for the examinations in different ways. Consult with your advisory committee and major professor for suggestions.
- Within one month of completing the individual examination, your advisory committee will evaluate your performance on this examination and determine whether you pass or fail the written component.

As appropriate, the committee will either:

- Inform you of your readiness to proceed with the oral qualifying examination and notify the program director, or

- Advise as to what you need to do to retake the individual written examination and inform the program director.
- The oral comprehensive examination is conducted and evaluated by your advisory committee. The oral component of the qualifying exam is the official exam recognized by the Graduate School. It is this component that must be scheduled online with the Graduate School. The Graduate School requires a MINIMUM two weeks advance notice of when and where the oral qualifying exam will occur. Student must submit the Request for Qualifying Exam online at https://gradschool.uky.edu/student-forms.

- Students completing the oral qualifying exam during the summer are not required to be enrolled. Students completing the oral exam during the fall or spring term must be enrolled in NUR 757.
- Upon completion of the exam, the committee will inform you and the program director if your performance was:
  - Satisfactory, thus you have completed the qualifying examinations and are a PhD candidate or,
  - Unsatisfactory and advise what you must do to repeat the oral examination. The minimum time between examinations is four months. The maximum time is one year. The exam cannot be repeated a third time.

➢ **Post-Qualifying Residency Credit**

Students are required to enroll in a 2-credit hour course after completing the qualifying examination, NUR 767, Dissertation Residency Credit. Students will be charged in-state tuition plus mandatory fees for this course. Students must remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment, as registered in the Student Information System.

Students are required to complete a minimum of two semesters of NUR 767 to meet the requirements to graduate.

➢ **Proposal defense.**

The proposal defense can be scheduled as soon after successful completion of the candidacy/qualifying exam as the student and advisor agree that the proposal is ready for the Advisory Committee to approve. The defense typically involves the student sending the proposal to the committee for review and then scheduling a meeting with the committee to discuss and approve the proposal. A formal meeting and agreement among the student and Advisory Committee members is highly recommended as this defines the scope, content, and expectations of what the Advisory Committee considers will constitute the dissertation. Full committee approval of any changes in the dissertation after the defense should be obtained before changes are instituted.

➢ **Dissertation**

- Your major professor (chair) will guide the planning, conduct, and reporting of your dissertation research with your advisory committee's advice.
- Your advisory committee will ask you to defend your dissertation proposal.
- As a PhD candidate, you must register for 2 credit hours dissertation residency credit (NUR 767) each semester (fall and spring) until you complete and defend your dissertation. Students are required to complete a minimum of two semesters of NUR 767.
- You should review Instructions for Electronic Dissertation Preparation and the Electronic Dissertation Process at http://gradschool.uky.edu/thesis-dissertation-preparation

Dissertation-Manuscript Option

Students are required to submit three or more publishable manuscripts to fulfill the dissertation requirement. At least one of these must be a data-based report of the dissertation research. Others can be non-data-based manuscripts such as high-quality systematic reviews, state of the science papers, or new theoretical perspectives. Manuscripts can be published prior to defending the dissertation and students are encouraged to submit manuscripts for publication as soon as they are completed. Students are strongly encouraged to meet with their advisors within the first two weeks of each semester to review course papers and discuss potential topics for those papers that could serve as manuscripts for the dissertation. To meet graduate school requirements, the manuscript option dissertation must meet the same formatting guidelines as a traditional dissertation (e.g., abstract, table of contents, list of tables and figures, margin requirements, etc.)

Dissertation -Traditional Format Option

This option is rarely used now as the manuscript option is more efficient and useful. We do not encourage students to choose this option. Each student must present a dissertation which represents the culmination of a major research project. The dissertation must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement.

Dissertation Information Relevant to Either Option

- Allow a MINIMUM of **six months** from giving your major professor a first draft for review to the date for your final examination.
- The Graduate School requires all dissertations to be submitted in the electronic format to UKnowledge
- The Graduate School also assesses a dissertation fee and a fee to register dissertation copyright with the U.S. Copyright Office. These fees are assessed after successful defense.
- All dissertations must be prepared in conformity with the instructions published by the Graduate School. Specific formatting instructions can be found at http://gradschool.uky.edu/thesis-dissertation-preparation
- Work with your advisor to pick a format for references, tables and figures. APA is NOT required by the Graduate School nor is it required by the College of Nursing. You may use any manuscript formatting option that is appropriate for the journals to which you are most likely to submit your manuscripts.
- Although the Graduate School requires that references go at the end of the entire dissertation document, you can organize them by chapter.
- The Graduate School, in conjunction with the University Libraries, requires students to submit their doctoral dissertation in a wholly electronic format to UKnowledge https://uknowledge.uky.edu/gradschool/
- The dissertation in its final form must be received in the Graduate School within 60 days of the final examination. This deadline **WILL BE** sooner to earn a degree for a specific semester.
- Members of your advisory committee, and others who provided substantive assistance with your research and who meet the following criteria for authorship should be invited to be authors on your manuscripts. https://www.research.uky.edu/resources/authorship-points-consider
- Members of your advisory committee, and others who provided assistance but do not meet the criteria for authorship should be recognized in Acknowledgments to the report(s) of your research.

➢ **Dissertation Defense (Final Examination)**

The student's advisor will chair the advisory committee, which will conduct your final examination.

- PhD candidates are required to file this intent a minimum of **(8) weeks** before the event.

- The first 30 minutes of the examination will occur in a public forum. Any member of the University community may attend. The candidate will use this time to present the dissertation to the audience (20-25 minutes) and respond to questions from the audience (5-10 minutes) excluding the advisory committee members and external reviewer. After the 30 minute presentation, the advisory committee and candidate will conduct the closed session of the examination. At the completion of the closed session, advisory committee members determine whether the candidate successfully met the criteria for completion of the dissertation examination.
- Once the advisory committee obtains copies of the final draft of your dissertation, your committee will advise your major professor to schedule your examination with the director.

Notification of intent at least eight weeks before the examination; submit to the Graduate School:

- Request for notification of intent form to be submitted electronically. Your chair and the advisory committee must be in agreement with scheduling of this final exam before it is submitted to the UK Graduate School.
- Upon receipt, the Graduate School will audit your file to make sure that all requirements to this point have been met.
- The final examination must take place no later than (8) days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the University Calendar for deadlines on the scheduling of final examinations.

The Graduate School approves the time and date of your final exam a minimum of (2) weeks before the examination.

At least two weeks before the examination you will submit to the Graduate School:

- Request for Final Doctoral Examination (submitted electronically). Your chair and the advisory committee must be in agreement with scheduling of this final exam before it is submitted to the UK Graduate School.
- A complete copy of your draft dissertation must be submitted to each member of your advisory committee, and the Assistant Dean for PhD Program, at least (2) weeks prior to the scheduled examination.
- You must apply to the Graduate School for the PhD degree according to the dates given in the University calendar.

You should review Instructions for Electronic Dissertation Preparation and the Electronic Dissertation Process at http://gradschool.uky.edu/thesis-dissertation-preparation.

Checklist for Completion of Requirements for PhD Degree

Please see the Appendix for a checklist that you can print and checkoff with your advisor/chair and advisory committee.

Value Statement for a Healthy Learning and Working Environment

By creating and sustaining a healthy learning and working environment at the University of Kentucky College of Nursing, we will ensure a high level of professionalism, civility, and caring among students, staff, and faculty.

The following are values and normative behaviors that students, staff and faculty are expected to exhibit to promote a healthy learning and working environment at the University of Kentucky, College of Nursing. This applies to interactions between and among students, staff and faculty to foster optimal learning and professional development.

➢ **Respect and Appreciation**

The College of Nursing welcomes and embraces differences in ethnicity, race, culture, age, gender, sexual orientation, religion, role, socioeconomic status and perspective. In a culture of civility, mutual respect and appreciation characterizes all relationships within our community. Students, staff and faculty alike:

- Demonstrate appreciation and respect for all individuals.
- Recognize and acknowledge excellent efforts and accomplishments in academic, clinical, and community settings.
- Exhibit consideration and understanding of each other's personal backgrounds.
- Maintain trust and right to privacy by keeping confidences and not passing along gossip.
- Give full attention to others (i.e., during classes, meetings, clinicals and labs) by not multi-tasking with other unrelated activities.

➢ **Integrity**

We value actions and words that demonstrate authenticity and veracity. Students, staff and faculty alike:

- Exhibit tolerance for others
- Demonstrate utmost integrity through words and actions that reflect honesty, empathy, compassion and beneficence
- Exhibit accountability by doing what we say we will do
- Conduct ourselves professionally with an attitude of receptivity and trustworthiness

➢ **Communication**

We are committed to open, positive, constructive and timely communication. We recognize that communication encompasses many formats (e.g., in-person, electronic, written). Students, staff and faculty alike:

- Communicate openly, truthfully and directly with one another in a timely manner, allowing for honest dialogue and feedback.
- Express ourselves using thoughtful and considerate language, tone and behaviors.
- Listen actively and respectfully to different viewpoints, remaining receptive to hearing differences in opinions and perspectives.
- Respond thoughtfully and respectfully to questions and comments.
- Recognize that anything transmitted via the internet (e.g., email, social media) could become public knowledge.
- Remain calm and professional during conflict, focusing on the issue in a constructive and timely manner.
- Provide thoughtful evaluation and critique that highlight strengths and areas for improvement in a balanced, caring and respectful way.
- Receive constructive feedback with openness in the spirit of improvement.

- Maintain privacy when using online communication in accordance with CON and UK online and social media guidelines, which are listed in this handbook.
- Convey a positive image of the University of Kentucky with public and online activities.

***NOTE*:** Civility is defined as formal politeness and courtesy in behavior, speech, and written communications which respect the dignity of others and is consistent with professional standards *(see 2006 AACN Essentials https://www.aacnnursing.org/DNP/DNP-Essentials [Essential VIII, Professionalism and Professional Values]; and 2015 ANA Code of Ethics http://tinyurl.com/mw7ktmz [Provision 1.5, Relationships with Colleagues and Others])*

Revised, Faculty Council, 04/20/15 / Approved by Faculty, 05/13/15

College of Nursing Committees and Organizations

➢ **College of Nursing Alumni Association (CONAA)**

All graduates of the UK College of Nursing are automatically members of the College of Nursing Alumni Association. Being an active member of CONAA is the best way to maintain contact, build your network and help your alma mater. The CONAA exists to promote the best interests and welfare of the College. It also works to inform the membership with the progress and needs of the College and helps represent the University and the College to the people of Kentucky and the nation. The alumni association encourages loyalty and closer bonds of fellowship among its alumni.

All profits from membership events hosted by the Alumni Association are used to support various programs and projects that are hosted throughout the year such as:

- Annual awards for outstanding alumni, graduating seniors and graduate students.
- Presidential Award is given to an outstanding MSN graduate
- Sebastian/Stanhope Award is presented to a DNP graduate
- Carolyn Williams Award goes to a graduate of the PhD Program
- Homecoming/reunion activities
- Graduation gifts for all nursing graduates
- Networking opportunities for alumni, and
- Mentoring programs that allow students to meet 1:1 or in small groups with alumni to learn more about their careers or projects they are participating in as nurses. These talks are always interesting and help the students explore career choices.

Many alumni have been generous to the College of Nursing and its students by establishing scholarships that help defray the cost of tuition. If you have questions or need additional information regarding the Alumni Association, please contact Britty Fiero at Brittany.fiero@uky.edu Alumni Program Coordinator.

➢ **Delta Psi Chapter, Sigma Theta Tau International Honor Society for Nursing**

https://nursing.uky.edu/about-us/delta-psi-chapter-sigma

➢ **Graduate Nursing Activities and Advisory Committee (GNAAC)**

According to rules of the University Senate, the faculty of each College within the University and the faculty of the Graduate School must establish some form of student advisory council to represent student opinion

on academic matters. The Graduate Nursing Activities and Advisory Committee (GNAAC) conform to the rules of the University Senate.

Functions of the Committee

- Fostering communication between faculty and students
- Plans and implements programs of interest to the graduate students and nursing profession
- Reviews and makes recommendations to the dean regarding:
  - Student conduct in terms of professional nursing ethics and related University and Medical Center documents
  - Evaluation procedures for courses and teaching
- Advises the dean regarding proposed appointment and promotion of faculty members in accordance with University Administrative Regulations (AR II-1.0-1)
- Evaluates the programs of the College that relate to students and makes recommendations to the Dean
- Identifies resources and support systems, which will facilitate successful completion of the program
- Identifies student problems and concerns and recommends appropriate actions to the Dean
- Evaluates activities of the graduate student body annually and making recommendations to the Dean

Membership Includes

- GNAAC membership shall consist of all enrolled graduate nursing students. The GNAAC Executive Board, elected by GNAAC shall consist of a Chairperson, Chairperson-elect, Secretary/Treasurer and members at large (at least two and no more than six). The Board shall contain at least one representative from each degree offered.
- One graduate faculty member (ex-officio) recommended by the graduate student body and approved by the Dean. Faculty member/advisor to serve ideally for three-year terms to promote continuity. Terms can be repeated.
- One Student Affairs representative (ex-officio).
- GNAAC Officers to be elected by the majority of the Executive Board.

If you are interested in learning more about GNAAC or would like to be part of this committee, please contact Dr. Holly Stith, GNAAC Advisor, Holly.Gray@uky.edu

➢ **PhD Program Committee**

Functions Include

- Evaluates program policies and procedures for compliance with Graduate School policies.
- Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions, as necessary.
- Reviews procedures for admission and progression of students in the PhD program and recommends changes to the total or graduate faculty as appropriate.
- Reviews PhD student admission and progression petitions, including faculty recommendations and makes appropriate recommendations to the Director of the PhD Program and the Associate Dean of Research & PhD Faculty Affairs.
- Reviews PhD students with unsatisfactory academic performance and recommends actions to the Director of the PhD Program and the Associate Dean of Research & PhD Faculty Affairs.
- Based on established criteria, screens PhD students for awards.
- Makes recommendations for vote to the graduate faculty and reports to the graduate faculty.
- Programmatic additions/deletions must be approved by 2/3 vote of the full- time faculty.

- Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions, as necessary.
- Reviews faculty and student suggestions for curricular changes.
- Develops and recommends curricular changes to the graduate faculty.

Membership Includes

- All PhD faculty. Faculty who teach in the PhD program or who advise PhD students.
- Associate Dean of Research and PhD Faculty Affairs or relevant designee, ex officio
- Assistant Dean for PhD Program, ex officio.
- Graduate Student Affairs Officer or representative, ex officio
- One PhD student representative without faculty status.
- Director of Accreditation & Strategic Outcomes, ex officio.

University and College of Nursing Health Care Policies and Protocols

You are expected to read and adhere to this student handbook along with the *Student Rights and Responsibilities*, and the *Health Care Colleges Code of Student Professional Conduct for the University of Kentucky Albert B. Chandler Medical Center* as well as other such documents and policies in agencies where clinical and research experiences are obtained. A signed form is required noting familiarity with these documents is required at the beginning of your program.

➢ **Blood Borne Pathogens Policy**

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the University of Kentucky Medical Center. It requires training in prevention of injury and in the management of injuries when they occur. The following link is the *UK Policy on Educational Exposure to Blood Borne Pathogens. https://ukhealthcare.uky.edu/sites/default/files/educational-exposure-to*https://ukhealthcare.uky.edu/sites/default/files/educational-exposure-to-bloodborne-pathogens.pdf*bloodborne-pathogens.pdf.*

In case of exposure. https://ukhealthcare.uky.edu/university-health-service/student-health/exposure.

➢ **Kentucky Pharmacy Locations and AHEC Site Coordinators**

https://ciche.uky.edu/ahec

In case of an exposure, consult Blood Borne Pathogen Policy above.

➢ **Criminal Background Check and Drug Screen**

Drug tests (urine screens) and criminal background checks are becoming standard requirements for employment, especially at health care facilities. Such requirements are also often in place for students who rotate through health facilities as part of required educational experiences. Students can expect and should be prepared for them. Be aware that if a drug test and/or a criminal background check is required for enrollment and or participation in any course or for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be paid by the student. The particular types of tests and checks required, as well as the costs for them, are subject to change and beyond the control of the University or the College of Nursing.

- If a student fails to pass a drug test and/or a criminal background check, he/she may be ineligible for enrollment in clinical courses, ineligible for graduation and therefore ineligible to continue in the College of Nursing.
- The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.
- Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

➢ **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy and confidentiality of student education records. For more information on what the law entails, please refer to: https://registrar.uky.edu/ferpa

➢ **Health Fee and Activity Fees Information**

All students at the University of Kentucky are eligible to use the University Health Service for their health care. All University of Kentucky health care college students pay a mandatory Health Fee as part of tuition which entitles them to most services at University Health Service at minimal cost. Paying these fees entitles students to use University resources and receive medical treatment by the University Student Health Services. For fee information, contact Student Billing Services at 859-257-3406, 18 Funkhouser Building, 8:00 am-4:30 pm, Monday through Friday.

The health fee may be voluntarily paid for health care during any term. To be eligible for services in the summer, the fee must be paid by the first day of classes for students enrolled in the summer session.

➢ **Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA, a federal law, has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practice or data collection. Instructions for completing this training will be provided upon admission.

➢ **The Health Care Colleges Code of Student Professional Conduct**

The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges at https://regs.uky.edu/sites/default/files/2023-11/HCC-Code-10-14-2008_Approved_by_BOT.pdf

➢ **Identification Badges**

All students at the University of Kentucky are issued a UK Wildcard ID. Students enrolled in healthcare colleges are required to have a UK Healthcare Student Vanity ID card. When using Medical Center facilities for any purpose, as a student, you are required to wear the UK Wildcard and the UK Healthcare Vanity Card. If you lose your badge, you will be required to pay for a replacement. You will be unable to use Medical

Center facilities without it or participate in clinical activities at any facility. Contact the College of Nursing Office of Student Services, 315 CON Bldg. or 859-323-5108 with questions.

➢ **Immunization Requirements**

Incoming Graduate students are required to have the following immunizations: TB, TDAP, MMR, Varicella and HEP B-series. The current seasonal influenza vaccination is also required. Students will need to provide a record of influenza administered September 15 or later every season. The due date is October 31 of the current year.

The College of Nursing uses the *Medical Document Manager of CastleBranch* to process and track your immunization records. You will be able to download your records to a secure site where you will have access to the documents for life. In addition, you will be able to access and print the documents as needed for future clinical sites. When you are admitted into the graduate program, you will receive information on how to purchase this package through *CastleBranch Background*. If you have questions, please contact staff at congradcompliance@uky.edu

➢ **Licensure**

Registered nurse licensure without limitations in the state in which your clinical experiences or research work will take place is prerequisite to a clinical practicum or the conduct of clinical research. This means you will need a Kentucky RN license and a license for any out-of-state clinical or clinical research experience. **This process can take up to a year for students educated outside of the United States.** If you have not already initiated the process (which includes completion of the CGFNS visa screen certificate as required by the Kentucky Board of Nursing and the NCLEX exam) it is imperative to begin immediately. *Please speak with your faculty advisor if you are in this situation. You must provide the Office of Student Services with a copy of your license during the semester prior to any clinical work.*

➢ **Social Media Guidelines**

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, the University of Kentucky has established policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

Both in professional and institutional roles, students are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations and guidelines for interacting with faculty, students, parents, patients, alumni, donors, media and other University constituents apply. Students are accountable for any institutionally related content they post to social media sites.

The National Council of State Boards of Nursing gives scenarios in the *White Paper*: A Nurses' Guide to the Use of Social Media https://www.ncsbn.org/public-files/Social_Media.pdf

The American Nurses Association has developed tips for nurses using social medial including tips for things to avoid.

ANA's Principles for Social Networking

- Nurses must not transmit or place online individually identifiable patient information.

- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy, rights or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

https://www.nursingworld.org/social

References

- American Nurses Association, (2011, September), Principles for social networking and the nurse, Silver Spring, MD: Author.
- National Council of State Boards of Nursing, (2011, August), White Paper: A nurses' guide to the use of social media, Chicago, IL: Author, www.NursingWorld.org

Approved: Graduate Faculty April 6, 2015

Scholarship, Loans, Service Awards and Tuition

Contact the College of Nursing Scholarship Coordinator at conss@uky.edu The Graduate Nursing Scholarship application opens during the spring term for the following academic year.

➢ **College of Nursing Graduate Scholarships**

Teresa Ann Free Pediatric Nurse Practitioner Scholarship

Established in 2010 to celebrate the life of Dr. Teresa Ann Free. She was a beloved professor, colleague and friend who served as coordinator of the Pediatric Nurse Practitioner track from 2002 until 2009. This renewable scholarship is awarded to a student enrolled in the Doctor of Nursing Practice (DNP) Pediatric Nurse Practitioner Track.

Katherine Tenore Girone Scholarship Fund

Established in 2006 in memory of Katherine Tenore Girone by Mr. and Mrs. Roderick Lewis, executors of her estate. Mrs. Girone was a public health nurse for many years. This scholarship is awarded to full-time students in the UK College of Nursing in the Bachelor's, Master's, DNP or PhD programs who have a declared interest in public health nursing and have maintained a grade point average (GPA) of 3.0 or better.

Dr. Jan Coleman Gross Scholarship

Established in 2009 by Dr. Gross in memory of his wife, Jan Coleman Gross. Dr. Coleman Gross was a professor in the UK College of Nursing who dedicated her career to supporting students and providing them with outstanding educational opportunities, both inside and outside the classroom, through programs such as the Blueberry Spa at Cardinal Hill Hospital. This renewable scholarship is awarded to a BSN student in good academic standing.

Melva Jo Hendrix Scholarship

Established in 1993 by Mrs. Jenny D. Dorris, a 1971 UK graduate, in honor of Professor Melva Jo Hendrix's career. Dr. Hendrix was a leader in psychiatric and mental health nursing. This renewable scholarship is awarded to a DNP student in the Psychiatric/Mental Health Track.

Betsy M. Holliday and Eunice S. Milton Scholarship Fund

Established in 1992 by Lieutenant Colonel David C. Holliday (RET) in memory of his wife, Betsy M. Holliday and her mother, Eunice S. Milton. This fund provides support for a student who is a native Kentuckian or is the child of a member of the armed forces who was serving on active duty when the recipient was born. This renewable scholarship is given to an RN who has returned to school for additional training. Preference given to a student interested in the treatment of cancer patients.

Pamela Stinson Kidd Memorial Scholarship Fund

Donor: Mr. and Mrs. Ronald W. Stinson

Established in 2006 by Mr. and Mrs. Ronald W. Stinson following Pamela Stinson Kidd's sudden death. This renewable scholarship is awarded to a graduate nursing student who shows potential for leadership in injury prevention, emergency, primary, acute or critical care nursing. An essay is required. Preference is given to an applicant who demonstrates the ability to integrate clinical and community practice, scholarly activity and leadership.

La Sertoma Scholarship

Established in 2004 in honor of the ladies of the La Sertoma Club who provided financial support to her as a nursing student. This renewable scholarship is awarded to a student with an outstanding academic record who shows the potential for leadership and is in the DNP Program, is an Undergraduate Nursing Scholar or a BSN with an interest in public health nursing.

Dorothy Luther Fellowship Fund

Established in 2003 by the estate of Dottie Luther, an emerita UK College of Nursing faculty member, with additional contributions made by her friends and colleagues. This renewable scholarship is awarded to graduate students in adult nursing.

Karen Hall Sexton Nursing Leadership Scholarship

This scholarship is given in memory of Dr. Karen Sexton, long time nurse leader and mentor for many nurses in the Commonwealth and beyond. "Karen would be so pleased to know that funds raised in her name are being used to further the education of nurse leaders," stated Dr. Colleen Swartz, Chief Nurse of UK HealthCare. Funds were raised from UKHC Nurses and UK College of Nursing Faculty. Scholarships are awarded to students in the graduate program.

➢ **External Awards/Scholarships**

University of Kentucky Graduate School Scholarships and Fellowships:
859-257-3261, Ezra Gillis Bldg. http://gradschool.uky.edu/student-funding.

➢ **Financial Assistance**

Nurse Faculty Loan Program (NFLP)

The College of Nursing has available loan funds from the Nurse Faculty Loan Program of the Division of Nursing, Department of Health and Human Services. This loan fund is intended to bolster the number of nurses prepared as nurse faculty for schools of nursing. Students must be enrolled full time and take three additional courses: GS 610-College Teaching, GS 650-Preparing Future Faculty and GS699-Practicum in College Teaching, to prepare you for a faculty role. Upon completion of your degree program and the required courses, up to 85 percent of the loan may be forgiven in return for service as a faculty member in a school of nursing over a four-year period. Contact Kathy.Collins@uky.edu for more information.

Teaching and Research Assistantships

The College of Nursing offers a limited number of graduate student assistantships, which provide research and teaching experiences. Stipends range from $10,000 to $20,000 per academic year; 10 or 20 hours of service per week are required; students will be assigned to an investigator or to a course. Students who receive these assistantships may be eligible for full- or partial-tuition scholarships from the Graduate School or College of Nursing.

Kentucky Board of Nursing – Nurse Incentive Scholarship Fund

The Nursing Incentive Scholarship Fund (NISF) provides scholarships to Kentucky residents who will be attending approved prelicensure nursing programs (registered nurse or practical nurse) or graduate nursing programs. NISF recipients are selected individually by the Board, using specified criteria. NISF scholarships may be used for cost-of-living expenses, as well as school expenses. See:
https://kbn.ky.gov/education/Pages/nursing-incentive-scholarship-fund.aspx

National Health Service Corps Scholarship Program

The U.S. Department of Health and Human Resources offers scholarship opportunities to applicants who are applying to or enrolled in nurse practitioner programs. These scholarships pay in- or out-of-state tuition, required fees, reasonable educational expenses and a significant monthly stipend. This is a service-obligated scholarship (one year of obligated service for each year of scholarship funding). Information about applying for this scholarship is available at https://nhsc.hrsa.gov/scholarships/index.html

Organizations that provide competitive research grants and scholarships

- Kentucky Board of Nursing awards Nursing Incentive Scholarships to Kentucky nurses pursuing ongoing education. These awards are competitive.
- National Institutes of Health and National Research Service make awards to pre- doctoral (PhD) and post-doctoral students (F31 and F32 respectively). These scholarships are for PhD students only.
- The Delta Psi Chapter of SIGMA (Sigma Theta Tau International), SIGMA International and the American Nurses Foundation have annual competitions for research grants and scholarships.
- Many specialty organizations, such as the American Cancer Society, American Association of Critical Care Nurses and others provide such awards

➢ **Additional Financial Aid Information**

To compete successfully for any of these awards you need to work closely with your advisor and the Program Director. For assistance with applying for College of Nursing teaching and research assistantships, contact the graduate student services officer, University of Kentucky, College of Nursing, 315 College of Nursing Bldg., University of Kentucky, Lexington, KY, 40536-0232 or call 859-323-5624. The staff can also offer information about other sources of financial aid available from outside the University.

For information on grants and loans, contact the UK Office of Student Financial Aid, 127 Funkhouser Bldg., Lexington, KY 40506-0054 or call 859-257-3172 https://www.uky.edu/financialaid/

➢ **Tuition**

Current cost of attendance/tuition and fees can be located at: https://studentsuccess.uky.edu/financial-aid-and-scholarships/cost-attendance . Tuition fees are subject to change without notice. All tuition rates include a mandatory registration fee. For fee payment purposes, nine credit hours or the equivalent constitutes a full load for graduate students during the fall or spring semesters. Courses taken on an audit basis do not count toward credit hours but are assessed full tuition.

Computer and E-mail Resources

➢ **Computer/Devices for Graduate Nursing Studies**

The University of Kentucky strongly recommends that each student purchase a personal laptop computer. A student's program requirements and budget should be the primary factors when choosing a laptop. Most laptops on the market will meet basic needs; however, the UK College of Nursing offers a few guidelines.

Minimum Suggested hardware

For specific details, visit the UK Technology Help Center site for Student Hardware & Software Guidelines https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012251&sys_kb_id=27b982e7978b8e5014b23fa6f053afb1

For Windows 11 hardware guidelines, visit *Windows 11 System Requirements* on the Microsoft support website.

- Processor
  - Minimum: Intel Core i3 or AMD Ryzen 3 quad-core or higher
  - Preferred: Intel Core i5 or AMD Ryzen 5 quad-core or higher
  - Optimal: Intel Core i7, Intel Core i9, AMD Ryzen 7

- Memory
  - Minimum: 8 GB
  - Optimal: 16 GB or more

- Storage Capacity
  - Minimum: 250 GB
  - Preferred: 500 GB or larger

- Wireless Card
  - Minimum: 802.11n
  - Preferred: 802.11ac or Wi-Fi 6

- Operating system must have the latest security updates installed, and if applicable Windows Defender or Macintosh Gatekeeper must be enabled. Note: Windows 7 is not supported by ITS at UK.
- Webcam (many laptops come with an integrated webcam and will not require an external device)
- USB headset or headphones with microphone
- Other helpful options include 16 GB or larger USB Flash Drive, external hard drive (for data backup/extra storage), 1920x1080 or better external monitor for desktop use, wired or wireless external mouse, video display adapters (DVI/HDMI), and Kensington Security Slot laptop security cable

Distance Learning

Distance learning students are also encouraged to consider the following hardware, software, and Internet connection to ensure that all systems used by distance learning courses will function properly.

- Hardware
- Canvas Basic Computer Specifications Zoom System Requirements
- Software
- The latest version of Adobe Acrobat Reader o Microsoft Office 365 ProPlus
- Internet Connection
- 5 Mbps Broadband Connection

IMPORTANT NOTE: **UK College of Nursing currently recommends the use of PC devices versus MAC Devices.** The College of Nursing currently utilizes course material that has embedded "flash" programming that is not supported by the MAC OS. Students choosing to utilize MAC Operating Systems do so with the understanding that the potential exists that they will encounter issues accessing course material. If issues arise accessing course materials/videos etc. while using a MAC device(s), students will be directed to access those materials at one of the campus computer labs running the Windows Operating System. The College of Nursing IT group will NOT be able to assist Mac users having difficulty accessing course related material. Additionally, MAC Operating Systems running Windows Software will not be supported.

For all other general Information Technology questions regarding Campus-Wide computer systems, and many other Campus-Wide programs please visit the following URL: http://www.uky.edu/ukit/

Software

Visit **UK Free and discounted software downloads** to learn about software available free of charge or at a reduced rate. You may also visit UK's official OnTheHub by Kivuto store from the download.uky.edu portal for additional software discounts. Microsoft products are not available for purchase on the Kivuto store. Visit Microsoft Education on the Microsoft site for more information.

In addition to downloadable software, students with high-speed Internet connectivity can access Virtual Den (a virtual desktop and virtual application environment), which provides access to general student lab software on any UK student's personal device (desktop, laptop, tablet). This allows anywhere, anytime access to a number of Windows applications, including SAS, SPSS, and Microsoft Office. Mac users can access Virtual Den software just as easily as PC users.

Note: If you are unable to access the Software Downloads site (or do not have privileges to download software once logged in), there's no need for concern as this is normal. You typically will not have access to these downloads until you're on campus in the fall. Please wait until beginning courses at the University of Kentucky, then try again.

For IT Security questions, please contact Enterprise Cybersecurity at cybersecurity@uky.edu.

For questions, please contact ITS Customer Services:
Customer Services Assistance Request Form
859-218-HELP (4357)

E-mail Access

E-mail is the primary mode of communication between you, the University of Kentucky, faculty and staff. **All students in the College of Nursing are required to use UK email**. The College of Nursing faculty and staff members use the ***UK e-mail address*** that is provided to you at the beginning of your program. Please, **DO NOT forward** your UK email accounts to your personal E-Mail account, such as Yahoo, Juno, etc. If your UK E-Mail is forwarded to your personal account, there is a chance important email may be bounced. It is imperative that you check your e-mail at least once a day for important announcements, class changes, scholarship notices and special events. Go to the Account Manager at https://ukam.uky.edu/manager to activate your email account and create new password self-reset questions and answers. ***Do not forward your UK email to another email account.*** For tips and FAQs, visit TECH HELP CENTER at https://uky.servicehttps://uky.service-now.com/techhelpnow.com/techhelp

Cloud Storage (OneDrive or Google Drive)

Students at UK have a Microsoft 365 account. In addition, they have the option of utilizing Google Workspace for Education. You are strongly encouraged to use OneDrive to store documents you create with Word, Excel, or PowerPoint as it offers more storage space than Google Workspace. You can also store files created in other applications. The easiest way to get started using OneDrive with your Microsoft 365 account is to use AutoSave. Visit What is Autosave? on the Microsoft support website for instructions.

Refer to How do I access Microsoft OneDrive? (KB0011939) for OneDrive access instructions. *To receive more training, visit the Microsoft 365 Training Center.*

Visit Google Drive Help for more information about using Google Drive.

Important: If you are working on a group project, Information Technology Services recommends you create a team in Microsoft Teams. Store your collaborative documents on the Teams site you create.. Refer to Create a Team From Scratch in Microsoft Teams (KB0013057) on the Tech Help Center for instructions.

Other Resources

➢ **Campus Safety**

To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the police department's website: http://www.uky.edu/Police

University of Kentucky Police Department

- Emergencies: 911
- Non-emergency: 859-257-8573 | 859-257-1616
- Free call from your cell phone - #UKPD (#8573)
- 305 Euclid Avenue, Lexington, KY
- All University of Kentucky students are automatically registered in UK Alert with their official university e-mail address. Students are encouraged to add other contact information (i.e., mobile numbers and personal e-mails) to their UK Alert accounts on their myUK portal.

➢ **Discrimination and Harassment**

The University of Kentucky is committed to maintaining an environment free of prohibited discrimination to foster an environment of respect for the dignity and worth of all University community members. Any member of the University of Kentucky community who believes they have experienced discrimination, harassment, or retaliation may bring their concerns to the Office of Institutional Equity and Equal Opportunity (Institutional Equity). A staff member of Institutional Equity is available to provide information on the investigative and resolution process. See *https://ieeo.uky.edu/key-priorities/discrimination-and*https://ieeo.uky.edu/key-priorities/discrimination-and-harassment*harassment*

Students, faculty members, staff members or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Office of Institutional Equity and Equal Opportunity Office 859-257-8927 to resolve a complaint of sexual harassment.

➢ **UK Graduate Catalog (formerly Graduate Bulletin)**

http://catalogs.uky.edu/index.php

➢ **Guidelines for Lactation Support**

Adapted from the University of Kentucky Lactation Guidelines

Recognizing the importance of breastfeeding for both mother and infant, the College of Nursing will make students who choose to breastfeed aware of available appropriate environments to pump their breast milk or breastfeed. The CON goal is to support Undergraduate and Graduate students in their breastfeeding endeavors.

Policy

The College of Nursing recognizes the many benefits of breastfeeding and is committed to supporting this effort. Breastfeeding accommodations are guided by Kentucky Revised Statute 1 that acknowledges that a woman may breastfeed her child or express milk in any location, public or private, where the mother is otherwise authorized to be.

Process

Upon returning as a student after the birth of a child, the Undergraduate or Graduate Nursing student may request break time to express her milk on a reasonable schedule. Students are responsible for requesting lactation support prior to the first day of class. They should provide adequate written notice to the course coordinator about the need for break time and an appropriate location to pump.

- The course coordinator will advise the student to inform all faculty members about specific needs for support.
- Students are encouraged to use the break time between classes to pump milk.
- Alternatively, flexible scheduling time for lactation purposes will be negotiated with their professors. Professors are not required to excuse tardiness or absences due to lactation needs.
- In the case of clinical experiences, students shall obtain permission and make plans with the course coordinator, the clinical instructor and, in some instances, the nurse preceptor for breast pumping during the clinical rotation. Specific times and locations for breast pumping will be outlined in writing.
- Currently, there are designated lactation spaces across campus that are offered to accommodate employee and student needs (see below for more details).
- The frequency of milk expression as well as the duration will likely vary. Typically, new mothers need to express milk every two to four hours (e.g., a student who attends classes for 8 hours, will need to express milk two to three times). The duration will likely extend for 25-35 minutes.
- The CON will abide by the ACA revised section 7 of FLSA and will provide reasonable break time for a student to express breast milk for 1 year after the child's birth.
- This policy does not extend to permitting infants in the classrooms.

Lactation Station

The nearest Lactation Station room is in CON 604. Take the elevator to the sixth floor, take a right from the elevators and turn left when you reach the hallway. CON 604 will be located on your left. The door to the Lactation Station will be locked during the academic year, but you may obtain the key from the 6th floor Information Desk attendant located directly across from the Lactation Station Monday-Friday 8am-4pm. Once you have unlocked the door, please indicate on the sign to the right of door that the room is occupied. The room has two chairs, small table with a lamp, hand sanitizer and several AC outlets. A pump is not provided in the room. When you leave the room, please lock the door, indicate on the sign that the room is vacant and return the key to the Information Desk attendant.

Questions

- For more information about UK Lactation Guidelines visit: http://www.uky.edu/hr/work-life/resourceshttp://www.uky.edu/hr/work-life/resources-for-parents/uk-lactation-guidelinesfor-parents/uk-lactation-guidelines
- To find other lactation space available at UK visit: http://www.uky.edu/hr/work-life/resources-forhttp://www.uky.edu/hr/work-life/resources-for-parents/lactation-in-workplaceparents/lactation-in-workplace
- Questions, please contact Ana Maria Linares, at 859-323-4726 or am.linares@uky.edu

Updated by: Paula Kral and Ana Maria Linares August 8, 2016

➢ **Lost and Found**

You can turn in found items to the Office of Student Services, 315 College of Nursing Bldg. We hold items for one academic year. If you lose something, please inform Student Services personnel or advertise in *The Kentucky Kernel*, the campus newspaper.

➢ **Textbooks**

Purchase textbooks for nursing courses from any of the campus area bookstores:

University of Kentucky Bookstore (located inside the UK Student Center), 160 Avenue of Champions, Lexington, KY 40506, 859-257-0236. https://uky.bncollege.com/shop/uky/home

➢ **Library Resources**

The library's computerized card catalog is *INFOKAT*. All holdings acquired since January 1985 have been entered into this system. The computer is connected to all UK libraries so that you can inquire if any library on campus owns the book or journal for which you are looking. Ask the librarian if you need assistance. A class in the use of *INFOKAT* is also available.

The UK library system consists of several decentralized libraries. More information can be found at https://libraries.uky.edu/ . Those you will most likely use:

William T. Young Library	859-257-0500	401 Hilltop Avenue
Medical Center Library	859-323-5300	Willard Medical Education Building, Room 298
Special Collections Research Center	859-257-1742	179 Funkhouser Drive
Education Library	859-257-9692	227 Dickey Hall, 251 Scott Street

College of Nursing Students with issues related to remote proxy server access should contact Stephanie Henderson, 859-323-8008 or stephanie.henderson@uky.edu.

➢ **UK Writing Center and Writing Resources**

The Writing Center is a valuable resource, which assists students, faculty and staff. Staffed by English graduate students and part-time consultants, the center is open during the day and evening for individual and group consultation on pre-writing, writing, and rewriting, as well as help with oral presentations. The center is in the basement of the WT Young Library. For more information, call 859-257-1368 or visit https://wrd.as.uky.edu/writing-center.

- The Science of Scientific Writing (from the American Scientist) https://www.americanscientist.org/blog/the-long-view/the-science-of-scientific-writing
- Review "The Nuts and Bolts to College Writing" https://www.amherst.edu/system/files/media/0975/harvey%252520nuts%252520and%252520bolts%252520abridged.PDF
- Purdue's Online Writing Lab http://owl.english.purdue.edu
- APA Style Resources http://apastyle.apa.org
- The Writing Center at Rensselaer http://www.ccp.rpi.edu

Office for Student Success - Units & Programs

The Office for Student Success is comprised of many units and programs that serve the students of UK. Units include the following, but are not limited to:

➢ **Student Well-Being**

- Counseling Center (UKCC). Offering groups, workshops and counseling to support student's growth and assist students with mental health. https://www.uky.edu/counselingcenter/

- Disability Resource Center. Providing services so students with disabilities have an equal opportunity to fully participate in all aspects of university life. https://studentsuccess.uky.edu/disability-resourcehttps://studentsuccess.uky.edu/disability-resource-centercenter
- POWER (Prevention, Outreach and Wellness Education Resources) Prevention, Outreach, and Wellness Education Resources is a new Student Success unit positioned as an easily accessible one-stop location providing educational opportunities focused on promoting healthy behaviors among students.
- Financial Wellness. Engaging students in financial education programs and fostering healthy financial habits as well as providing a place for peer mentorship through the MoneyCATS team. https://studentsuccess.uky.edu/financial-wellness
- TRACS (Triage, Referral Assistance and Crisis Support) is a physical and virtual one-stop hub where students can come for a referral to supportive services (housing, rent, utilities, food) or receive direct clinical support for a range of mental health needs and crises. https://studentsuccess.uky.edu/tracs
- VIP Center (Violence Intervention and Prevention). Serving students who have been impacted by interpersonal violence while engaging the University of Kentucky and the surrounding community in interpersonal violence education and prevention. https://www.uky.edu/vipcenter/
- Campus Recreation: Providing quality recreation and wellness programs and services that support student success and promote healthy lifestyles.
- Well-Being Wellness. Fostering holistic well-being by developing informed, empowered, and academically successful UK students. https://studentsuccess.uky.edu/well-being

➢ **Student Development & Support**

- Center for Academic Resources and Enrichment Services (CARES) Assisting students in the areas of academic support, student development, tutoring, mentoring, and social enrichment programming. https://www.uky.edu/cares/
- LGBTQ* Resources. Supporting positive campus life experiences for LGBTQ* wildcats through education, advocacy and community building opportunities. https://studentsuccess.uky.edu/lgbtqhttps://studentsuccess.uky.edu/lgbtq-resourcesresources
- Veterans Resource Center. Supporting and advocating for veteran and military-connected students through fostering community, assisting with college transitions and processing GI Bill certification. https://studentsuccess.uky.edu/veterans-resource-center

➢ **Dean of Students**

- Center for Support and Intervention. The Center for Support and Intervention is a team of non-clinical case managers dedicated to helping students navigate life stressors during their time at the University of Kentucky. Our case managers are trained to work flexibly and creatively with students to support them through various challenges. With an in-depth knowledge of the resources, on and off campus, our office provides care and support to students by identifying their needs and making the connections they need to be successful. https://studentsuccess.uky.edu/center-support-and-intervention
- Student Conduct. Promoting personal responsibility and peer accountability while encouraging students to consider the impact of their actions. https://www.uky.edu/studentconduct/

Health & Well-Being Support/Crisis and Emergency Assistance for Students

➢ **Basic Needs**

- The Basic Needs Hub exists across campus to assist students with needs related to wellness, finances, and belonging. Explore this site https://www.uky.edu/basicneeds/ to learn more about these resources
- or use the search function to connect with on- and off-campus offices dedicated to further supporting student success.
- Students should access their usual health care providers for health problems that occur while they are enrolled in the College of Nursing.
- The University of Kentucky also provides resources for preventative care and other primary health care needs. Contact University Health Service, Student Health Services at 859-323-5823.
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➢ **UK Counseling Center**

The University of Kentucky Counseling Center offers education, confidential consultation and brief therapy to currently enrolled UK students. Consultation services are also available to UK faculty and staff, and family, friends and caregivers of students. https://www.uky.edu/counselingcenter/.

- If you are experiencing a crisis, please use the following services. Do not schedule online.
- If you need to talk with a clinician after business hours or on the weekend, holidays or university closings, call 859-257-8701, select option #1, and you will be connected to a mental health clinician.
- If you are concerned about your physical safety or you feel you are at imminent risk of harming yourself or others, please call UK Police Department at 859-257-8573 (#8573 from a mobile phone)
- Call 911
- Go to your local hospital Emergency Department immediately.
- Call or visit the UK Counseling Center: 104 Mandrell Hall, 635 South Limestone or 401 MDS Building, 725 Rose Street (Monday-Friday, 8am-4:30pm) 859-257-8701
- Visit or call TRACS (Triage, Referral, Assistance and Crisis Support), 3rd floor East Wing of Gatton Student Center (Monday-Friday, 8 am-5pm) 859-21-TRACS

Academics

➢ **Academic and Scientific Honor and Integrity**

Graduate students in the College of Nursing are expected to demonstrate honor and integrity in all academic and scientific endeavors. You are expected to review and adhere to the following documents:

The Health Care Colleges Code of Student Professional Conduct

The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges. Health Professions students are held to higher standards of integrity than the non-health professions student because of the unique and important relationship the health professions have with society. The student majoring in nursing is charged by society and guided by ethical principles and laws to safeguard the health of the public. In nursing, the standards are set by *The American Nurses Association Code of Ethics*. Violation of these standards include but are not limited to lying, cheating, plagiarism, fraud or other act(s) punishable by law or ethical misconduct. Disciplinary action will result at

least in failure of the assignment up to and including dismissal from the program. See https://regs.uky.edu/sites/default/files/2023-11/HCC-Code-10-14-2008_Approved_by_BOT.pdf

The University of Kentucky Student Rights and Responsibilities

An understanding of the University's expectations regarding honor and integrity in academics from the outset of your time as a student will reduce the likelihood of issues arising in the future. In particular, review sections related to academic offenses of plagiarism and cheating in Student Rights and Responsibilities and information on the disposition of cases of academic offenses. See the University's Student Rights and Responsibilities at https://studentsuccess.uky.edu/student-conduct/students .

Cheating and Plagiarism

- Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.
- Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities https://studentsuccess.uky.edu/student-conduct/services/code-student-conduct . Complete information can be found at the following website: https://ombud.uky.edu/students A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

➢ **Academic Advising Guidelines**

University of Kentucky College of Nursing Advising Guidelines were adopted by faculty, July 2009 and revised May 2011.

Under normal circumstances, faculty and staff advisors will acknowledge receipt of an advisee inquiry within 72 hours Monday-Friday, unless there is an automated response to the student indicating that the faculty member is unavailable for a stated time-period.

Important aspects of the faculty/staff advising role include:

- Guiding the student through his/her program of study and completion of graduation requirements.
- Referring the student to resources as needed and/or requested.
- Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
- Promoting personal, professional and intellectual development and academic excellence, including encouraging self-directed learning.
- Evaluating student progress in meeting requirements of the program.
- In collaboration with course faculty, fostering professional and academic accountability.

Important aspects of the advisee role include:

Under normal circumstances, students will acknowledge receipt of an advisor or faculty member inquiry or response to student within 72 hours Monday-Friday, unless there is an automated response to the advisor or faculty indicating that the student is unavailable for a stated time-period.

- Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/HCCSPBC.pdf.
- Actively engaging in advising and learning process.
- Keeping the advisor apprised of personal challenges that are, or may, impact his/her academic performance.
- Seeking support when needed.
- Reading and responding, as appropriate, to all programmatic communication in a timely manner.
- Utilizing the student handbook.
- Scheduling and keeping appointments with advisor throughout semester.
- Evaluating the advisor as requested.

➢ **Academic Probation**

College of Nursing graduate and professional students are required to maintain *at least* a 3.0 graduate grade point average (GPA). If the cumulative graduate GPA drops below 3.0, the student will be placed on academic probation. A student on academic probation will have 9 credit hours to raise the GPA to a 3.0 or higher. If the GPA is below 3.0 following these 9 credit hours, the student may be dismissed from the program and the Graduate School.

➢ **Appeals of Academic Actions**

Details about appeals procedures are in the University of Kentucky Code of Student Conduct at https://studentsuccess.uky.edu/student-conduct

Academic Rights of Students

Students' Academic Rights and Appeals

Academic Rights of Students

- A fair and just evaluation of each student's performance in each course that the student based on the standards listed in the course syllabus made available to all students on the first day of class.
- A right to have an absence treated as excused when it meets the standard defined by the Administrative Regulations.
- A right to have no more than two final exams on the same day.
- A right to notice and an informal meeting with the course instructor and department chair before a student is determined to have committed an academic offense.
- A right of appeal to the University Appeals Board to review the determination that a student has committed an academic offense and the penalty that was imposed for the violation if it is not the minimum penalty.

Students who believe their academic rights have been violated, for example by a lower final grade in a course, suspension or dismissal, have the right to appeal the decision to the University Appeals Board. See https://ombud.uky.edu/students/students-academic-rights-appeals

➢ Commencement Eligibility

The University Commencement ceremony is held each December and May. To be eligible to participate, all candidates must have submitted a valid Application for Degree by published deadlines in the academic calendar for the semester during which they anticipate graduating.

PhD students must meet the following deadlines/criteria to be eligible to participate in graduation activities. Please work with your advisor and committee to meet these deadlines:

- Meet with academic advisor prior to registering for final semester classes to ensure you are on track for completion of course work, project or dissertation.
- Submit degree application by applicable semester deadline. See academic calendar http://www.uky.edu/registrar/content/academic-calendar
- Students must purchase regalia and register for the commencement event. See https://www.uky.edu/commencement/

➢ **Course Registration**

Advanced registration for enrolled students takes place in November for the following spring term and in April for upcoming summer and fall terms. When classes begin, check the accuracy of your registration with each of your class professors. Contact your faculty advisor or the College Office of Student Services for assistance in correcting an error.

Students are responsible for accurate registration of coursework. To assure that you receive academic advising, meet with your faculty advisor in advance of registration. Report a change of name or address via your ***myUK*** account, which will update your current information for the College of Nursing Office of Student Services and University Registrar.

➢ **Degree Application**

To be eligible for a degree you must file an application within 30 days after the beginning of the semester (or 15 days in the summer session) in which you expect to complete your studies. Degree application can be completed in myUK, student services tab. The deadlines for filing for a degree application are listed in the academic calendar http://www.uky.edu/registrar/content/academic-calendar

Although degrees are awarded at the end of the fall, spring and summer semesters, formal University commencement exercises are held only in spring (May) and fall (December). You are encouraged to attend commencement exercises even if you receive your degree the preceding summer. Students are also encouraged to complete an End-of- Program Evaluation that will be distributed near the end of the semester.

➢ **Excused Absences**

Throughout any given semester, illness and emergencies sometimes preclude students from attending class. See https://ombud.uky.edu/students/academic-policies/absences Students need to communicate such absences to course faculty in advance of absence or assignment deadline. There are, however, specific rules that dictate whether these absences are excused. Specifically, students are entitled to an excused absence for the following reasons:

- significant illness
- death of family member
- University sponsored trips
- major religious holidays
- Post-graduation interviews
- Military duties

Note: the instructor shall have the right to request appropriate verification of excused absence.

Instructors may excuse an absence for any another reason if they believe it is a reasonable cause for nonattendance. **NOTE –** ONE-FIFTH RULE, if a student misses one-fifth (20%) of the class contact hours due to excused absences, and attendance is required or a criterion for a grade in the course, the instructor may request that the student withdraw from the class. See https://ombud.uky.edu/students/academic-policies/absences

➢ **Excused Absence - Accommodation of Religious Holidays**

Students may request an excused absence for a major religious holiday from their course instructors. The request must be made in advance of the absence; many instructors state a date by which students must make this request in their course syllabi. Please check your course syllabi and email the request by the deadline stated in the syllabus.

➢ **Faculty Advising and Mentoring**

Faculty advisors are assigned to PhD students upon admission to program. Occasionally the Assistant Dean for PhD Program serves as the advisor for doctoral students during their first semester of study and assists them in identifying a major professor (chair) to serve as mentor and Advisory Committee Chair. The faculty advisor and student work together to form an Advisory Committee that must be approved by the Graduate School. Students submit their advisory committee electronically to the University of Kentucky Graduate School for approval at https://gradschool.uky.edu/degree-forms

➢ **Grading System**

The College's faculty uses the standard University graduate grading scale *(A = 90-100; B = 80-89; C = 70-79)*. Official grades as a graduate student for University credit are recorded in the Office of the Registrar as follows:

- A - High Achievement - 4 quality points per credit
- B - Satisfactory Achievement - 3 quality points per credit
- C - Minimum passing grade - 2 quality points per credit
- E - Failure - quality points per credit
- I - Incomplete*
- S - Satisfactory **

*A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the Director of Graduate Studies in the student's program.

Instructors who assign an I grade must file with the student's Director of Graduate Studies information which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of

enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

**A grade of S (satisfactory) may be recorded for students in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work, in which case a grade of U (unsatisfactory) will be assigned. The project must be substantially continuous in its progress. All S and U grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residency Credit, 757 and 767, or in graduate courses which carry no credit. Once a grade other than I, S, or U has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of B (3.0) on all graduate work in the program must be attained before an advanced degree may be awarded.

➢ **Grade Dispute**

If students believe they were graded unfairly on a particular paper, test or other assignment, or if they believe their final course grade is unfair, they are encouraged to share their concerns with the instructor of the course and/or the chair of the department where the course is taught. If issues cannot be resolved within the academic program/unit, students may discuss the matter with the Academic Ombud https://ombud.uky.edu/

Students who believe their academic rights have been violated, for example by a lower final grade in a course, suspension or dismissal, have the right to appeal the decision to the University Appeals Board. See https://ombud.uky.edu/students/students-academic-rights-appeals

➢ **Guidelines for Scholarly Work**

All graduate students in the College are required to produce a scholarly work to receive a graduate degree. PhD students complete a dissertation.

➢ **Institutional Review Board (IRB) Approval**

UK Institutional Review Board applications are completed and submitted per an electronic application process. Applications for all research and PhD projects involving human subjects must be reviewed and approved by the student's advisor and the respective program director/assistant Dean before they are submitted to the IRB for approval. Depending upon the nature of the investigation, an application for

exempt, expedited or full review is submitted. The student and faculty advisor determine which application is appropriate for the proposed study. **You may not collect data** until official written approval is obtained from the Institutional Review Board. Students must identify and follow the procedures for study review and approval at the site(s) where data will be collected. Students inform the IRB when the study is complete. In addition, if changes are made in the protocol or consent form, or if problems arise in the conduct of the study, the student **must have approval from faculty advisor and submit modifications to protocol to IRB.**

See UK Office of Research Integrity https://research.uky.edu/office-research-integrity web page for current information on types of review and required forms and process for submission of IRB application.

College of Nursing procedures to prepare for each type of review are as follows:
University of Kentucky IRB approval process can take several weeks and, in some cases, other agency IRB approvals (outside institutions, UK departments, etc.) will also be required which may create delays in beginning data collection.

- **Exempt:** Allow a minimum of two weeks for review and approval within the College, plus an additional four weeks for receipt of written approval from the IRB.
- **Expedited:** Allow a minimum of three weeks for review and approval within the College plus an additional four weeks for receipt of written approval from the IRB.
- **Full:** Allow a minimum of one month for review and approval within the College plus an additional four weeks for receipt of written approval from the ORI.

Students may not begin data collection until they receive an official, written notice of approval from the ORI for the IRB application.

➢ **Progression**

Students enrolled in the PHD program must maintain a minimum cumulative GPA of 3.0 or better to eligible for degree and scholarship awards. Students enrolled in the program may have a maximum of one "C" grade in any required Statistics or NUR/nursing course (or any approved substitute for these courses) in the program. Earning a second "C" grade in any required Statistics or NUR/nursing course, regardless of overall GPA, will result in dismissal from the program. Additional progression requirements can be found with the PhD Annual Student Evaluation Policy.

➢ **Readmission**

Former UK students in good standing are eligible for readmission consideration. In the College, student readmission is specified based on the program.

PhD students who withdraw or do not enroll for one or more semesters must reapply to the College and to the UK Graduate School. Applications for readmission will be considered along with all other applications for admission at that time. Students are expected to meet any new admission criteria and degree requirements initiated since the previous enrollment.

Students work with a faculty advisor for decisions about a leave of absence, withdrawal from any class or program, or from the University. A leave of absence must be approved PRIOR to the first day of the semester a student anticipates being out of school. Refer to the Schedule of Classes calendar to determine whether fees will be refunded.

➢ **Repeat Option**

Students may repeat one graduate course and count only the second grade as part of the graduate grade point average. A student wishing to exercise this option should first discuss this with his/her faculty advisor. The student then completes a Repeat Option form and petitions for approval from the program director. The director will send approved requests forward to the Graduate School Dean. Only one course may be repeated as part of a particular degree program or in post-baccalaureate status. You must file a Repeat Option form with the Graduate School prior to the end of the semester you are repeating the course.

➢ **Special Exams**

A special challenge examination requires the recommendations of your advisor and the appropriate program director.

➢ **Process for Nursing Student Complaints**

The College considers a formal complaint as one that cannot be resolved within the academic unit. Within the College, student issues are directed to the involved party. For example, if a student has a concern about an issue in a course, s/he is directed to the course instructor and then the course or track coordinator, if applicable. If the issue is not resolved, the student can appeal to the Director of the program. If the issue remains unresolved, the student has the option of meeting with the Dean.

Formal complaints are directed to the University of Kentucky Office of the Academic Ombud Services: www.uky.edu/Ombud/index.php#whenconsult. "This office is designated within the University to investigate individual complaints, problems and conflicts. The Ombudsman is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The primary focus of academic Ombudsman services is the process by which decisions are made, and the primary task of the Ombudsman is to assure fair policies, processes and procedures that are equitably implemented."

Non-academic issues are handled according to the appropriate UK policy (e.g., sexual harassment, discrimination)

➢ **Teacher/Course Evaluations in the College of Nursing**

The University policy on faculty performance review requires that faculty obtain student evaluations of teaching for each course every semester. The University of Kentucky uses a Web-based course evaluation. All students enrolled in a course are strongly encouraged to complete evaluations within the designated timeframe. Students should take this opportunity to provide thoughtful input regarding faculty performance and course evaluation. These evaluations are used by the course faculty and the College of Nursing to improve the curriculum and enhance faculty teaching. Evaluations are anonymous. The information is compiled and shared with faculty members, program directors, associate deans and, dean only after final grades are submitted and only in an aggregate format.

➢ **Transfer of Credits**

With the approval of your faculty advisor and the assistant dean of the College of Nursing, a maximum of 9 credit hours of graduate course work, completed at an accredited university, may be transferred from another institution toward the requirements for a degree. The request for transfer is to be made prior to advanced registration in your final semester of enrollment. The following rules apply: course credits applied toward a previously awarded graduate degree cannot be transferred; transfer of independent work;

research, thesis or dissertation credit is not permitted; only courses assigned a grade of **B or better** can be transferred; and students must be in good academic standing at the time of transfer.

Initiate the request for transfer of credit through your advisor. To transfer credits, submit a course syllabus and official transcript to your faculty advisor. If your faculty advisor judges the transfer of credits to be appropriate for the planned program of study, the faculty advisor requests in writing that the program director approve the transfer of credits. If approved, the program director submits the request and a copy of the official transcript to the Dean of the Graduate School. The transfer of credits should be included in your program of study plan approved by your faculty advisor.

➢ **Visiting Students Policy**

Visiting students, enrolled in a comparable level of study in another institution, may enroll in a nursing course with permission of the faculty member teaching the course.

➢ **Withdrawal**

Students may need to interrupt their program for various reasons. All students are encouraged to first discuss their desire to withdraw with their academic advisor so that they can explore any possible alternatives including leave of absence and subsequent readmission. Faculty can guide student to maintain the integrity of their academic record.

All students who wish to leave the university during a term (fall, spring or summer), must formally withdraw. See https://registrar.uky.edu/withdrawal Students leaving the institution without an official withdrawal may receive failing grades in all courses in which enrolled and endanger their future status in this and other institutions. Students enrolled in only one course who wish to drop the course, must withdraw. A student is considered withdrawn if they are not enrolled in course work (Fall/Spring terms). Refer to the *University's Official Academic Calendar* published in the University Bulletin for withdrawal and fee liability dates. Please note the University's Fee Liability Policy dates are different than the withdrawal dates.

➢ **Withdrawing from Courses**

During the withdrawal period, as designated in the official University calendar, students receive a W grade for dropped courses. Follow the same procedure on ***myUK*** for dropping a course. **NOTE:** To withdraw from all your courses (withdraw from UK) on or after the first day of class, contact the UK Registrar at https://registrar.uky.edu/withdrawal l. Students are encouraged to consult with their advisor before making schedule changes.

APPENDIX

Milestone	Timeline	Required Activities
Choose an Advisory Committee	Before completion of 18 credit hours	Apply to Graduate School for approval of Advisory Committee:
Approval of program of study	Ideally during the first meeting after forming the Advisory Committee, but one semester before the final semester of coursework at the latest	-Set up a meeting with Advisory Committee to approve program of study -Schedule room for meeting -Prepare the following checklist for the meeting: ✓ Completed and proposed coursework including cognates ✓ Tentative dissertation topic ✓ Any proposed or completed manuscripts that could be included in the dissertation. ✓ Career plans and goals after completing the PhD. (This is useful as it allows the committee to determine whether the planned coursework will adequately prepare the student for the career.) ✓ Timeline for completion of coursework and dissertation
Complete Coursework	By the end of 11 semesters after admission to program	-Core Nursing Courses (30 credit hours) -Statistics and cognate's (18 credit hours)
Pass Candidacy/ Qualifying Exam	Successfully completed by the end of fifth year after admission to the program.	-Advisory Committee and student set timeline (dates) for receipt of questions, return of answers to questions, length of time for committee to read answers, and approve for oral exam. -Schedule oral exam component with Graduate School. This process requires a minimum of two weeks advance notice. -Schedule room for oral exam -Submit exam request online
Proposal defense	ASAP after successful completion of the oral exam.	-Set defense day and time with Advisory Committee -Schedule room for defense
Final Exam for Dissertation	Successful defense within five years of candidacy	<u>PRE DEFENSE</u> • Look at deadlines and due dates early in the semester the defense will take place • Submit online Notification of Intent to request to graduate school a minimum of 8 WEEKS prior to anticipated defense • Send request to schedule exam to graduate school • Set date with committee members for oral defense • Deliver dissertation to all committee members 2 weeks prior to defense date • Email a copy of dissertation to the Director of the PhD Program • Schedule a room for public and oral defense • Make sure room is PowerPoint capable

		• Copy of Final Exam Card for signature brought to exam by advisor POST DEFENSE • Make all requested changes to dissertation based on committee feedback • Review final submission of electronic dissertation via UKnowledge (see ETD Submission Guide for instructions) • Obtain signatures from advisor and Director of PhD Program on the Electronic Thesis or Dissertation (ETD) Approval Form for Final Copy signature page • Reprint permission letters and/or third party software licenses, if required • Confirmation page of the Survey of Earned Doctorates (link to survey will be sent to you in an email following your first submission to UKnowledge) • All of the above items must be uploaded as Additional Files (Supplemental Content) to your ETD (see the ETD Submission Guide for instructions) • Embargoes are now handled as part of the ETD Approval form