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Welcome from the Chair of the PhD Program

On behalf of the faculty, WELCOME to the 2017-2018 academic year in the College of Nursing at The University of Tennessee. The College of Nursing has a long illustrious history of providing quality nursing education and preparing graduates for professional nursing practice in the evolving health-care system. The PhD program was founded in 1989. Our graduates have filled important roles in nursing education, research, health policy and administration, including deanships and positions as directors of federal programs.

Best Wishes for a successful year.

Sandra Thomas
Chair of the PhD Program
Special Notices

From the College of Nursing

In order to protect the public, drug screening and criminal background checks are required for all students admitted to degree or certificate programs within the College of Nursing.

From the University of Tennessee

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, sexual orientation, or veteran status in provision of educational programs and services or employment and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in the educational programs and activities, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, title IX, Section 504, ADA, or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 2110 Terrace Avenue, Knoxville, Tennessee 37996-3558; or telephone (865) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.

Graduate School Introduction

“In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at The University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated. The department Graduate handbook does not deviate from established Graduate School Policies http://catalog.utk.edu/content.php?catoid= 11&navoid=989 noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.”
Purpose of Handbook
The purpose of this PhD student handbook is to provide you (new and returning graduate students) with information concerning your graduate programs in nursing and to anticipate some of the frequently occurring questions of graduate students. Please note that this handbook includes information to guide your progression but it is not inclusive of all graduate school policies and procedures. The Graduate Catalog serves as the primary document for graduate program rules and policies. Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.

Information on the appeals procedure is available on the Graduate School website (http://gradschool.utk.edu/GraduateCouncil/AppeComm/AppealProcedureApproved2009.pdf).

You will be referred to other publications of the University, including Hilltopics, The Graduate Assistant Handbook, and UT Thesis and Dissertation Manual for additional information. If you have further questions, check with your advisor.

Graduate Studies in the College of Nursing
Dr. Mary Gunther, Associate Dean for Academic Affairs, is responsible for the overall administration of academic programs. Dr. Sadie Hutson, Interim Assistant Dean of Graduate Studies, leads the graduate nursing programs. Dr. Sandra Thomas serves as Chair of the PhD program and thus, has operational oversight for the program. Faculty who teach in the PhD program meet regularly as the “PhD Faculty” to discuss curricular and operational aspects of the program. In turn, the PhD Faculty submit recommendations for curricular change to the Graduate Curriculum Committee of the College. Administrative issues are dealt with at the appropriate level – Dr. Thomas [stomas@utk.edu; 865-974-7581], as Chair of the PhD program; Dr. Sadie Hutson [shutson@utk.edu; 865-974-7585] as Interim Assistant Dean of Graduate Programs; Dr. Mary Gunther [mgunther@utk.edu; 865-974-7589] as Associate Dean for Academic Affairs; or at the Dean’s level.
Vision, Mission and Values of the College of Nursing

**Vision**


**Mission**

We are catalysts for optimizing health through nurse-led care by integrating education, practice, research, and technology. We define health broadly and impact it by addressing policy and social issues through advocacy and leadership. Fueled by our commitment to communities, families, and individuals, we seek partnerships to create innovative solutions that improve health for all.

**Values**

<table>
<thead>
<tr>
<th>V</th>
<th>aluing All</th>
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<td>We value diversity and inclusiveness.</td>
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<tr>
<th>O</th>
<th>riginality</th>
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<tr>
<td>We value innovative solutions to complex health issues.</td>
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<tr>
<th>L</th>
<th>eading with Integrity</th>
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<tr>
<td>We value exceptional leadership.</td>
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<tr>
<th>S</th>
<th>eeking Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>We value a spirit of inquiry.</td>
<td></td>
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</table>

**PhD Mission Statement**

The mission of the PhD program is to educate future nurse scientists who will develop knowledge within nursing, and in interdisciplinary and interprofessional contexts. While maintaining high ethical standards, nurse scientists lead theory development; programs of research and other scholarship; dissemination of new health discoveries in professional and public forums; policy development; and education. They collaborate with other leaders to implement scientific findings to maximize health and health care in local, regional, national and global constituencies.

Consistent with the 2010 report of the American Association of Colleges of Nursing on the research-focused doctorate, the doctoral faculty at UT believe that:

The Doctor of Philosophy (PhD) represents the highest level of formal education for a career in research and the scholarship of discovery...Attainment of the PhD requires a strong scientific emphasis within the discipline; an understanding of the science of related disciplines, translation science and dissemination of innovations; and interprofessional collaboration (AACN, 2010, p. 1).

The faculty also concur with the Core Competencies of Successful PhDs (Nyquist, 2002):

- Disciplinary knowledge
- Commitment to an informed career choice
• Teaching competency
• Understanding of the diversity of present and future students and present and future workforces
• Understanding of the mentoring process necessary to provide leadership for future generations in either academia or the workplace
• Ability and preparedness to connect one’s work to that of others within and across disciplines
• Global perspective
• Ability to see oneself as a scholar-citizen who will connect his or her expertise to the needs of society
• Ability to communicate and work in teams and explain work to public audiences and those who set policies
• Understanding of ethical conduct as researchers, teachers, and professionals

**General Duties and Responsibilities of faculty and all graduate Students**

Scholarship is the discovery, development, synthesis, and dissemination of knowledge. Knowledge emerges from and informs philosophy, theory, research, and practice (adapted from AACN). Scholarship is diverse in values, interests, perspectives, and approaches. Scholars employ creative, innovative, and rigorous thinking about topics that are relevant and significant to the discipline and society. Scholars are individually and collectively accountable for learning, professional development, research, and reflective practice. Scholarship is an ongoing, mutually transformative and collaborative process.

Faculty who teach in the PhD program are scholars in their own right. Each demonstrates the ability to pursue their selected area of research/scholarship while enacting the other roles required of faculty: teaching, mentorship of graduate students, and university and professional service. Faculty who teach in the PhD program are committed to facilitating students’ success. During coursework, faculty will do frequent “check-ins” with students to review the level of performance to date and the continued progress needed in a given course. Faculty who serve as advisors to PhD students will not only be your guide and facilitator in terms of the program of study, but also a coach and mentor. Doctoral students should look to their advisors as sources of information, such as suggestions for cognates, but also for mentorship in terms of special learning opportunities on campus, outside research conferences, etc.

The intensity and depth of doctoral study requires a level of commitment to one’s studies that exceeds that required by prior nursing education. In order to be successful, doctoral students must be able to commit substantial time and effort in their studies and to participate in other scholarly activities associated with the program. Part of becoming a scholar in nursing is being socialized into the role. This cannot happen without participation in colloquia, research groups, research conferences, and other learning activities beyond coursework per se. Attendance is expected at all colloquia and conferences that are scheduled during on-site weeks unless the program chair has granted an exception. While not every student has the luxury of fulltime study without outside employment, every student does need to
carve out key portions of their program where their immersion in their studies is more intense and more in-depth.

Graduate students in nursing are responsible to meet both coursework and policy conditions in the College of Nursing as well as all university regulations in a timely fashion. Students need to be vigilant in reviewing the university academic calendar frequently, as well as the Graduate School homepage, so as to not miss key deadlines. While there may be email reminders sent through the PhD community Blackboard site, it remains the student’s responsibility to adhere to these deadlines.

Perhaps the chief responsibility of a PhD student is to cultivate habits of rigorous scholarship, like those described by John Dewey (1910/1940; 1922/1930; 1935/1963). Dewey distinguished creative, productive habits from routine, unthinking habits. The productive habits described by Dewey include deliberation, critical reflection, risk-taking, courage, and a kind of intellectual restlessness which compels the scholar to perpetually evolve. Because earlier levels of nursing education often focus more on mastery of didactic course content and development of clinical proficiencies, doctoral students may struggle to relinquish old habits of studying. Doctoral education creates discomfort. It is sometimes difficult to put one’s personal beliefs and experiences in the background and take a new look at the world, human beings, and nursing work from the perspective of a scholar rather than a practitioner. Faculty understand this difficulty and stand ready to guide students through the transition.

**ADMISSION REQUIREMENTS AND APPLICATION PROCEDURE**

**Introduction**

The PhD Program is designed for MSN or BSN graduates who are interested in earning a research-focused doctoral degree in nursing: The primary focus of the PhD Program is scientific inquiry and theory development. Many of the policies and procedures described in this handbook are determined by the Graduate School, and students are referred to The University of Tennessee Graduate Catalog 2017-2018 for detailed information about graduate policies. This publication is now available on-line at [http://catalog.utk.edu/index.php](http://catalog.utk.edu/index.php) New information regarding the PhD Program will also be posted on the PhD website which is [http://nursing.utk.edu/graduate-programs/doctor-of-philosophy-in-nursing-phd/](http://nursing.utk.edu/graduate-programs/doctor-of-philosophy-in-nursing-phd/)

**Admission Requirements**

1. Meet requirements for admission to the Graduate School.

2. Hold a Master’s degree in nursing from a program accredited by the National League for Nursing or the Collegiate Commission on Nursing Education. A BSN-PhD option is also available for outstanding applicants. In such cases, graduate-level courses in nursing theory, concentration specialty, and/or research will be integrated into the formal program of doctoral degree requirements.

3. Have a minimum cumulative graduate grade-point average of 3.3 on a 4.0 scale for previous college work.
4. Have successfully completed a basic statistics course, graduate nursing theory, and research courses prior to enrollment in the nursing doctoral courses; OR enroll in N510 (Nursing Theory), N501 (Nursing Research) and N511 (Nursing Statistics)/or Stats531 during the first semester of PhD study.

5. Have TOEFL scores of at least 550 if one's native language is not English.

6. Complete College of Nursing Graduate Program Data Form.

7. Submit three (3) Graduate School Rating Forms from college level instructors and/or nurses and administrators who have supervised applicant's professional work.

8. Submit a sample of scholarly writing (e.g., thesis, published paper).

9. Submit an essay describing personal and professional aspirations.

10. Submit:
    
    – Graduate Application for Admission, academic transcript(s), Graduate Record Examination scores, and TOEFL scores (if required) to the Office of Graduate Admissions;
    
    – Three (3) Graduate Rating Forms, sample of scholarly writing, and essay to the College of Nursing Graduate Program office (CONgrad@utk.edu) prior to February 1.

11. Schedule a personal interview with members of the College of Nursing PhD Program Admissions Committee prior to February 1. Applicants may be interviewed via telephone or teleconference at the discretion of the PhD Admissions Committee.

12. Undergo a criminal background check and drug screening as directed by the College of Nursing upon receiving offer of admission into the PhD program.

FINANCIAL SUPPORT FOR GRADUATE STUDENTS

Financial support for graduate students comes in many forms: assistantships, fellowships, scholarships, loans, and employment. Assistantships: These are awards that support administrative work in a college/department (“Graduate Assistantship” (GA)), teaching (“Graduate Teaching Assistantship” (GTA)), or (“Graduate Research Assistantship” (GRA)). An assistantship provides a tuition/fee waiver and a monthly stipend. See http://gradschool.utk.edu for further information. Fellowships: These awards typically come from the Graduate School, and are competitive in nature. A fellowship usually provides a tuition/fee waiver and a monthly stipend. Some also require the department or college to provide an assistantship on top of the fellowship. See http://gradschool.utk.edu. Scholarships: The College of Nursing provides scholarships each year to selected students, who apply and meet specific eligibility criteria. CON scholarships are awarded to assist students in meeting their tuition/fee needs. Examples of these scholarships are provided below. Additional information is available on the CON web site. Nursing graduate students may also be eligible for subsidized or unsubsidized educational loans. To determine eligibility, students must submit a FAFSA and apply through the university Office of Financial Aid. Students may also pursue personal loans.
Employment: Many graduate students work at outside employment while pursuing graduate studies. Some employers do offer tuition assistance. If a student needs to continue fulltime employment while in graduate studies, part-time study is highly recommended. See the Table on the next page for more details regarding these types of funding. Travel Awards are available from the Graduate School for research presentations. Further information, including deadlines for application, may be found in Appendix J.

Selected Scholarships for PhD Students in the College of Nursing

**Dyer Award**

Applicant must be a native East Tennessean or plan to work in East Tennessee for a minimum of 3 years after graduation, be enrolled in MSN or PhD program, and demonstrate successful academic performance and/or financial need (in the broadest sense). Applicant need only complete the college of nursing application (available on the CON web site) and return to the chair of the Scholarship and Awards committee.

**Artie Ruth Reilly Scholarship**

Applicant must be female, from the Appalachian region, and admitted as a full-time, degree-seeking student. The scholarship is a three-year award, renewable upon annual reapplication as long as an overall B average is maintained. The scholarship pays full tuition and fees. Both financial need and academic promise are considered in awarding this scholarship.

**Sylvia Hart Scholarship Endowment**

It is open to all full-time nursing students who have demonstrated the following: BSN – 3.25 GPA with 90 semester hours completed; all junior level nursing courses completed with “B” or higher. MSN – 3.5 GPA with 12 graduate credit hours completed with a grade of B or higher for each course. PhD -3.75 with 18 post masters credit hours completed with a grade of B or higher in each course. The student must submit a letter of application for the scholarship that includes a statement of personal philosophy of nursing, career aspirations and hopes, and dreams for the nursing profession. These statements will be compared within, but not across program levels, to determine the recipients (UG, G, PhD).

**Sandra P. Thomas PhD Student Scholarship**

Applicants for this scholarship are not restricted by gender or state of residence. Applications are due by April 1, and selection is made by the CON scholarship committee, considering the student’s academic performance.
## Potential Sources of Funding for PhD Students

<table>
<thead>
<tr>
<th>Entity</th>
<th>Source and Type of Funds</th>
<th>Eligibility*</th>
<th>Process and Deadline for Applications</th>
<th>Other Information**</th>
</tr>
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<tbody>
<tr>
<td>Tennessee Student Assistance Corporation (TSAC) Graduate Nursing Loan-Forgiveness Program</td>
<td>State monies. Loan program with forgiveness.</td>
<td>Enrolled in graduate nursing program – MSN or PhD and pursuing preparation as a nursing faculty. For TN residents.</td>
<td>March 1 deadline.</td>
<td>See <a href="http://www.tn.gov/CollegePays/mon_college/nurse_lf.html">www.tn.gov/CollegePays/mon_college/nurse_lf.html</a></td>
</tr>
<tr>
<td>College of Nursing scholarships</td>
<td>Donors</td>
<td>Enrolled in a degree-granting program in the UT College of Nursing</td>
<td>Apply by April 1 of each year. Students complete one application and are considered for various scholarships for which they are eligible.</td>
<td>See UT CON website under &lt;Current Students&gt;</td>
</tr>
<tr>
<td>Graduate Teaching Assistantship (GTA)</td>
<td>Tuition and fee waiver Stipend of $1500/month</td>
<td>Enrolled in a graduate program in UT College of Nursing</td>
<td>Apply by March 1 to the Associate Dean for Academic Affairs in the College of Nursing. Provide a statement of interest and cv or resume.</td>
<td>The college’s needs for GTAs center around undergraduate teaching needs. To be eligible for a GTA the student needs current expertise in a specific clinical area. Preference given to doctoral students.</td>
</tr>
<tr>
<td>Graduate Research Assistantship (GRA)</td>
<td>Tuition and fees, and stipend (rate varies) paid by the professor’s grant</td>
<td>Enrolled in a graduate program in UT College of Nursing</td>
<td>Apply to faculty members with grants. Vacancies in these positions are announced when available.</td>
<td>In order to support a graduate student at the level of tuition/fees/stipend, the grant is usually large and federal in nature.</td>
</tr>
<tr>
<td>UT Graduate School Fellowships</td>
<td>Usually pays tuition and fees. Sometimes accompanied by an assistantship.</td>
<td>Admitted to a UT graduate program; various fellowships specify criteria for eligibility.</td>
<td>See UT Graduate School website for various fellowships’ requirements. Nominations for these fellowships are made by the College of Nursing.</td>
<td>See <a href="http://www.gradschool.utk.edu/fellowships.shtml">www.gradschool.utk.edu/fellowships.shtml</a></td>
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<tr>
<td>Employer funding</td>
<td>Depends on employer – may be tuition reimbursement.</td>
<td>Varies</td>
<td>Check with HR department at your employer</td>
<td></td>
</tr>
<tr>
<td>Self-funding</td>
<td>Funds from student’s own resources – savings, personal loans, etc.</td>
<td>Varies</td>
<td>Varies. Need to complete FAFSA to be considered for any loan programs administered through UTK Office of Financial Aid</td>
<td>See <a href="http://web.utk.edu/~finaid/">http://web.utk.edu/~finaid/</a></td>
</tr>
<tr>
<td>Other</td>
<td>Check with fraternal or professional organizations to which you belong.</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
</tr>
</tbody>
</table>

* Major eligibility criteria are listed. Additional criteria are listed in the request for applications.

** Whenever applying for any form of financial aid or conducting any business as a student of UT, students must use their utk email.

Graduate Students/Sources of funding for graduate students (updated 06/29/2017)
Academic Common Market
An agreement among Southern states for sharing graduate programs allows legal residents of some states to enroll in certain programs at UT Knoxville on an in-state tuition basis. Additional information may be obtained from the Admissions Specialist in the Office of Graduate Admissions and Records (865) 974-3251.

Payment of Tuition and Fees
The VolXpress statements are delivered electronically. Students receive an e-mail at their University of Tennessee e-mail address indicating their e-VolXpress statement is available for viewing. The e-mail will include the website address where the student may view the statement. The VolXpress e-statement reflects the charges and credits applied to the students’ account as of the date the statement was created (refer to the date on the statement). Students can print a copy of the VolXpress e-statement or forward the statement to their parents or a third party. Failure to view a statement does not relieve the student of their obligation to meet the published due date.

Since the VolXpress e-statements are created on a particular date (refer to the date on the statement), the TOTAL DUE may or may not reflect the students’ current balance. This depends on whether or not transactions have taken place on the account. Only one e-statement will be available regardless of changes made to the account. To view the most current student account information (subsequent charges and payments), the student can log into https://cpo.utk.edu. If you have questions, please contact the Bursar’s Office at 865-974-4495 or via e-mail at bursar@utk.edu.

REGISTRATION AND ADVISING

Registration Procedures
Deadlines for registration for each academic semester are posted on the university web site (www.utk.edu). Please register by logging on to MyUTK, https://my.utk.edu, by supplying your net ID and password. A downloadable guide is available for students who need assistance registering. The guide can be found at http://registrar.utk.edu/bannermyutk.html. Questions should be directed to 974-4471.

PhD students are assigned a faculty advisor upon admission, based on their research interests. Please see page 20 for additional information about working with the faculty advisor.
Program Requirements (Courses and Course Credits)
The following courses are required for all students:

601 Philosophy and Knowledge Development for Nursing Science   3
603 Nursing Inquiry and Research Design      3
605 Middle-Range Theoretical Formulations for Nursing Science Development  3
606 Nursing Research Seminar       3
607 Qualitative Nursing Research       3
608 Quantitative Nursing Research       3
609 Research Practicum            3
610 State of the Science Seminar      3
611 Advanced Quantitative Nursing Research     3
612 Health and Healthcare Policy       3
613 Nursing Leadership in Complex Systems  3
        Inferential Statistics   3
        Multivariate Statistics   3
        Cognates                  6
600 Doctoral Research and Dissertation 24

TOTAL           69

Minimum Number of Hours Required for Full-Time Status With and Without Assistantships: 9 credit hours

Registration for N502, Use of Facilities
As specified in the Graduate Catalog, “students using university facilities, services or faculty time, including summer term, must be registered. Normally students are registered for coursework or thesis/dissertation credit. Students who are not taking coursework and are not yet eligible to register for thesis or dissertation hours, must register for course 502 (Use of Facilities) if they wish to have borrowing privileges in the University Libraries or to use computer labs, other labs, or other university resources.”
Registration for N600 & Student Responsibilities during the Conduct of the Dissertation Research

The key to a quality dissertation is a good working relationship between the student and chairperson. Prior to registration for N600 for the first time, the student should meet with his/her chairperson to develop a time line for the conduct of the project. The plan should be mutually agreeable in terms of the (1) number of semesters, (2) number of hours of N600 per semester, (3) specific semesters during which heavy faculty assistance will be needed, and (4) tentative defense date.

Thereafter, the student should schedule an appointment face-to-face or virtual with the chairperson at the beginning of every semester in which N600 is taken. Objectives for the semester's work are to be developed and agreed upon during this meeting. These objectives become the basis for faculty evaluation at the end of the semester, when a grade of Progress/No Progress must be submitted to the Graduate School. Students who do not regularly inform their chairperson of their progress in meeting the objectives shall be awarded a grade of "NP." As a consequence, these hours do not count toward the required 24 hours. Regular communication will prevent this unfortunate consequence and facilitate a successful dissertation research experience.

In addition to frequent, regular communication with one's chairperson, students are urged to keep all committee members informed regarding the progress of the research. E-mail updates are useful. Bear in mind that the chairperson and/or other committee members may want to review raw data, computer printouts, interview transcripts, coding sheets, and other materials pertinent to the research project. Do not destroy any interview tapes, questionnaires, or other data before the dissertation defense meeting. The dissertation chair will inform the student when the dissertation can be sent to the other committee members. Committee members will have two weeks to read the dissertation and will recommend to the chair if the defense is ready to be scheduled. The defense meeting cannot be scheduled until the chair and a majority of the committee members approve scheduling of the dissertation defense. If a student fails the dissertation defense, another defense can be rescheduled after approval by the chair and a majority of the committee members but no sooner than eight weeks from the first defense. Guidance regarding dissertation formatting is provided by the university's thesis consultant in free workshops held each semester, and in individual appointments as requested. Students are urged to meet with the thesis consultant early in the semester in which they plan to graduate, to avoid any last-minute problems with margins, headings, or other matters pertaining to format and style. Dissertations must be submitted to the Graduate School electronically.
Continuous Registration during Dissertation Hours
Doctoral students must register continuously for course N600 (minimum of 3 hours) from the time the doctoral research proposal is approved, admission to candidacy is accepted, or registration for course N600 is begun, whichever comes first, including summer semester and the semester in which the dissertation is approved and accepted by the Graduate School. A minimum total of 24 hours of course N600 is required before the dissertation will be accepted. A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms (including summer terms). The request, to be made in advance, will be considered by the Graduate School upon written recommendation of the doctoral program director.

Advisement Prior to Dissertation
Early in the student’s program, a nursing faculty advisor will be assigned by the program director. At the initial advising session, an academic plan will be completed (form in Appendix G). The student should make an appointment with his/her advisor each semester prior to registration for the next semester’s courses. Should the student wish to change advisors, he/she must obtain agreement from the faculty member and notify the program director of this change. The faculty advisor will provide academic advisement, assist the student in selection of cognate, and review the student’s portfolio each semester. Once the dissertation committee is formed, they assume the advising role. The dissertation committee may or may not involve the faculty member who provided initial advisement. Specific guidance regarding selection of the dissertation committee appears on page 37.

Portfolio Compilation
The doctoral portfolio is a requirement for all students and an essential element of effective student advisement by the faculty. Students are provided with a jump drive for the compilation of materials, which will be reviewed by their advisor each semester. Graded copies of major course papers must be placed in the portfolio, along with a critical self-evaluation of the semester’s work. The purpose of the portfolio is to demonstrate students’ early accomplishments as scholars in a selected focus area of nursing and to document their progress in acquiring research expertise, teaching expertise, and leadership expertise. These accomplishments relate directly to the learning outcomes of the PhD program and must be completed prior to admission to candidacy. Responsibility for maintaining the portfolio is the student’s, but the faculty bear responsibility for evaluating the student’s development and providing appropriate guidance at the end of each term. It is the student’s responsibility to schedule the advising appointment each term. Faculty will complete the PhD Student Advising form (see appendix G) after reviewing the portfolio and discussing it with the student.
Items to be included in the portfolio include:

1. A curriculum vitae (to be updated annually)
2. Documentation of teaching expertise (e.g., guest lectures, workshops, teaching assistantships, preceptorship experiences in nursing education)
3. Documentation of research expertise (e.g., narrative description of experiences and skills acquired under faculty supervision in N609, copy of the research grant application prepared in N606)
4. Documentation of attendance at two or more research conferences, with presentation of a paper or poster at a minimum of one of these conferences
5. Documentation of preparation of at least one manuscript for publication (may be single or multiple-authored, emanating from courses, pilot studies or preceptorship experiences)
6. Documentation of participation in professional organizations (e.g., Sigma Theta Tau, American Nurses Association, Southern Nursing Research Society, specialty nursing organization)

**DEGREE REQUIREMENTS SPECIFIC TO THE PROGRAM**

**Curriculum**
The primary focus of the PhD in nursing curriculum is scientific inquiry and theory development in the discipline of nursing, with the objective of producing nursing research scientists and scholars. The curriculum includes a series of courses in the nursing major that will help the student evaluate existing knowledge critically and engage in the creation and use of new nursing knowledge. Readings in philosophy of science create awareness of philosophical perspectives through history, with emphasis on the philosophers who have influences research traditions in nursing and theoretical formulations of nurse scholars. “Philosophical discourse cultivates intuition, reflection, and dialogue—three necessary tools for basic knowledge development” (Meleis, 1987). The philosophy of science component of the curriculum stimulates “healthy interaction among students and faculty, thereby facilitating the ability to articulate and defend ideas within the scientific community. Most importantly, it promotes critical thinking skills and cultivates the insightful processes required to study nursing phenomena” (DiBartolo, 1998). The theory component of the curriculum involves concept development, acquisition of tools and processes for rigorous analysis of constructs and frameworks, and initiation of new theory development. Special emphasis is placed on middle-range theories from nursing and related disciplines as guides for research.
The research and statistics courses provide students with firm grounding in both quantitative and qualitative research designs, research methodology, and data analysis strategies. The required two-course sequence in statistics is considered a minimum. Some students will need to take extra courses (e.g., structural equation modeling) to prepare for their dissertation data analysis. Equal emphasis is placed on basic and applied studies addressing questions of significance to the nursing discipline. All students will acquire research skills through a carefully-planned sequence of activities beginning with involvement in the ongoing investigations of faculty mentors, progressing to the student's own independent projects, and culminating in the doctoral dissertation. Students have options such as involvement in an interdisciplinary phenomenology research group, conducting analyses of large government data sets, and working in a collaborative team with faculty and nurses at East Tennessee Children's Hospital. As noted above, students’ progress with regard to research is documented in the portfolio. Participation in conferences and publications are tracked by faculty through portfolio review.

Complementing the theory and research courses are explorations of health policy issues, ethical issues, care delivery issues, and issues pertinent to the scientific management of complex clinical and educational systems. The content of these courses is especially crucial, given the current climate of drastic, unprecedented changes in American healthcare delivery systems and their financing mechanisms. Additionally, the College of Nursing at UTK is committed to preparing graduates who are ready to assume faculty roles. There is a serious shortage of doctorally prepared nursing faculty across the nation, which prompted us to place greater emphasis on preparation for academic careers.

Cognate courses complement the program of study in the nursing major and are selected in collaboration with the student's advisor. Possible cognate areas are anthropology, child and family studies, psychology, education, management, medical ethics, philosophy, public health, gerontology, social work, and statistics. In the Graduate Catalog, cognate fields are defined as “a minimum of 6 semester hours of graduate course work in a given area outside the student’s major.” It should be emphasized, however, that 6 hours is indeed a minimum. Students often elect to register for additional credit hours in their cognate and/or to tie their preceptorship experiences to the cognate area.

Some students may wish to pursue a concomitant minor or M.S. Degree in Statistics. Requirements are specified in Appendix A. Another option is a minor in epidemiology (see Appendix B). Doctoral students in nursing are also eligible to earn an education certificate or a health policy certificate. These options can be discussed with faculty advisors.

**PhD Learning Outcomes:**
Upon completion of the PhD program, graduates should be able to:

- Analyze, test, refine and expand the theoretical basis of nursing
- From multiple modes of inquiry, select the most appropriate to conduct research that generates knowledge and advances nursing as a discipline
• Provide leadership as nurse scientists in transforming health and healthcare
• Collaborate with members of other disciplines in theory development, health-related research, and other scholarly activities
• Maintain professional standards, ethical principles and scientific integrity in scholarly activities
• Communicate the outcomes and implications of scholarly activities to professional and general audiences through multiple modes of dissemination

Blended Learning in the PhD Program
600-level Nursing courses in the PhD and DNP programs are offered in a blended, week-by-week format. The majority of learning activities occur in an online environment. There are two coordinated onsite face-to-face sessions per term. Students in clinical concentration courses will have variable schedules.

Online group and self-paced learning activities feature multi-modal learner and faculty communication and engagement. Group activities in the online and classroom environments include facilitated discussions, collaborative learning and problem-solving, and project work. Synchronous online activities (live sessions with faculty and students participating at the same time) comprise no more than five sessions per course per semester. The schedule for course online synchronous activities will be published at the time of registration. Group and individual activities and assignments emphasize application of curricular content and increasing integration and synthesis of scholarly information. Guided learning experiences are complemented with customized materials. Personal and group reflection is used to advance learning and understanding.

Blended learning in the PhD and DNP programs are differentiated by enhanced use of technology; alternative teaching methods; expanded access to a broad complement of resources; greater flexibility with some element of student and faculty control over time, place, pace, etc. of learning and engagement; and ongoing evaluation of student progress and course content with an emphasis on rapid cycle improvement. Blended learning confers new accountabilities on learners to use technology for self-learning and discovery. Authentic presence and active engagement are required for learners and faculty to achieve success.

Computer Recommendations for College of Nursing students
We recommend all students have a dedicated personal computer for coursework. All computers must have Internet connection capabilities and all students must have access to reliable Internet connections. Students should also have a built-in or external camera, microphone, and speakers for Zoom-enabled course meetings. Students should install Microsoft Office for course assignments – a free download for UT students from https://oit.utk.edu/hardware-software/Pages/Student-Advantage.aspx.

Please note: Chromebooks are not currently supported nor recommended as a primary computer for College of Nursing coursework. Likewise, tablets (iPads, etc.) and other devices running mobile
operating systems are not supported or recommended as a primary computer for coursework. An exception to the tablet rule is a Windows tablet running Windows 10 (ex. Microsoft Surface Pro).

Although most software vendors develop versions for both Windows and MacOS, some software may not be available on both platforms. Consider your software needs when choosing a computer for coursework. A list of software available for students can be found at https://oit.utk.edu/hardware-software/software-purchases/Pages/default.aspx.

MINIMUM computer recommendations for College of Nursing students:

Windows PC (Microsoft)

Windows 10 (recommended), Windows 8.1, Windows 8, Windows 7

- Processor: 1 GHz or faster
- RAM: 1 gigabyte (GB) for 32-bit OS or 2 GB for 64-bit OS
- Hard Drive Size: 16 GB for 32-bit OS or 20 GB for 64-bit OS


To find your PC’s basic specs, right-click Computer (Win 7) or This PC (Win 8 and Win 10) and then click Properties. From there you can view your System information.

MacOS (Apple)

MacOS Version 10.12 (Sierra), 10.11 (El Capitan), 10.10 (Yosemite)

- Compatible Macs: MacBook (Late 2008 Aluminum, Early 2009, or newer), MacBook Pro (Mid 2007 or newer), MacBook Air (Late 2008 or newer), Mac mini (Early 2009 or newer), iMac (Mid 2007 or newer), Mac Pro (Early 2008 or newer)
- OS X 10.7.5 or later
- 2GB of memory
- 8.8GB of available storage


To find your Mac's basic specs, click the Apple icon in the top left corner of your screen. From the drop-down menu, click About This Mac to open the System Information window.
Nursing Course Descriptions and Semesters Taught
(F= Fall, Sp=Spring, Su=Summer, E=Every Semester)

600 Doctoral Research and Dissertation (3-15). P/NP only. E.

601 Philosophy and Knowledge Development for Nursing Science (3). Philosophy of science related to nursing science; theory analysis and evaluation; and theory construction based on concept development. F.

603 Nursing Inquiry and Research Design (3). Introduction to the philosophical, theoretical, and design aspects of nursing inquiry, Prereq: 601. Sp.

605 Middle-Range Theoretical Formulations for Nursing Science Development (3). Examination of extant and emerging middle range theories instrumental in nursing science development. Sp.

606 Nursing Research Seminar (3). A practical, skills-oriented course of selected topics pertaining to preparation of federal-formatted research grant proposals. Prereq: 601, 603, 605, 610. F.

607 Qualitative Nursing Research (3). Critique and application of selected qualitative nursing research methods. Prereq: 601, 603. Sp.

608 Quantitative Nursing Research (3). Critique and application of selected quantitative nursing research methods. Prereq: 601. Pre or coreq: inferential stats. F.

609 Research Practicum (3). Supervised individual or group research experience under guidance of faculty. Prereq: consent of instructor. May be repeated. Maximum 12 hours. S/NC or letter grade. E.

610 State of the Science Seminar (3). Critical analysis and synthesis of literature in selected focus area within nursing science. F.


612 Health and Health Care Policy (3). Interdisciplinary examination of contemporary health, health problems and policy responses; public policy decision-making processes; and multi-stakeholder perspectives, roles, influence, and interactions. F.

613 Nursing Leadership in Complex Systems (3). Analysis and evaluation of leadership in transforming health and healthcare in complex systems. F.

614* Nursing Preceptorship (1-3, may be repeated, maximum 6). Individually-designed practicum, field, or internship experiences with a faculty and/or community member in a variety of settings/situations. E.

• Nursing preceptorship is optional unless the graduate certificate in health policy is desired.
Health Policy Certificate

The College of Nursing and the Department of Public Health jointly offer a graduate certificate in health policy. The certificate program requires a minimum of 12 hours of specified course work. Basic certificate requirements are shown below:

Description: The College of Nursing and Department of Public Health-College of Education, Health and Human Sciences jointly offer a graduate certificate in health policy to prepare nursing and public health leaders, researchers, and educators to be active in all aspects of policymaking relative to health. The certificate program is designed to build upon and expand concepts from core courses of the curriculum of each discipline’s Masters degree programs and the previous experiences and interests of students. Certificate candidates must currently be admitted to a graduate program at the university or hold a terminal degree and be a graduate student in good standing and comply with all other applicable academic policies. Course experiences will foster the examination and applications of current policy research and the development of skills related to policy analysis, research, program evaluation, and advocacy.

Requirements: A minimum of four courses will be required for the certificate:

1. Nursing 612: Health and Healthcare Policy – 3 hours
2. Public Health 520: Public Health Policy and Administration – 3 hours
3. Nursing 614: Nursing Preceptorship in Health Policy – 3 hours minimum
4. Elective(s) - 3 hours minimum; must be selected in consultation with assigned certificate program advisor

Total hours may vary based on the student’s academic record, experiences, and objectives. Students must complete a minimum of 12 hours.

Nursing Education Certificate

The certificate in Nursing Education consists of 12 hours: 6 hours in nursing and 6 in education. Required courses in the College of Nursing are 566 and 565. N578, Technology in Health Professions Education, is another course available for students pursuing this certificate. In consultation with the Nursing Education Minor Coordinator, students select 6 hours of coursework from the College of Education, Health, and Human Sciences. Practicum experiences are individually designed to assist students to pursue future career goals. For example, a novice educator may need to shadow a master teacher, whereas an experienced educator may intern with an associate dean or a dean.
Special Policies

1. A maximum of 6 graduate hours taken before acceptance into the doctoral program may be applied toward the degree.

2. Minimum grades of B in all nursing courses and a 3.0 cumulative GPA are required for continuation in the program.

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3. Courses such as statistics and master’s level theory and research may be taken at other universities after submission of syllabi to the PhD program director for approval. Students should not register for such courses without seeking approval. At the doctoral level, credits from courses at other universities are not “transferred”, and grades earned elsewhere are not included in computation of your UTK GPA.

4. The College of Nursing expects doctoral students to fulfill the standard for formal writing specified in the Publication Manual of the American Psychological Association (6th edition). You have received a writing manual at PhD Orientation that will be useful throughout the doctoral program. Faculty expect you to refer to the manual frequently. Also, please review the guideline for Writing Papers (Appendix C) and the Plagiarism document (Appendix D). Evidence of plagiarism on a paper is covered under the academic dishonesty policies of the university as outlined in Hilltopics, the university student handbook. In the PhD program at the College of Nursing, any paper containing plagiarism shall be given a grade of zero.

5. Doctoral students are expected to follow the established graduate student guidelines for physical examination, CPR course and liability insurance if they are present in any health care agency as part of their program of study. Items are to be submitted to Student Services. This includes preceptorship experiences or research experiences in clinical settings. Nursing licensure should be documented upon program entry.

6. Student Professional Liability Insurance

The College of Nursing requires all students to have professional liability insurance coverage before enrolling in nursing courses.
Registered nurses enrolled in clinical courses must either secure insurance coverage independently or enroll in the University's Liability Insurance Program. Evidence of current independent coverage or university insurance must be submitted to the Student Services Office during registration prior to enrolling in clinical courses. Students who do not show proof of the required liability insurance will be excluded from clinical placements.

Student Professional Liability Insurance is limited to learning experiences (all locations on and off campus) that are a component of nursing courses planned and supervised by faculty or preceptors and does not cover student employment in clinical facilities.

7. **Special Requirements for BSN to PhD Students:**
You must be eligible to practice nursing in Tennessee (i.e., licensed in Tennessee or one of the interstate compact states). You must submit proof of hepatitis B vaccination and rubella and rubeola immunization or sufficient titer for immunity; TB status. Additionally, you must present evidence of current two-person CPR certification. N504 (Advanced Health Assessment) is considered a clinical course; therefore, all of these requirements must be met prior to enrolling in N504. Furthermore, you must meet with the coordinator of your master’s level clinical courses early in your program of PhD study to discuss possible clinical placements and other issues related to the clinical portion of your studies.

8. **Course Loads**
According to Graduate School policies [http://catalog.utk.edu/index.php?catoid=21](http://catalog.utk.edu/index.php?catoid=21), students are urged to carefully consider work and family responsibilities before registering for each semester’s course work. The maximum load for a graduate student is 15 hours, and 9 hours is considered a full load. Students who are employed usually pursue no more than 6 hours per semester.
For the summer term, graduate students may register for a maximum of 12 hours in an entire summer term or for a maximum of 6 hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

9. **Preceptorship Information**
For the elective course N614, a qualified preceptor must be arranged. A preceptor for N614 is an individual in an academic, healthcare, or health policy position with credentials suitable for mentoring doctoral students in achieving their faculty-approved learning objectives for the preceptorship experience. The preceptor does not grade student performance but may provide feedback to the course faculty regarding the student’s achievement of the learning objectives.

10. **Publication and Authorship**
At some point during your program of study, you may consider publishing a course paper. A faculty member may suggest this. The College of Nursing adheres to the guidelines in the APA Publication Manual, 6th edition, (2010), regarding ethical reporting of scholarly work and authorship credit. According to the manual, “authorship encompasses...not only those who do the actual writing but also those who have made substantial scientific contributions to a study” (APA, 2010, p. 18). Therefore, scholarly work that has been guided by your faculty generally involves crediting the faculty who guided the project and/or the development of the resultant publishable paper. Please refer to section 1.13 in the APA manual regarding the proper order in which authors must be listed. Authorship is negotiated with potential coauthors, such as faculty and other students, early in the process. You may be
wondering if you are required to include faculty as co-authors on all manuscripts submitted while you
are a doctoral student. You don’t have to include faculty, but consider that in most cases the faculty
member selected pertinent readings, gave the assignment, and may have given extensive feedback on
the paper in grading it. Nevertheless, any coauthor should contribute to the substance of the article,
beyond minor editing. This may include major reorganization of the piece, conceptual input or additions
to the text. All coauthors should have a chance to see the final version before it is submitted to a
journal.

Other things to consider include deciding where the paper is to be published before you transform it
from a class paper to a journal submission, because the paper should be tailored to your audience.
Check the journal’s author guidelines for format, length, etc. Not all journals use APA format. If you use
Endnote to format, be sure also to proofread for format errors since Endnote is not foolproof. Finally,
have someone read the paper to see if it would be clear to a general reader. Other tips about writing for
publication may be found in the writing manual that you received at PhD Orientation.

A special case in regard to publishing manuscripts is the decision to publish papers from a dissertation.
Your major professor (chair), and other members of your committee in some cases, have contributed a
great deal towards your finished project by helping with the study and with your dissertation document.
At least the chair should be a co-author on the major findings article of your dissertation. Section 1.13
of the APA manual includes the following statement about publications emanating from a dissertation:

Because doctoral work is expected to represent an independent and original contribution devised by
students, except in rare circumstances, students should be listed as the principal author of any multi-
authored papers substantially based on their dissertation (APA Ethics Code Standard 8.12b, Publication

In the rare circumstance in which the graduate does not submit a manuscript within one year, the chair
may submit the manuscript as first author.
# PROGRAM OF STUDY FOR FULL-TIME STUDENTS IN EDUCATION OPTION

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*Note: If cognate not completed.

**Note: Time required for completion of a dissertation is quite variable, dependent upon the topic, methodology, resources, and other life responsibilities of the doctoral candidate. 9 months to a year is probably a minimum. Continuous registration in N600 is required until completion.
# Program of Study for Full-Time Students Pursuing Cognates Other Than Education
(e.g. Public Health, Child & Family Studies, Psychology)

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*Note: If cognate not completed.

**Note: Time required for completion of a dissertation is quite variable, dependent upon the topic, methodology, resources, and other life responsibilities of the doctoral candidate. 9 months to a year is probably a minimum. Continuous registration in N600 is required until completion.
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**Note: If cognate not completed.**

**Note: Time required for completion of a dissertation is quite variable, dependent upon the topic, methodology, resources, and other life responsibilities of the doctoral candidate.**
### PROGRAM OF STUDY FOR PART-TIME STUDENTS NOT IN EDUCATION OPTION

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*Note: Time required for completion of a dissertation is quite variable, dependent upon the topic, methodology, resources, and other life responsibilities of the doctoral candidate.
# Program of Study for BSN to PhD Students (w/o concurrent MSN)

## Fall I
- 504 Advanced Health Assessment*  
- 505 Advanced Pharmacology*  
- 515 Advanced Pathophysiology*  

<table>
<thead>
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<th>Course</th>
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<td>505 Advanced Pharmacology*</td>
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<td>515 Advanced Pathophysiology*</td>
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## Spring I
- 510 Theoretical Foundations of Nursing  
- 501 Nursing Research  

<table>
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<tr>
<th>Course</th>
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<td>510 Theoretical Foundations of Nursing</td>
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## Summer I
- One or Two Cognate Courses  

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<td>One or Two Cognate Courses</td>
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## Fall II
- 601 Philosophy & Theory  
- 610 State of the Science Seminar  
- 511 Statistics  

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## Spring II
- First Clinical Concentration Course  
- Nursing Research & Inquiry  

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## Summer II
- Clinical course if required by concentration  
- Second Statistics Course  

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## Fall III
- Second Clinical Concentration Course  
- Quantitative Nursing Research  
- Quantitative Nursing Research Middle Range Theory  

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<td>Quantitative Nursing Research Middle Range Theory</td>
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## Spring III
- Qualitative Nursing Research  
- Advanced Quantitative Nursing Research  

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<td>Advanced Quantitative Nursing Research</td>
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## Summer III
- Research Practicum Nursing Preceptorship (optional except for policy students)  

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## Fall IV
- Management of Complex Systems  
- Health Policy  
- Grant-Writing  

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<td>Management of Complex Systems</td>
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<td>Health Policy</td>
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<td>Grant-Writing</td>
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## Spring IV
- Dissertation**  

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## Summer IV
- Dissertation**  

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<td>Dissertation**</td>
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</table>

*Note: N504, N505, N515 are required courses only for students choosing one of the clinical concentrations that require them (i.e. Family Nurse Practitioner). These courses are not required for students choosing Administration Concentration.

**Note: Time required for completion of a dissertation is quite variable, dependent upon the topic, methodology, resources, and other life responsibilities of the doctoral candidate. 9 months to a year is probably a minimum. Continuous registration in N600 is required until completion.
# PROGRAM OF STUDY FOR BSN TO PhD STUDENTS

## Concurrent MSN - Family Nurse Practitioner

### FALL I
- 511 Statistics 3
- 505 Advanced Pharmacology* 3
- 515 Advanced Pathophysiology* 3

### SPRING I
- 510 Theoretical Foundations of Nursing 3
- 501 Nursing Research Leadership 3

### SUMMER I
- 582 Scholarly Inquiry - One or two Cognate Courses 3

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<tr>
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<td>FNP I</td>
<td>FNP II (mini-term)</td>
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<td>State of the Science Seminar</td>
<td>Nursing Research &amp; Inquiry</td>
<td>Second Statistics Course</td>
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<td>610</td>
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<td>504</td>
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<tr>
<td>Advanced Health Assessment*</td>
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### FALL III
- 573 FNP IV 8
- 612 APN Issues 1
- 608 Quantitative Nursing Research 3

### SPRING III
- 607 Qualitative Nursing Research 3
- 611 Advanced Quantitative Nursing Research 3
- 605 Middle Range Theory 3

### SUMMER III
- 609 Research Practicum Nursing Preceptorship 3
- 600 Cognate Course –if needed 3-6

### FALL IV
- 613 Management of Complex Systems 3
- 612 Health Policy 3
- 606 Grant-Writing 3

### SPRING IV
- 600 Dissertation** 12
- 600 Dissertation** 12

### SUMMER IV
- 600 Dissertation** 12

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* Note: N504, N505, N515 are required courses only for students choosing one of the clinical concentrations that require them (i.e. Family Nurse Practitioner). These courses are not required for students choosing Administration Concentration.

**Note: Time required for completion of a dissertation is quite variable, dependent upon the topic, methodology, resources, and other life responsibilities of the doctoral candidate. 9 months to a year is probably a minimum. Continuous registration in N600 is required until completion.
Concurrent Master’s Degree Program

The Graduate Council approved a policy that allows enrollment in a concurrent Master’s degree program for PhD students within the same major. The policy was approved at the same time that changes were made to the readmission application and the change of program policies. The concurrent master’s degree program is only eligible for students who are maintaining enrollment in the PhD program with the same major as the concurrent master’s degree. The request for the Concurrent Master’s Degree Program involves submission of a form, found on the Graduate School webpage at http://gradschool.utk.edu/forms-central/request-for-concurrent-masters-degree/, requiring authentication from the student and endorsement for the Graduate Program Director.

Currently enrolled UTK doctoral students who plan to complete the master’s degree while maintaining enrollment in the doctoral program must submit the Request for Concurrent Master’s Degree Form to the Graduate School graduation office two weeks prior to the deadline for submission of the graduation application for the master’s degree. No fee will be assessed for submission of this form.
Model for PhD Program Progression  
GOAL: Facilitate efficient program progression

**Preadmission evaluation**  
**MILESTONE:** Admission to program; completion suggested activities to enhance writing skills, as needed

**Foundational state**  
**GOAL:** Becoming a nurse scholar/scientist  
**CONTENTS:** Philosophical and theoretical underpinnings  
**MILESTONE:** Preliminary written exam (after completion of N601, 603, 605, 610); demonstrate scholarly thought and expression of same

**Integration stage**  
**GOAL:** Becoming a nurse researcher  
**CONTENT:** Research design and methods  
**MILESTONE:** Comprehensive exam and admission to candidacy (after completion of N607, 608, 612, 613); demonstrate application of theory, research design and methods to researchable problems re: phenomenon of interest

**Dissertation stage**  
**GOAL:** Acquire knowledge, skills, and attitudes to independently conduct research  
**CONTENT:** Independent research project conducted under the tutelage of dissertation committee  
**Preparation**  
**INTERIM MILESTONE:** Completion N606 and successful proposal defense  
**Independent research**  
**TERMINAL MILESTONE:** Defense of independently written dissertation
Residency Requirements
One year of full-time enrollment (i.e., enrollment in 9 credit hours for 2 consecutive semesters) is required to fulfill the residency requirement. You will be asked how you met the requirement on your application for admission to candidacy. This requirement can be met at any time during the program, either during the years of course work or during the dissertation year. The summer term is included in the residence requirement period, e.g., you can register for 9 hours in summer-fall or fall-spring or spring-summer in the chosen year. The faculty believes that residency involves more than full-time enrollment. During residency, students are expected to be immersed in research and scholarly pursuits and ordinarily participate in these activities on a full-time basis within the College of Nursing. Any outside employment during residency must be very limited and requires approval by the student’s chairperson.

Dissertation Advisement
Four faculty (all holding the rank of Assistant Professor or above) are required to compose the dissertation committee. Membership in the proposed dissertation committee will be reviewed by the Ph.D. program director and the Assistant Dean of Graduate Studies, and will then be forwarded to the Graduate School for final approval. Three members of the dissertation committee, including the chair, must be approved by the Graduate Council to direct doctoral dissertations. At least one member of the committee must be from an academic unit other than nursing. The dissertation committee chairperson will assist the student in selecting a topic, writing the proposal, conducting the research, and preparing the dissertation. Other members of the committee are frequently selected for their expertise in research design, statistics, computer data processing, or content areas pertinent to the dissertation topic. Where appropriate, a 5th committee member from outside the university can be added to the committee. The Graduate School approves the credentials of this individual.

Students are encouraged to avail themselves of opportunities to work closely with potential dissertation committee members throughout their program of study in the College research groups and in various assistantship, preceptorship, or directed study experiences. To become acquainted with faculty expertise, students are encouraged to review the information on the College of Nursing web site. Ideally, the chairperson should be selected during the first year of study. Together, the student and the chair identify additional committee members and secure their agreement to serve. Additional information about working with the dissertation chairperson and committee appears elsewhere in this handbook, as well as in the UT Graduate Catalog. Deadlines for defense of dissertation and final acceptance by the Graduate School are published each semester.

Time Limit for Degree Completion
Comprehensive examinations must be taken within 5 years, and all requirements must be completed within 8 years, from the time of a student’s first enrollment in a doctoral degree program.
Online application for Graduation
Application to graduate can be accomplished online through MyUTK. Go to “UTK Student Academic Links” inside MyUTK. The Graduate School suggests that you review your profile information by going to the “View Your Profile” tab. Contact the Graduate School if information is not correct: gradschool@utk.edu.

EXAMINATIONS

PhD Preliminary Examination
Background information: The University of Tennessee Graduate Catalog specifies that a preliminary (or qualifying) examination may be administered near the end of the first year of a doctoral program. The faculty of the College of Nursing has voted to include this examination for PhD students, conceiving it as a milestone, in which students “demonstrate scholarly thought and expression of same” (see 2015 PhD Handbook, p. 35).

Description of the examination in the Graduate Catalog: A written and/or oral qualifying examination may be given near the end of the student’s first year in the doctoral program. Qualifying examinations are designed to test the student’s progress, general knowledge of fundamentals of the field, and fitness to continue with the more specialized aspects of the doctoral program.

Operationalization of the examination in the UTK College of Nursing:

A Preliminary Examination is given at the completion of Year I core courses N601, N603, N605, and N610. The examination assesses understanding of philosophical and theoretical foundations of nursing science, ability to substruct middle range theories, ability to critically evaluate and synthesize literature of the field, formulate feasible research questions, and demonstrate general knowledge of research ethics and processes in nursing. A rubric was developed for grading the examination.

The student will select one faculty member for their preliminary exam panel and two other graders are randomly assigned among the PhD faculty by the program chair. Students will have 5 days to prepare their responses after receiving the questions. A limit of 5 pages per question is imposed. The examination responses are prepared according to the specifications of the APA Manual, with a formal list of references. The written responses are submitted to the PhD program chair, who distributes them among the faculty graders.

In cases where faculty need elaboration from a student on written responses, an oral examination will be scheduled. If the result of the oral exam is failure, the student may take the preliminary exam once, and it must be taken at least one term after the oral exam failure. The extent of the second examination is determined by faculty graders. The student will work with the advisor to develop and implement a plan for retaking the exam. Registration for Use of Facilities (502) is required during the intervening time before the second examination. If a student does not pass the second examination, termination from the PhD program will result.
PhD Comprehensive Examination

The goal of the comprehensive examination is to demonstrate synthesis of knowledge as it applies to the phenomena of interest and to ascertain the student’s readiness to proceed to dissertation work. A secondary purpose is to evaluate student’s ability to effectively communicate in written and oral formats.

As such, the comprehensive examination focuses on:

- Area of student’s research interest; specifically, synthesis and critique of literature;
- Related theoretical perspectives;
- Anticipated and alternative research methodologies;
- Integration of nursing and interdisciplinary knowledge to inform practice, health policy, and health care delivery system change.

The Comprehensive Examination is taken after completion of all coursework prior to registration for dissertation hours. The comprehensive examination is designed, administered, and evaluated for each individual by the student’s dissertation committee.

The student and the major professor identify a doctoral committee composed of at least four faculty members holding the rank of assistant professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student’s major field. A doctoral student should begin to form the committee during the first year of study.

The Comprehensive Examination has both **written and oral components**:

**Written:**
Chair of proposed dissertation committee asks each member to write a question in their area of expertise focusing on theoretical framework, synthesis of literature including justification for proposed study, synthesis and critique of methodological approaches and analyses, analysis of leadership/policy/ethical issues.

Upon the receipt of the questions, the student has seven [7] calendar days to send the written answers to the committee chair who then distributes to the committee members.

- Answers are provided in essay [APA] format with references; 12 page limit per question.
- May substitute 1st authored, peer reviewed publication to answer one question.
- Student should cite work of authorities in the field taking defensible positions on key conceptual, methodological, and substantive issues.

Upon receipt of the answers, committee members have seven [7] calendar days to submit grade to committee chair. The chair may request a meeting of the committee to discuss.

**Oral:**
Written responses give focus to oral exam. The oral examination may be waived at the discretion of the committee.

**Grading:**
The dissertation chair [major professor], in consultation with each committee member, will determine which exam questions that member will read and grade. Each question is graded by at least two
committee members, one of whom is the faculty who writes the question. Possible grades are: (a) pass with distinction, (b) pass, or (c) fail.

Majority vote on student’s ability to:
- Articulate a framework for scholarly inquiry related to the phenomena of interest;
- Reflect knowledge of and critique current & relevant literature;
- Develop defined area of inquiry and select methods that can lead to dissertation work;

The following criteria are used by faculty to evaluate students’ written and oral answers to the comprehensive examination:
A. Depth of knowledge
B. Clarity in expression of ideas
C. Critical evaluation of knowledge
D. Synthesis of content
E. Logical development of ideas

If a student receives a grade of fail on the comprehensive examination, the student is allowed to repeat the examination one time. The extent of the examination is determined by the faculty graders.
- A written evaluation and remediation plan is prepared by committee and provided to the student
- May retake exam 3 months after Fail but no longer than 1 year. During this time the student must be registered for N502 Use of Facilities to maintain continuous enrollment status
- If the student does not successfully pass the second examination, he/she will be terminated from the doctoral program.

**Admission to Candidacy**
Following successful completion of the comprehensive examination, the dissertation committee members sign the Admission to Candidacy form and the Doctoral Committee Appointment Form. Prior to turning in the forms to the Graduate School, the forms must be signed by the Assistant Dean of Graduate Studies and copied for his or her files.

Note: Comprehensive Examination for BSN to PhD students includes a component testing their advanced practice knowledge. This is administered at the time of MSN comprehensive exams, during the term of the final clinical concentration course. The MSN concentration chair will develop and evaluate the exam question related to the APN concentration. Students must successfully pass this examination to continue in PhD coursework.

**Dissertation**
The College of Nursing faculty require dissertations to be theoretically guided, either testing extant theory or generating new theory. Research designs should reflect contemporary scientific standards for complex multivariate quantitative studies or rigorous qualitative investigations.
Students begin work on the dissertation after successfully completing the comprehensive examination and admission to candidacy. The four members of the dissertation committee should be chosen for their complementary expertise and skills relevant to the research as discussed on page 37. Please refer to the section on Advisement for additional guidance regarding selection of the Dissertation Committee. The dissertation proposal is presented to the committee in a formal meeting conducted by the chairperson. Scheduling of the proposal defense meeting is determined by consultation between student and chair. A formal Power Point presentation is required. Following the presentation, the student will be asked to defend and present the rationale for research design decisions, as well as respond to other questions from dissertation committee members about any aspect of the proposed work. The research is not initiated until all committee members agree on the elements and procedures of the research plan.

The dissertation must be conducted in accordance with the policies and procedures of the Graduate School and under the guidance of the student’s chairperson and committee. The dissertation is expected to be a scholarly independent and original contribution to the body of nursing research and an orderly, written document presented in accordance with Graduate School policies. The University’s thesis consultant will review a draft of the dissertation to assure that it is “appropriately presented, free of technical errors in format, and reflect credit upon graduate education at the University of Tennessee, Knoxville.” (Graduate Catalog) Students are advised to obtain the UT Guide to the Preparation of Theses and Dissertations early in their program. It is available online. Prior to collection of any data on human subjects, projects must be approved by the University’s Institutional Review Board. The first step in this process is submission of the required form to the Human Subjects Committee of the College of Nursing. These forms will not be reviewed until students have had a proposal meeting with their full dissertation committee. Adequate time should be reserved for review by the College and by the University IRB, which meets once per month. Deadlines are set for submission of materials well in advance of these meetings.
Dissertation Defense
Each student must successfully defend his/her dissertation orally before their dissertation committee. This examination is scheduled following completion of the dissertation and at least 3 weeks before the deadline for acceptance and approval of the dissertation by the Graduate School. The form to schedule the oral examination must be submitted to the Graduation Specialists, The Graduate School, 111 Student Services Building, at least one week prior to the meeting. This form is available on-line and can be submitted by fax to 865-946-1090. University policy requires that the examination be announced publicly and be open to all faculty members. The defense meeting is also announced to the faculty and administration of the College of Nursing at least one week prior to the scheduled date. After obtaining confirmation of the date and time for the defense from all committee members, the student must obtain approval from the chair of the PhD program. The examination involves a formal presentation of the findings by the student lasting no longer than 20-30 minutes, followed by questions from the committee. Visitors are permitted to attend the defense meeting, but do not participate in the deliberations of the committee. Graduation from the program requires a successful defense of the dissertation. The Graduate School has developed a policy regarding remote participation in defense meetings, when one or more individuals cannot be physically present. Please consult the Graduate School website well in advance to ensure proper compliance with this policy.

Thesis/Dissertation Consultant
The Thesis/Dissertation Consultant reviews formatting requirements for all theses and dissertations prepared at UT Knoxville. These requirements must be met in order for theses and dissertations to be accepted by the university as a condition of graduation. Graduate students who are writing theses and dissertations should plan to meet with the consultant at least three or four times during the writing and revision process, including a Preliminary Review and Final Submittal.

All theses and dissertations must be submitted in electronic format. Please disregard any of the previously published guidelines that state they are specifically for “paper” submittal. Submittal requirements are covered at Thesis/Dissertation Workshops each semester, and you can find more information on electronic theses and dissertations at http://web.utk.edu/~thesis/. You can reach the consultant at thesis@utk.edu.

Manuscript Option Dissertation
Instead of producing a traditional dissertation, students may pursue and are encouraged to submit three publishable manuscripts to fulfill the dissertation requirements. Students must comply with applicable University and College guidelines. Choosing this option will be a joint decision made by the doctoral student and the advisor or dissertation chair. The decision to choose the manuscript dissertation option may occur at various times during the student’s program of study: on admission, after completion of any doctoral course, or upon admission to candidacy.
Graduate School Requirements
Refer to UTK’s Guide to the preparation of theses and dissertations [Manuscript dissertation option discussed in chapter IV, p.21]. Each manuscript may be listed as an individual chapter within the document. Graduate students should plan to meet with the Dissertation Consultant (thesis@utk.edu) in the Graduate School at least 3 or 4 times during the dissertation writing process, including a Preliminary Review and Final Submittal.

College of Nursing Guidelines
• The dissertation must be a unified work whereby manuscripts have a common theme aligned with the student’s area of research, including a comprehensive review of literature demonstrating in-depth understanding of the unifying framework

• The manuscript dissertation option in the CON requires that a minimum of three manuscripts be included in the dissertation meeting following criteria:
  o Manuscripts included in the dissertation must have been written while student was enrolled in the PhD Program;
  o One must be accepted [published or in press] and two must be submitted to an appropriate peer-reviewed journal in advance of defense;
  o Format of manuscripts will be dictated by the peer-reviewed journal author guidelines; and
  o The student must obtain written permission from the copyright holder to include the material in the dissertation. If in press or published, a copyright release from the publisher will be included in the appendices of the dissertation.

Types of Manuscripts
Three manuscripts must be included in the dissertation: one addressing state of the science, one reporting study findings, with the third topic selected by the student and the dissertation committee from the following:

• concept analysis and/or theory application related to the study
• instrument development
• methodological innovation
• implications of the study for policy
• implications of the study for practice
• implications of the study for pedagogy

Authorship
• Student must be either sole author or lead author with faculty member who assists in writing of the manuscript[s].
• Manuscripts co-authored with other students will not be accepted
• Co-author’s percent of contribution and role will be documented in the dissertation introduction [chapter 1]
Role of the Dissertation Committee [in addition to description found under Dissertation Advisement, PhD Student Handbook]

- Chair will be involved in or approve choice of manuscript option.
- Committee members will guide the student in the design and implementation of the research study.
- Full committee will meet to approve dissertation proposal.
- Committee will be consulted and/or approve selection of journals for manuscript submission.
- Full committee will review draft of dissertation prior to formal dissertation defense.

Format of Manuscript Dissertation

Abstract all-inclusive [350 or fewer words]

Chapter 1 [Study Introduction] provides overview of research project. Here, the reader is oriented to the student’s scholarly focus area, significance to nursing, gaps in knowledge, purpose of the study. In this introduction, the student describes the manuscripts, tells how they are related, and explains their significance. The distribution of content across the entire dissertation is described.

Chapter 2 [Review of the Literature = State-of-the Science Manuscript 1] integrated review of the literature includes up-dates since manuscript was submitted for publication.

Chapter 3 [Study Methods] description of research design, philosophical/conceptual framework, research questions/hypotheses, variables, and data analysis.

Chapter 4 [Study Findings = Manuscript 2] ordinarily includes a presentation of study findings, including tables and figures illustrating the analysis.

Chapter 5 [Discussion and Conclusions] contains specific implications of the data analysis presented in Chapter 4. The synthesis and interpretation of study findings should show an integration of content of all manuscripts, discussion of the contribution to nursing science, direction for future research, and implications for nursing practice, education, or policy.

Note: Manuscript 3 is selected by the student and the dissertation committee.

Additional References (if any)

Appendix

Monitoring of Doctoral Student Progress

Academic Progress
Academic progress will be reviewed every semester by the student’s chairperson/advisor. Minimum grades of “B” in all nursing doctoral courses and a 3.0 cumulative GPA are required for progression.

Leave of Absence (LOA) and Reinstatement Following an LOA
If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student’s home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious
medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for International Education in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace. The procedure for requesting an LOA involves completion of the form posted on the Graduate School website and obtaining the signature of the Assistant Dean of Graduate Studies, Dr. Sadie Hutson and then submitting the signed form to the Graduate School for approval.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see policy on "Reinstatement" for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one term or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies on "Consequences of Non-Enrollment without Leave of Absence" and on "Readmission").

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated. (also see the graduate policy on "Reinstatement").

If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.
Leaves of Absence from Dissertation
The Graduate Catalog specifies the procedure and length of leaves of absence from dissertation, which must be approved by the Graduate School. Unless a leave of absence has been granted, once you have begun to register for dissertation hours (N600) you must register for a minimum of 3 hours during all semesters, including summer semester, until you graduate.

Standards, Problems and Appeals

Academic Standards

Required GPA
Doctoral students in nursing are required to maintain a 3.0 GPA for continuation in the program. A minimum grade of B is required in all courses in the nursing major. A grade lower than B in a core course results in termination from the PhD program.

Procedure for Determining Satisfactory Progress toward Degree
Each student has a minimum of one advising appointment per semester, wherein his or her portfolio is reviewed with the advisor (see prior section on portfolio).

Policy Regarding Incompletes
According to the Graduate School, a grade of Incomplete (I) is “a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the I will be changed to an F. The course will not be counted in the cumulative grade-point average until a final grade is assigned. No student may graduate with an I on the record” The University of Tennessee Graduate Catalog.

The doctoral faculty adhere to the university policy, which we interpret to mean that Incompletes should be granted only in cases of serious personal or family illness, or other extenuating circumstances clearly beyond student control, which prevent completion of assignments by the university deadlines. Further, Incompletes will be granted only when the student has completed at least 50% of the required work at a satisfactory level of performance. An Incomplete grade must be requested by the student, and it is given at the discretion of the instructor. The terms for the removal of the I are also decided by the instructor. Please note that Incompletes prohibit progression for some course sequences in which
the activities of the second course are basically a continuation of the work initiated in the first course. Therefore, taking an I in 601 prevents enrollment in 603.

Student Conduct
Expectations of nursing student conduct are based on the Rules of the University of Tennessee as promulgated by the Legislature as follows:

Chapter 1720-4-8
Maintenance of Ethical and Professional Standards - Nursing

Table of Contents
1720-4-8-01 Introduction
1720-4-8-02 Reasons for Suspension or Remedial Action

1720-4-8-01 INTRODUCTION, Failure to maintain the high ethical and professional standards of the nursing profession may subject a student in the College of Nursing to permanent dismissal or other appropriate remedial action by the University.

Authority: Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807. Chapter 64, Administrative History:

1720-4-8-02 REASONS FOR DISMISSAL OR REMEDIAL ACTION

(1) A student enrolled in the College of Nursing is subject to disciplinary action up to and including permanent dismissal for engaging in the following acts of misconduct:

• Commission of any offense classified as a felony by Tennessee’s criminal statutes or by Federal criminal statutes.

• Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.

• Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.
• Violation of the Standards of Conduct listed in Section 1720-4-3-03(1).

• Other unprofessional or unethical conduct which would bring disrepute or disgrace upon student or profession or which would tent to substantially reduce or eliminate the student’s ability to effectively practice his/her profession.

(2) A student applying for admission to the College of Nursing shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.


**Academic Integrity**

Academic Integrity is a responsibility of all members of the academic community. An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. The honor statement to which students at The University of Tennessee are required to affirm is: **As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.**

Students are expected to sign an acknowledgement form indicating knowledge of and commitment to academic integrity (see Appendix G) The student handbook, *Hilltopics* ([http://dos.utk.edu/publications/hilltopics/index.html](http://dos.utk.edu/publications/hilltopics/index.html)), published and distributed annually, contains the statement of The University of Tennessee standards of conduct and all discipline regulations and procedures, including procedures to be used in cases of alleged academic dishonesty of plagiarism. (See appendix B for more detailed discussion of Plagiarism).

Regulation of academic dishonesty is the immediate responsibility of the instructor. However, students are not excused from complying with the Honor Statement because of an instructor’s failure to prevent or discourage academic dishonesty.

(1) When an act of alleged academic dishonesty is discovered by or brought to the attention of an instructor, the instructor shall inform the student orally or in writing about the alleged academic dishonesty, describe the evidence supporting the allegation, and give the student an informal opportunity to respond to the allegation(s) and evidence. The instructor may proceed with imposing an academic penalty for academic dishonesty if the student has not responded to the instructor’s notice to the student concerning the alleged academic dishonesty.

(2) After giving the student notice and an informal opportunity to respond, if the instructor concludes that the student engaged in academic dishonesty, then the instructor may take any or all of the following actions:

(a) Impose an academic penalty of a failing or reduced grade in an academic exercise, assignment, examination, and/or course; loss of credit for the work involved; an assignment to repeat the work, to be graded on its merits; or an oral or written reprimand.
i. If the instructor decides to impose an academic penalty, then the instructor shall notify the student of the charges, evidence, findings, penalties imposed, and the procedures to appeal the findings and/or penalties. The notice should be countersigned by the Assistant Dean.

ii. Copies of the notice to the student shall be submitted to the Office of Student Judicial Affairs*, the Assistant Dean, and the Associate Dean for Academic Affairs.

iii. After receiving notice from the instructor, the Office of Student Judicial Affairs* shall provide the student with notice and information relating to an appeal of the instructor’s findings of academic dishonesty and/or academic penalties.

(b) Request that the Office of Student Judicial Affairs* charge the student with violating Standard of Conduct #1, and impose one or more of the disciplinary penalties described in “Penalties” as detailed herein. The instructor is not required to notify a student that a request has been made to the Office of Student Judicial Affairs*.

(3) The Office of Student Judicial Affairs* is responsible for determining whether to charge a student with violating Standard of Conduct #1. The decision of the Office of Student Judicial Affairs* not to charge a student with violating Standard of Conduct #1 may not be used by the student to support an appeal of an academic penalty imposed by the instructor. The Office of Student Judicial Affairs* may charge a student with violating Standard of Conduct #1 regardless of the response of the instructor to the alleged academic dishonesty.

(4) If a student denies a charge of academic dishonesty made by an instructor and/or the Office of Student Judicial Affairs*, and/or if the student does not accept the academic penalties imposed by the instructor and/or the penalties recommended by the Office of Student Judicial Affairs*, then the student may appeal to the appropriate Academic Review Board within seven (7) days of the date of the notice of the academic penalty or disciplinary charge, whichever occurs later. If the student does not file a timely notice of appeal, then the determination of academic dishonesty and the recommended academic penalty and/or disciplinary penalty becomes final.

* Office of Student Judicial Affairs = Office of Student Conduct & Community Standards

Appeal Procedures
General admission, continuation, and graduation requirements are established by the Graduate Council and administered and monitored by The Graduate School. Basic requirements for graduate students are outlined in the Graduate Catalog. Additional admission (progression), retention, and graduation requirements may be established by the College and are available from the College.

Student Rights
A student is entitled to (1) be provided with a written statement of all university and college requirements for continuation and graduation, and (2) receive timely notification of the procedures and criteria for evaluation of academic performance, and the schedule and requirements for diagnostic, qualifying, comprehensive, and final examinations.
Appeals Committee
The College of Nursing's Graduate Appeals Committee hears cases concerning the interpretation of and adherence to College policies in academic matters. The Graduate Appeals Committee hears cases involving admission and retention. In hearing cases involving admission and retention decisions, the Graduate Appeals Committee will decide whether students have been afforded careful consideration through the established review process and have not been dealt within an arbitrary and capricious manner. The Graduate Appeals Committee does not normally review grievances concerning student academic performance (e.g., grades). Procedures pertaining to allegations of misconduct or academic dishonesty are published in Hilltopics under "Student Rights and Responsibilities."

In the appeals process, the Graduate Appeals Committee serves in an advisory capacity to the Dean. The Committee may recommend to: (1) deny the appeal or (2) grant the appeal and issue instructions to the appropriate committee, faculty member, or administrator as may be considered necessary to provide relief.

Due Process for Settling Disputes

Grievance Process

Students, faculty, and staff are bound by administrative policies that detail procedures to be followed in the event that individual parties cannot resolve matters in mutually acceptable fashion. These procedures and descriptions appear in multiple official University publications and all parties are expected and bound to have an adequate familiarization and understanding of these publications and their content.

These policies and procedures govern actions in both formal and informal proceedings involving agents of the university (including students). Examples of University documents that contain such materials include, but are not limited to, Hilltopics, the College of Nursing Graduate Student Handbooks, faculty handbooks, and departmental policies. Information pertaining to allegations of violations of existing rules and/or regulations of The University of Tennessee is published in Hilltopics.

The appeals procedure and the Graduate Assistant Handbook are available at the Graduate School website http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf

For simplicity and clarity the following steps shall be followed by College of Nursing faculty, staff, and students when attempting to resolve a dispute or address an academic issue, a clinical issue, or a student’s mental or physical health concern that is not emergent in nature.

Step 1: Within 5 business days of a situation, either real or perceived, being identified that requires attention of a student, faculty member, or staff member, the individual with the dispute or issue will speak directly with the party involved (e.g., course faculty). If a mutually agreeable plan of action can be developed at this point, no further escalation is necessary. When each party satisfactorily fulfills all
portions of the mutually agreed-upon plan, the situation is considered resolved. If a mutually agreeable plan of action cannot be reached, or if either party does not fulfill any portion of the mutually agreed-upon plan to the satisfaction of the other party, the situation will progress to Step #2. If a mutually agreeable plan of action is reached, a written and signed copy of the plan will be given to the parties involved and a copy put in the student’s file.

Step 2: Within 5 business days, the student must submit a formal grievance request to the Executive Associate Dean of Academic Affairs and the involved faculty/staff identifying the grounds for appeal found on the Graduate School website and referenced in the Graduate catalog. The grievance request must include all documentation associated with the dispute and supporting the grounds for grievance. The faculty/staff involved in the grievance will submit all associated documentation to the Executive Associate Dean of Academic Affairs and the student within 5 business days of being notified of the grievance request by the student.

Step 3: Within 10 business days of receiving the Graduate Grievance Committee’s recommendation, the Dean will notify the student in writing of his/her decision and of the right to further appeal to the Graduate School.

ONLY grievances concerning grades and grievances concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education may be appealed to the Graduate School (page 3 of graduate council appeals procedures).

University Appeals Procedure (http://gradschool.utk.edu)
GENERAL POLICIES

Substance Abuse and Drug/Alcohol Testing Policy

I. Purpose of Drug/Alcohol Testing Policy

Nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable health and safety risk for patients and health care colleagues and undermines the public’s trust in the nursing profession. Preventing and/or detecting substance abuse is particularly critical for undergraduate students in the upper divisions and for graduate students in all programs, where students spend a considerable amount of time learning patient care in a variety of clinical settings.

Therefore, the following policy has been adopted to:

1. Protect the health and safety of patients and health care colleagues;
2. Preserve the public’s trust in the nursing profession;
3. Comply with the University’s agreements with affiliating clinical agencies; and
4. Maintain a drug-free workplace and academic environment and complement the University’s Drug-Free Campus and Workplace Policy and the University’s Student Code of Conduct.

II. Definitions of Terms Used in This Policy

The term “CON” means the University of Tennessee, Knoxville’s College of Nursing.

The term “drug testing” or “drug test” means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

The term “Health Compliance Officer” means the Health Compliance Officer for the University of Tennessee, Knoxville’s College of Nursing.

The term “Health Care Provider” means a licensed Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician’s Assistant (PA).

The term “illegal drug” means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; or any drug or substance which is not a legal prescription.
prescribed; any over-the-counter drug being used at a dosage level other than that recommended by
the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer;
and any drug being used for a purpose or by a person not in accordance with prescribed medical
therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or
hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin,
methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

The term “impaired” means that a person's mental or physical capabilities are reduced below their
normal levels (with or without any reasonable accommodation for a disability). An impaired nursing
student manifests deterioration in the level of function as compared to that previously observed, or
the nursing student does not function at a level normally expected under the prevailing
circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity
and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment,
attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include
addiction to and/or physical dependence upon chemical substances.

The term “nursing student(s)” or “student” means any individual enrolled in the CON in pursuit of the
BSN, MSN, DNP, or PhD in Nursing degree, including registered nurses (RN) and students taking courses
via distance education, special students, or in post-graduate study, either alone or in combination with
any other degree, regardless of the specific location of the student.

The term “positive,” with respect to drug testing, means the level identified by the Medical Review
Officer in accordance with guidelines established for healthcare workers.

The term “reasonable suspicion” means that evidence which forms a reasonable basis for concluding
that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise
to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired
behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance,
marked changes in personality or job performance, and unexplained accidents. Such evidence may
come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or
methods.

The term “substance abuse” means (i) the manufacture, use, sale, purchase, distribution, transfer,
or possession of an illegal drug by any nursing student while on University or affiliated clinical
agency premises or while participating in any University or affiliated clinical agency-sponsored or
related activity, including any nursing-related course or clinical training activity; (ii) the illegal use
of a legal drug; (iii) the consumption, possession, or distribution of alcohol, unless approved by the
University or clinical agency, by any nursing student while on University-controlled property; on the
property of an affiliated clinical agency; and/or while participating in any University-sponsored or
affiliated clinical agency-sponsored or related activity, including any nursing-related course or clinical
training activity; and/or (iv) a nursing student's use of alcohol or any drug in such a way that the
student's performance in any nursing course, including activities at any clinical agency, is impaired.
III. Policy Requirements

A. Drug and Alcohol Proscriptions and Duty to Notify College of Nursing About Drug/Alcohol Convictions

Substance abuse by nursing students is strictly prohibited and will result in disciplinary action, up to and including permanent dismissal from the CON.

In addition, a violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such a violation may result in the student’s dismissal from the CON. A nursing student who fails to notify the Health Compliance Officer about any such violation within five (5) days of a legal conviction, guilty plea, or plea of no contest for any such violation may be subject to dismissal from the CON.

B. Student’s Agreement to Submit to Drug Testing Upon Admission to College of Nursing Programs and to Submit to Subsequent Annual Drug Testing Arranged by the College of Nursing

A student’s admission to the following CON programs is conditioned on the student taking a drug test and receiving results that are negative for the presence of illegal drugs:

1. Upper division of the BSN;
2. MSN;
3. DNP;
4. PhD;
5. RN to BSN; and
6. Certificate Programs

Upon receiving an offer of admission to one of the programs described above, a student shall submit a written authorization to the CON allowing CON vendor designated laboratory to conduct a drug test for the presence of illegal drugs and verify results through CertifiedBackground.com. The student shall agree to submit the drug test results to the Health Compliance Officer.
In addition, until graduation students in all clinical degrees and certificate programs shall submit to an annual drug screen using CON vendor for screenings. The CON reserves the right to random drug screen students for cause.

C. **Drug Testing by Affiliating Clinical Agencies**

In addition to the drug testing required by the CON, nursing students shall comply with an affiliating clinical agency’s drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student has engaged in substance abuse). The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Affiliated clinical agencies have the right to refuse any student for clinical placement based on concerns about that student’s ability to deliver safe treatment or care to patients.

D. **Reasonable Suspicion Drug Testing Requested by College of Nursing**

A nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse may be required to submit to drug testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or a clinical agency. The nursing faculty member’s/clinical agency’s request to drug test shall be documented (see **Attachment A**) and may be based on a variety of factors, including but not limited to:

1. observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;

2. erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;

3. information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;

4. substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

A request to drug test a nursing student shall be submitted to the Health Compliance Officer, who will determine whether there is a reasonable suspicion of the nursing student engaging in substance abuse.

The following procedures will be followed if the Health Compliance Officer determines that there is a reasonable suspicion of substance abuse:
As soon as practicable, a drug test will be arranged by the CON, unless done in cooperation with the affiliating clinical agency. The test shall screen for the use of illegal drugs and/or for the use of any drugs which are reasonably suspected of being abused by the student.

The cost of reasonable suspicion drug testing will be borne by CON student.

The Health Compliance Officer will be notified of all test results.

Until the Health Compliance Officer receives the drug test results, the student will not be allowed to participate in clinical activities.

Nothing in this section shall be construed to prohibit an affiliating clinical agency from conducting or ordering a drug test in accordance with the affiliating clinical agency’s policies and procedures.

### E. Consequences Relating to Drug Tests

If a student tests positive for a prescribed drug, then the student must obtain a written statement from a qualified health care provider that the medication is prescribed and will not interfere with safe clinical practice.

If a student tests positive for an illegal drug or prescribed drug without a valid prescription then the nursing student will be deemed unable to meet the essential qualifications/functions of the nursing curriculum, will be dismissed from the CON (or not admitted to the CON), and will not be eligible for readmission if the student:

1. Tests positive for substance abuse;

2. Refuses or otherwise fails to submit to a drug test required under this policy; or

3. Tampers with, contaminates, or switches a sample (or attempts to do any of those things).

The Health Compliance Officer will notify a student who has a drug test that is positive for substance abuse.

If a drug test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease, the student will be released from further action, and the student will be permitted to make up clinical work, if any, that the student missed during the pendency of the drug test.
F. Appeals

If, after receiving a drug test that is positive for substance abuse, a student denies having engaged in substance abuse, then the student will be given the option of taking another drug test within twenty-four (24) hours of the notification to the student about the positive drug test. Student will be responsible for the cost of the repeat drug lab test. If the second drug test is also positive, then the student will be dismissed from the CON and will not be eligible for readmission to the CON. If the second drug test is negative, then the student will be permitted to continue in the CON.

If a student is dismissed from the CON because of a positive drug test, then the student may appeal that decision to the Dean of the College of Nursing. The student must submit a written appeal within 3 working days. The Dean of the CON will appoint a task force made up of the Student’s Program Chair and 2 additional faculty members to hear the appeal.

G. Confidentiality

All drug testing results will be treated by the CON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate CON officials to perform their job functions (e.g., the CON’s Health Compliance Officer, appropriate CON program directors, the CON’s Director of Student Services, and course coordinators of the student’s clinical courses), disclosure is needed to protect the health and safety of others, or the student has consented in writing to the release of the information. The CON and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic and disciplinary purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

Policy approved by College of Nursing Faculty on May 2, 2016
Social Media Guidelines

The proliferation of new technology platforms for social media necessitates guidelines as we integrate these new technologies into our lives. Social media can provide a number of benefits. It can be used for professional networking; educating patients, family members, and even other healthcare professionals; and communication. With appropriate approval of the IRB, content and meaning of social media communications may also be used in research. In addition, nurses frequently use blogs, forums, and social networking sites to share experiences and methods. These are useful outlets for expressing emotions as well as seeking and receiving support. However, these services must be used within the confines of the healthcare and nursing industry standards, specifically in regards to confidentiality and privacy (HIPAA). Employers often conduct web searches on job candidates, and the information they find can impact their decision to extend employment offers. Even ostensibly private posts and online activity can be uncovered with simple search engine queries. Therefore, prudent and professional use of social media is imperative to your role as a student at the University of Tennessee Knoxville (UTK) College of Nursing (CON). As a member of the UTK CON community you have a duty to protect the reputation of your school, your classmates, your patients, and yourself.

The UTK CON upholds the American Nurses’ Association Principles for Social Networking (2011). Content in brackets reflects University of Tennessee specific language.

1. Nurses must not transmit or place online individually identifiable patient [instructor, classmate, or College of Nursing official] information.
2. Nurses must observe ethically prescribed professional patient-nurse [instructor-student, student-student, UT representative-student] boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s [faculty, classmate, representative of UT] privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

In addition, the American Nurses Association offers “6 Tips to Avoid Problems”

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship. Do not share or post information or photos gained through faculty-student, student-student or UT representative-student relationships unless permission granted.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients [faculty, UT representatives] blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, [faculty, students, UT representatives] even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Violations of social media guidelines should be reported to course faculty and/or programs chairs for investigation. Violations may result in sanctions up to and including dismissal from the nursing program. In addition, violations of HIPAA may result in federal prosecution, fines, and imprisonment.

References:


**Student/Client Audio tapes, Videotapes and Photographs**

Whenever an interaction with a client is to be recorded:

1. The faculty member will determine if recorded interactions are consistent with the policies of the institution where the recording will occur.
2. Students and faculty will adhere to institutional policy.
3. Strict confidentiality will be maintained.
4. The purpose of the recording will be explained to the client.
5. The client will be informed that he/she may decline from being recorded, before or during said recording, without consequences.
6. In cases where clients are not associated with an agency, written informed consent from the client will be obtained and retained on file in the Dean’s office.

Whenever photographs of clients or others are taken:

1. A nursing faculty or professional staff member will determine if the proposed photography activities are consistent with the policies of the institution, if appropriate.
2. Students and faculty will adhere to institutional policy.
3. The intended use of the photographs will be explained to the client(s).
4. Informed consent forms will be signed by individuals being photographed and will be retained on file in the Dean's office.
Fire and Smoking
1. If a student suspects a fire or smells smoke in the building, he/she should not hesitate to pull the fire alarm.
2. In the event of a fire alarm all occupants of the building should immediately evacuate the building through the nearest exit. Doors should be closed after all persons have exited. Occupants must use the stairs and not attempt to use the elevator.
3. No one should re-enter the building until instructed to do so by fire safety or college administrative officials.
4. For the health and safety of students and faculty, smoking is not permitted within the College of Nursing building.

Release of Information
The Family Rights and Privacy Act, 1974, Code of Federal Regulations 99.1, through the "Buckley Amendment," supported by Tennessee Statute Title 15 305, Sub (2), applies to the dissemination of student information. Strict obligations are set forth to ensure control of all student data.

It is the policy of The University of Tennessee, College of Nursing to meet both the letter as well as the spirit, of the law. To achieve this goal, the following UT, College of Nursing forms have been developed.

1. The Authorization for Release of Information* form must be completed by the student before any information is released by the College of Nursing. The student may designate a UT, College of Nursing faculty member or members to provide requested information.
2. It is the student's responsibility to complete and keep current a Student Activity Data Form*. This information is utilized in the dissemination of information for scholarships, references, etc. as authorized by the individual student.

*The above forms (see Appendix F) are available in the College of Nursing Student Services Office, Room 203.

Inclement Weather
The University of Tennessee will remain open except in the most severe weather conditions. The Chancellor may officially close or suspend selected activities of the University because of these conditions. Campus and local radio and TV stations will be notified so that appropriate announcements can be made. If the University remains open, faculty and staff are expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. If students are absent due to weather conditions, they are responsible for missed class work, and it is the instructor's responsibility to provide a reasonable opportunity for students to make up missed work or exams. If the University is open and a clinical activity is canceled by a faculty member or preceptor due to severe weather, students will be notified by a prearranged mechanism, e.g., a telephone chain.
Student Recognitions

UT College of Nursing students are selected by the college for recognition by various groups. Students must complete their Student Activity Form (see Appendix H), to be considered for these various recognitions. Some of these recognitions are:

- Who's Who of American College Students. The CON Student Services Committee selects UT nursing students each year for inclusion in this publication.

- Professional Promise Award. Nominations for this award are forwarded by the Dean to the chancellor for possible recognition at the annual Chancellor’s Honors Banquet.

- Induction into Phi Kappa Phi scholastic honor society. Membership in this society is by invitation only.

- PhD Academic Excellence Award. Given annually to a doctoral student who has exhibited outstanding performance in scholarly work during their educational program. The student must be currently enrolled or have graduated during the previous twelve months. Recipient will be selected by faculty vote.

- The Martha E. Rogers award is available to students conducting dissertation research based on a nursing conceptual model or theory. Students must make application for this award.

- Dr. Sandra P. Thomas PhD Award is given annually to a PhD Student who is demonstrating successful academic performance.

- Sigma Theta Tau International Honor Society

Membership in Sigma Theta Tau is an honor conferred upon selected nursing students in the undergraduate and graduate programs who have demonstrated excellence in their nursing programs (minimum 3.0 GPA—undergraduate and 3.5 at the graduate level). Graduates of nursing programs who had good records as students and whose professional careers demonstrate commitment to the ideals and purpose of the profession and the honor society are also eligible for membership. The total membership includes students, graduates of the College, transfer members from other chapters, and nursing leaders from the community.

The purposes of Sigma Theta Tau are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment of the ideals and purposes of the profession.
Other Professional Nursing Organizations
All nursing students are encouraged and expected to participate in professional organizations such as the American Nurses' Association or the National League for Nursing, as well as their nursing specialty organizations. The National League for Nursing and American Nurses' Association offer reduced membership rates for students.

Ceremonies, Traditions, Organizations
Homecoming, a University celebration each Fall, welcomes alumni back to the campus. Traditionally, students decorate the front window of the College of Nursing according to the Homecoming theme. Students are encouraged to participate in all Homecoming activities.

Research Day is an event held each year to promote research. A keynote speaker highlights an aspect of nursing research, and community nurses, faculty, and graduate nursing students present research projects.

Distinguished Nursing Lecture is a yearly event where distinguished nursing teacher(s) or researcher(s) presents to students, faculty and the community.

Nurses' Week, May 6-12, each year includes a variety of activities. (May 12 is Florence Nightingale's birthday and also Martha Rogers'.) Please plan to participate in as many of the activities as you can!

Other events are scheduled throughout the year. Please check the Blackboard PhD Faculty-and-Student-Community site, course syllabi, bulletin boards, and web site for additional events.
COMMUNICATION MECHANISMS

Publications
Nursing Report is published annually for alumni and friends by the College of Nursing, Public Relations Committee. The publication is primarily devoted to report the state of the College and its alumni, students, and faculty.

PhD newsletter is published once per semester and distributed electronically to all Faculty and students.

The Beacon is a student newspaper distributed campus-wide.

PhD Student Orientation
An orientation meeting is scheduled each fall to acquaint new students to the program and inform continuing students of changes.

Announcements
Most notices for doctoral students are posted in Canvas; go to PhD-Student-and-Faculty community. Also check the website http://nursing.utk.edu/graduate-programs/doctor-of-philosophy-in-nursing-phd/

Mailboxes
Faculty and staff mailboxes are located in Room 338A. Please give materials to be placed in faculty mailboxes to one of the administrative assistants. Faculty and staff mailboxes are accessible from 8:00 a.m. to 5:00 p.m.
UNIVERSITY SUPPORT FACILITIES

Writing Center
212 HSS, 974-2611

The writing center, centrally located on the UT campus, is designed to serve the needs of the academic community. Whether you are a student or a faculty member, whether you have nearly completed a document or are having trouble getting started, tutors can give you useful advice.

Tutors can guide you through every stage of the creation of your document, from generating ideas to planning and outlining, from revision on the structural level to revision on the sentence level, where you may be struggling with points of grammar or style. Tutors are either English Department instructors or graduate students pursuing M.A.s or PhDs in English. Most of them are specializing in rhetoric and composition. The center operates the Grammar Hotline (974-2611) during the open hours for persons who have questions that can be answered in less than five minutes. Of course, tutors will not edit documents for you; their service is instructional.

For your use, the Center keeps a wide variety of composition textbooks, writing manuals, and dictionaries. You are also welcome to use one of our word processors. There are several Macintoshes and Dells, all of them connected to laser printers. (You are asked to bring your own disks; and because we are not a computing center, you are asked to use these machines only if you are being tutored there.)

No appointments are necessary; just walk in and you will be assigned to a tutor. Then, after your first tutorial, you can arrange to meet with your tutor on a regular basis, if you wish. Every three weeks or so, to acknowledge your work, we will send your instructor a report of your attendance.

Drop by and visit the center at any time during the semester!

Student Counseling Center
Students experiencing personal adjustment problems or crises may contact the Student Counseling Services Center by calling 974-2196. There are individual and group sessions available. All sessions are confidential. An advisor may recommend that a student seek counseling if personal crises negatively influence academic or professional performance.
UT COLLEGE OF NURSING POSTDOCTORAL PROGRAM AND POLICIES

Postdoctoral scholars pursue advanced educational experiences to enhance their preparation for academic and/or research careers. These scholars provide major contributions to the research and scholarly missions of the University. The policies and program outlined below are designed to enhance and promote the postdoctoral experience in the College of Nursing at University of Tennessee, in accordance with recommendations of the Committee on Postdoctoral Education of the Association of American Universities¹ and the Committee on Science, Engineering, and Public Policy of the National Academies of Sciences and Engineering and the Institute of Medicine².

Definition of a Postdoctoral Appointment:

- The appointment is viewed as preparatory for a full-time academic and/or research career and is not part of a clinical training program;
- The appointment involves substantially full-time research or scholarship;
- The appointment is never permanent, and the total postdoctoral experience allowed by the University of Tennessee, including all such appointments both internal and external to the University, may not exceed 6 years;
- The appointee was recently awarded a Ph.D. or equivalent doctorate in an appropriate field or is a more senior doctorate-holding individual pursuing a career change;
- The appointee is supervised by a College of Nursing faculty member who holds a PhD degree or equivalent, and is qualified and willing to mentor the appointee;
- The appointee has the freedom, and is expected, to publish the results of his or her research or scholarship obtained during the period of the appointment.


Postdoctoral Appointments
An appointment can only be secured if there is a College of Nursing faculty member qualified and willing to mentor the applicant. It must be clear that the applicant will join the faculty member’s existing program of research, assisting with data collection, data analysis, and/or dissemination, as appropriate to the stage of the ongoing project.
The application process includes submission of:

- Letter to the Chair of the PhD Program, proposing goals and objectives for the post-doctoral study, along with current curriculum vitae
- At least 2 letters of reference from individuals familiar with the applicant’s scholarly work
- Specific time frame for achievement of the goals and objectives
- If an international applicant, evidence of English language proficiency (TOEFL score of at least 550 on the paper test, 213 on the computer-based test, or 80 on the Internet-based test)
- A 4-5 page synopsis of previous scholarly work, including papers published in English language journals, along with ideas for future development in the focus area
- If an international applicant, completion of a brief essay on a specified topic, as a second screen of writing and language abilities
- If an international applicant, proofs that CIE requirements have been satisfied, including evidence of financial support from the home country

**Appointment Review and Termination**

The appointee must hold a Ph.D. or equivalent doctoral degree or provide a letter from the degree-granting institution that all requirements for the degree have been completed prior to the initial appointment.

Recruitment of postdoctoral scholars may include advertisement through appropriate mechanisms; however, in recognition of the special needs of externally funded investigators and the limited duration of postdoctoral appointments, recruitment (and/or hiring) of postdoctoral scholars is permitted without advertisement or search.

Offer letters to postdoctoral scholars are written by the Chair of the PhD program but must be approved by the Associate Dean for Academic Affairs and the Dean, and must state the conditions of the appointment including the scholar’s responsibilities, appointment duration, and any salary and benefits (presently, the College of Nursing is not able to offer salaries and benefits unless the post-doctoral scholar will be paid from a faculty member’s grant). Copies of all offer letters must be maintained in college files.

The faculty mentor states in writing his/her expectations when the offer is extended. Rights to authorship of publishable work, intellectual properties, and project areas developed by the postdoctoral scholar must be addressed in the statement of expectations. Faculty member and mentee sign a contract affirming mutual agreement on these matters. Discussions of mentor expectations and postdoctoral scholar rights should continue throughout the appointment as the Postdoctoral Oversight Committee monitors the educational and training experiences of the postdoctoral scholar. This committee includes the faculty mentor, the chair of the PhD program, the Associate Dean for Academic Affairs, and the Associate Dean for Research. The committee provides ongoing evaluation to the postdoctoral scholar and written evaluations of his/her performance and development, and copies of the evaluations are filed in the office of the Chair of the PhD Program. The contract between mentor and mentee can be terminated if the mentee is not fulfilling its specifications.
Responsibilities of the Faculty Mentor
The relationship between the postdoctoral scholar and the faculty mentor is critical in the postdoctoral experience. The mentor, in most cases, is responsible for providing a working environment that promotes and enhances the scholar's professional development. The mentor is expected to insure the scholar complies with all applicable policies and guidelines for responsible and ethical conduct of research and for regulatory compliance. The faculty mentor participates in performance evaluations (as described above) and is expected to assume primary responsibility for career advising and/or assistance in job placement.

Postdoctoral Training Program
The postdoctoral trainee participates in an intensive mentoring experience preparing him/her for a career in a specific academic/research area including more advanced postdoctoral experience. Trainee appointments are typically intended for scholars who have been recently awarded doctorates, but exceptions may be made for more senior scholars seeking specific training opportunities. For example, a scholar may wish to develop expertise in phenomenological or grounded theory research methodology, or in performing biological assays conducted in the college's psychoneuroimmunology laboratory.

Benefits provided to trainees are limited but usually include the following:
• Attendance and/or presentations at selected classes, seminars, and colloquia
• Professional development including English language assistance, assistance with scientific writing, proposal preparation, career advising, and applications for grant funding
• Access to all libraries and computer technology of the university
• Office space as available
• Opportunities for networking and collaboration with scholars from other disciplines

* adapted in part from a document presented to the Graduate Deans Group of the University of Tennessee on March 28, 2005  (Chair Robert N. Moore, Vet Medicine)
Concomitant Minor or MS in Statistics

Students seeking a minor or concurrent MS in statistics are advised to obtain current requirements directly from the Department of Statistics in the College of Business. Ordinarily, the minor in statistics includes 5 courses, and the concurrent MS in statistics includes 8 courses. Statistics courses taught in the College of Nursing are not included in these requirements.
APPENDIX B

Graduate Minor in Epidemiology
Graduate Minor in Epidemiology

Required Semester Hours: a minimum of 12 semester hours

Required coursework (hours):

- Public Health 540 – Principles of Epidemiology (3)*
- Public Health 530 – Biostatistics (3)
- Public Health 542 – Advanced Epidemiologic Methods (3)

Elective Coursework: In order to obtain 12 semester hours, the student must choose at least one course from among the courses listed in the table on the next page. This list includes courses that involve quantitative methods as well as those which involve primarily qualitative methods. The course instructors have been contacted and agree to allow students outside of their Department to enroll in their course. For the most part these courses have no specific prerequisite, but students in the Minor in Epidemiology Program would be expected to obtain the instructor’s permission before enrolling.

*N579 Epidemiology for clinical practice has been approved as a substitute for Principles of Epidemiology. This on-line course is offered in the fall.
<table>
<thead>
<tr>
<th>Discipline</th>
<th>Course #</th>
<th>Course Name</th>
<th>Instructor</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Science</td>
<td>571</td>
<td>Design and Analysis of Biological Research</td>
<td>Saxton, A.</td>
<td>3</td>
</tr>
<tr>
<td>Child and Family Studies</td>
<td>650</td>
<td>Advanced Qualitative Research Methods</td>
<td>Blanton, P.</td>
<td>3</td>
</tr>
<tr>
<td>Comparative &amp; Experimental Medicine-Vet Md (CEM)</td>
<td>501</td>
<td>Special Topics in Comparative &amp; Experimental Medicine: Zoonoses for The</td>
<td>Rohrbach, B.</td>
<td>1(6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Health Practitioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative &amp; Experimental Medicine-Vet Md (CEM)</td>
<td>504</td>
<td>Descriptive and Applied Epidemiology</td>
<td>Odoi, A.</td>
<td>3</td>
</tr>
<tr>
<td>Comparative &amp; Experimental Medicine-Vet Md (CEM)</td>
<td>606</td>
<td>Clinical Epidemiology</td>
<td>Rohrbach, B.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GIS and Geographical Epidemiology</td>
<td>Odoi, A.</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Studies in Education/Educational</td>
<td>560/555</td>
<td>Introduction to Qualitative Research in Education</td>
<td>Anders, A.; Paulus, T.</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>505</td>
<td>Quasi-Experimental and Single-Subject Design Research</td>
<td>McCallum, R.</td>
<td>3</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>521</td>
<td>Physical Activity Epidemiology Methods</td>
<td>Fitzhugh, E</td>
<td>3</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>635</td>
<td>Physical Activity &amp; Positive Health</td>
<td>Fitzhugh, E,</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thompson, D.</td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td>541</td>
<td>Research Methods</td>
<td>Hansen-Petrick, M.</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>522</td>
<td>Multiple Regression for Social Sciences</td>
<td>Gaertner, L.</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>537</td>
<td>Statistics for Research I</td>
<td>Schmidhammer, J.</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>571</td>
<td>Statistical Methods</td>
<td>Leon, R.</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>538</td>
<td>Statistics for Research II</td>
<td>Schmidhammer, J.</td>
<td>3</td>
</tr>
<tr>
<td>Sociology</td>
<td>462</td>
<td>Population</td>
<td>Bohon, S.</td>
<td>3</td>
</tr>
</tbody>
</table>
APPENDIX C

Guideline for Writing Papers
GUIDELINE FOR WRITING PAPERS
Sandra P. Thomas, Ph.D., R.N., FAAN

Writing good papers is crucial to success in graduate school; in many graduate courses, grades for term papers are key determinants of final course grades. My purposes in compiling these guidelines are: (1) to point out some problems I frequently observe; (2) to suggest some remedies; and (3) to ensure that all students have received the same basic information regarding the College of Nursing's expectations for a formal paper.

Problems in Student Writing and Remedies

1. Failure to organize your material prior to writing

   Almost all graduate school papers involve the integration and synthesis of large amounts of information gathered through literature searches. A common problem is the lack of integration of such material in any sensible or meaningful way. The paper is merely a patchwork quilt of quotations held together with a few transitional sentences.

2. Failure to follow APA format

   The College of Nursing has selected the American Psychological Association format, one of the most widely used formats for technical writing in the U.S. Most instructors deduct points for failure to adhere to the conventions of the APA system. Many changes have been made in the 6th edition of the manual (2010); careful review is recommended.

1. Make an outline before you begin to write

   You must decide on a logical, coherent way to tell your story to the reader. An outline is indispensable for most writers. Sort the references into stacks under the headings in your outline; prioritize the order of presentation.

2. Buy a manual and use it when you write

   Become familiar with APA specifications as soon as possible; ask your instructor if you are unsure about any aspects before the due date of your paper.
<table>
<thead>
<tr>
<th>Problem</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Failure to use primary sources</td>
<td>3. See the original material and read it yourself</td>
</tr>
<tr>
<td>It is seldom acceptable to use secondary sources. The old &quot;Gossip&quot;</td>
<td>Remember that authors often quote</td>
</tr>
<tr>
<td>game you played in elementary school illustrates how badly information</td>
<td>selectively to bolster their own points of</td>
</tr>
<tr>
<td>may be distorted when transmitted from person to person. A student</td>
<td>view; when you read the entire document,</td>
</tr>
<tr>
<td>comes to mind who wrote on the entry into practice issue, citing</td>
<td>you may be surprised to see what the</td>
</tr>
<tr>
<td>folks who were opposed to the ANA position and distorting it,</td>
<td>secondary sources omitted.</td>
</tr>
<tr>
<td>without ever seeking the actual ANA resolution to ascertain exactly</td>
<td></td>
</tr>
<tr>
<td>what was said.</td>
<td></td>
</tr>
<tr>
<td>4. Failure to use a sufficient number of references from scholarly</td>
<td>4. Obtain an adequate number of references</td>
</tr>
<tr>
<td>journals</td>
<td>to address your topic</td>
</tr>
<tr>
<td>The instructor wants to see evidence that you reviewed the best and</td>
<td>Ordinarily, you will need to begin work</td>
</tr>
<tr>
<td>most current material available on your topic. Textbooks are obsolete</td>
<td>early in the term. You may need to obtain</td>
</tr>
<tr>
<td>by the time they are printed; therefore, major sources are journal</td>
<td>materials through interlibrary loan or have</td>
</tr>
<tr>
<td>articles. If you are writing about issues to professional nursing,</td>
<td>the librarian call in materials which</td>
</tr>
<tr>
<td>journals for LPNs are not appropriate, nor are popular magazines.</td>
<td>someone else has checked out. Toward</td>
</tr>
<tr>
<td>Unless the topic is of international scope, avoid obscure international</td>
<td>the end of the term, time will run out.</td>
</tr>
<tr>
<td>journals. If you are unsure about the reputation of a journal,</td>
<td>Your instructor will not be sympathetic if</td>
</tr>
<tr>
<td>scan its editorial board and procedures for submitting manuscripts.</td>
<td>you ask for an extension of the paper's</td>
</tr>
<tr>
<td>5. Failure to vary writing style</td>
<td>due date.</td>
</tr>
<tr>
<td>I have graded some papers that were excruciatingly painful to grade;</td>
<td>5. Vary your style</td>
</tr>
<tr>
<td>others were simply boring, even soporific. The problem I am</td>
<td>Don't begin every sentence with the subject</td>
</tr>
<tr>
<td>addressing here is monotonous writing style. Sometimes the content of</td>
<td>(e.g., &quot;the nurse...&quot;; ad nauseam.). Vary</td>
</tr>
<tr>
<td>the paper is acceptable, but the grade is lower than the student</td>
<td>sentence openers. For example, use adverb</td>
</tr>
<tr>
<td>expected due to style problems. Some students have never referred to</td>
<td>clauses and transitional expressions. Read</td>
</tr>
<tr>
<td>a style manual; some have never asked for feedback on style.</td>
<td>back over what you have written. Is it</td>
</tr>
<tr>
<td></td>
<td>interesting to the reader?</td>
</tr>
<tr>
<td>Problem</td>
<td>Remedy</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6. Failure to conform to elemental rules of grammar, punctuation, spelling</td>
<td>6. Pay careful attention to these matters</td>
</tr>
<tr>
<td></td>
<td>Keep a dictionary at your elbow. Review basic grammatical principles.</td>
</tr>
<tr>
<td></td>
<td>Do not switch tenses or switch from third to first person.</td>
</tr>
<tr>
<td></td>
<td>Avoid unnecessary punctuation.</td>
</tr>
<tr>
<td>7. Failure to paraphrase correctly</td>
<td>7. Paraphrase with utmost care</td>
</tr>
<tr>
<td></td>
<td>Please review the College of Nursing's plagiarism policy; its examples</td>
</tr>
<tr>
<td></td>
<td>are quite clear and easy to comprehend.</td>
</tr>
<tr>
<td></td>
<td>Plagiarism is considered a very serious offense.</td>
</tr>
<tr>
<td>8. Failure to provide evidence of original thought</td>
<td>8. Put some of yourself into the paper</td>
</tr>
<tr>
<td></td>
<td>Having read Smith and Jones and Brown, what is your perspective?</td>
</tr>
<tr>
<td></td>
<td>Which authors were more convincing? Which research conclusions were</td>
</tr>
<tr>
<td></td>
<td>flawed? What should be done now to advance the field? Your personal</td>
</tr>
<tr>
<td></td>
<td>perspective should be clear to the faculty member grading the paper.</td>
</tr>
<tr>
<td></td>
<td>Using first person permits a more powerful and persuasive argument.</td>
</tr>
</tbody>
</table>
Bibliography


APPENDIX D

Plagiarism
APPENDIX D

Plagiarism

What is Plagiarism?*

Plagiarism is:

1. Copying someone else's work and passing it off as your own.

2. Quoting or copying directly from a source (book, magazine, etc.) without proper acknowledgment.

3. Borrowing the ideas of someone else, even though you have put them in your own words, without proper acknowledgment in a footnote.

4. Making use of an author's words without using quotation marks even though there is proper acknowledgment.

You must be careful not only to acknowledge the use of the material of others, but also not to borrow the words of the author without using quotation marks. Since you should use quotations sparingly in your paper, you must be sure that you put the ideas of others in your own words.

The following examples will illustrate this type of plagiarism:

ORIGINAL MATERIAL
America was not only shoveling coal during these decades, it was helping fashion a New South. One feature of that New South was the cotton mill. It was largely sustained by the labor of women and children, many of them from mountain counties. Appalachian "hillbillies" mingled with poor whites of the lowlands to form clusters of mill villages in their mutual search for a better existence. The search was grueling. In 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13.

PLAGIARIZED VERSION IN RESEARCH PAPER
America was helping fashion a New South during these decades. The cotton mill, largely sustained by the labor of women and children from mountain counties, was one feature of that
New South. In their search for a better existence, "hillbillies" mingled with poor whites to form mill villages. Their search was grueling since many of the children working in Southern cotton mills were between the ages of 10 and 13.  \[footnote{4}\]

This is a plagiarized paragraph even though acknowledgment to the author has been given in the footnote. The wording is too much like the original. Sentences from the original have been inverted or combined or some words omitted, but the words and the phrases are the original author's, not those of the author of the research paper. Compare this plagiarized paragraph with the legitimate version which follows.

**LEGITIMATE VERSION**

Wilma Dykeman refers to the influence of the cotton mill on the New South and on the Appalachian mountain families who came to work in the mills. The "hillbillies," as well as the poor whites of the lowlands, hoped that industrialization would mean a better life. The grueling existence they found instead is revealed in the fact that "in 1900, 57.5 percent of the children working in Southern cotton mills were between the ages of 10 and 13." \[footnote{4}\]

\* Reproduced by permission from Davis, Beulah. "The research paper," *A brief composition handbook*, Roane State Community College, Harriman, TN.


**THE USE OF QUOTATIONS**

Use quotations sparingly in your research paper. You may want to quote an expert opinion or an important person. A quotation is also appropriate if the original version is written so well that you feel a paraphrase would destroy its impact. However, you must be very selective in your use of quotations. If you have too many quotations in your paper, it will appear that you have not digested or understood the information from your sources, or that you are too lazy to paraphrase the material.

All quotations must be integrated smoothly into the text of your paper. One way of doing this is to introduce the quotation by referring to the author:

As Samuel Johnson said, "Dictionaries are like watches: the worst is better than none, and the best cannot be expected to go quite true."
Rather than quoting an entire sentence, you may find it easier to integrate a partial quotation.

Wrong: "Neither did they want imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

Right: Loyal Jones comments that the Appalachian people do not desire "imposing church buildings because, to them, the church is not of this world and the building is only a place to meet."

If you do not want to refer to the author, or there is no author, you can use introductory phrases such as these:

According to some critics . . .

One source declares that . . .

Some authorities feel that . . .

Opponents of the plan insist that . . .

Another good way to integrate the quotation is to work a partial quotation into your own paraphrased sentence.

To Darl the water is "like hands molding and prodding at the very bones."

A mirror for Appalachia is needed, which will help Appalachians to become "aware of who we are and why, and be at ease with this knowledge."
Remember that you must reproduce quotations exactly as they appear in the original. If there is an error, such as a misspelled word, you must reproduce the error just as it is but indicate that you are aware of the error by inserting Latin word *sic* in square brackets immediately after the error. Otherwise, the reader will assume the error is yours. Any other explanatory matter can be inserted in square brackets.

**EXAMPLE:**

The strides made by the Eastern Cherokees can perhaps best be summarized in a statement by Ted Krenzke, a former Indian agent at Cherokee: "The Eastern Band of Cherokees can be rated among the top 10 percent of all such Indians today (those living on reservations) . . . in employment, personal income, educational services, housing, recreation, health and all kinds of community service."

**ELLIPSIS MARKS**

Use ellipsis marks, three spaced periods ( . . . ), to indicate omissions within quoted materials. Ellipsis marks are not used with quoted words or phrases since it is evident that an entire sentence is not being quoted.

**EXAMPLE:**

"A dictionary . . . is an inventory of the language. . . . It is no task of the maker of it to select the good words of a language."

Notice that there are four periods after language, one to end the sentence and three for the ellipsis marks.

******

It is a rare student who plagiarizes deliberately. Most students need only to be on guard against the unintentional plagiarism. With such examples as are provided by these pages, every student capable of doing college work is capable of avoiding even an accidental infringement.
Since education is meaningless for anyone who lacks intellectual honesty, the person who deliberately plagiarizes has no right to the privileges of membership in a college or university. All institutions and all members of their facilities regard plagiarism as a serious offense to be punished when the occasion arises by serious penalties.

Additional resources are available online through the University Libraries Homepage at http://www.lib.utk.edu/instruction/plagiarism/students.html
APPENDIX E

Committees with Graduate Student Representation
Committees with Graduate Student Representation

**Graduate Grievance Committee**

1. Membership shall be three (3) annually appointed full time faculty members who hold the rank of assistant professor or higher, and one (1) fully admitted graduate student. If any appointed faculty member is unavailable or is disqualified from the case due to prior knowledge or conflict of interest, the dean will appoint alternates as needed to achieve a total of three faculty members. The graduate student will be selected by the dean from a list of students recommended for this role by the major advisor for each of the concentrations and doctoral students recommended by the Chair of the doctoral program. The student will be appointed to the committee at the time the committee is called.

2. The Graduate Grievance Committee shall hear appeals that have been submitted to the Dean of the College by graduate student(s) or applicant(s) to the graduate program. The Committee’s purpose is to review each appeal and make a recommendation to the dean concerning resolution of the appeal.

3. The Graduate Grievance Committee, upon hearing said appeal, shall report its findings and recommendation(s) to the dean who will inform the student in writing about the results of the hearing. If the problem is not resolved to the satisfaction of the student, the next appeal level is the Dean of the Graduate School.

**Curriculum**

1. Voting membership of the GCC shall be faculty from the MSN (2), DNP (2) and PhD (2) programs as well as one (1) student from each of the programs for a total of nine (9) voting members.

2. Ex Officio members would include the Associate Dean for Academic Affairs; Director of Graduate Studies Programs; Chairs of the individual graduate programs; and the Evaluation Coordinator.

3. The Chairperson is elected from the voting faculty members at the first meeting of the academic year.

4. Membership will be for a three-year term with one-third of the members rotating off of the committee each year (2 year one—2 year two—2 year three)

Functions:

1. Evaluate proposed new courses and programs and the discontinuance of courses and programs related to undergraduate education and make recommendations to the faculty

2. Assist faculty in developing undergraduate course proposals

3. Review all proposals for undergraduate curricular change
4. Conduct a review of all baccalaureate courses to determine whether they meet degree requirements and program standards per the evaluation plan

5. Ensure that content and learning experiences increase in complexity across the baccalaureate curriculum

6. Verify that the current curriculum meets national standards of baccalaureate education

7. Assure that current best practices and technology are being implemented in didactic, clinical and online courses

8. Recommend College policies directly affecting student performance

9. Submit approved motions regarding curriculum and policies to full faculty

10. Evaluate curricular outcomes and make recommendations as deemed necessary

11. Analyze data and make recommendations as appropriate to the College’s evaluation plan

Health and Welfare Committee
1. The membership of the Committee shall be twelve (12) members, including the chair. Essential members shall include the Director of Student Services, the Treasurer of the Organization, the Health/Safety Policy Officer and five student representatives (2 juniors, 2 seniors, and the graduate student representative). Four (4) other faculty members, representative of the graduate and undergraduate programs, shall be appointed for a two year term with one half rotating off each year.

2. The Committee will provide continuous review of health and welfare matters, such as health policies that concern faculty and students, and make recommendations; insure that the College is in compliance with University, local (clinical agencies), state (TOSHA), and federal (OSHA) regulations and policies; provide the required in-service training regarding blood borne pathogens.

3. The Committee will also develop, review, and recommend other nonacademic policies and procedures pertaining to faculty and students; plan and conduct activities to meet the social responsibilities of faculty, staff, and students; and, review policies and make recommendations regarding guidelines for disposition of faculty dues.

Dean’s Student Advisory Council (DSAC)
1. Membership shall be two (2) seniors, one of whom is a RN, elected by the senior class at the first class meeting of the fall semester; all students who are serving on the Health and Welfare Committee; the upper-division students who are the College’s representatives to the University’s Undergraduate Academic Council; the graduate student from the Health and Welfare Committee who is the graduate student representative to the Graduate student Association, two (2) masters students (to include one Master’s Entry Student), a DNP student and a doctoral student elected by their peers, and the President of the Student Nurses Association.

2. The Council shall provide a mechanism for systematic dialogue between the Dean of the College and students; advise the Dean about general student problems, issues, and concerns and about matters being considered by the Undergraduate Academic Council and the Graduate
Student Association; and, discuss implications of current or pending College policies and procedures.

**Election of Student Representatives**

From the PhD Program:

The doctoral students elect 1 student each fall to serve on the Curriculum Committee and 1 student to serve on the Dean’s Student Advisory Council.

**Graduate Student Representation**

All graduate students are encouraged to become involved in activities of The University of Tennessee, Graduate Student Association. The Graduate Student Association (G.S.A.) is primarily responsible for representing the academic concerns of the graduate student body. It provides direct input into University policy via voting members on the Graduate Council, Research Council, and Educational Policies Committee. The G.S.A. meets three times per semester as a forum to provide direct and frequent input from graduate students.

The president, vice-president, and college representatives to the G.S.A. are chosen during the annual Student Government elections in April. All graduate students are eligible to vote and to hold office. (Refer to the *Graduate Student Handbook* for further information.)

The College of Nursing has one representative to the Graduate Student Association. The representative is selected in the Spring.
APPENDIX F

Resources for Student Problem Resolution
APPENDIX F

Resources For Student Problem Resolution
Learning to address issues and solve problems in an informed, proactive way helps students improve their knowledge of the University as well as develop personally. When students experience problems at UT, there are several offices available to help them.

For Issues Related to Academic Coursework
Issues related to grades or academic coursework should first be addressed with the course instructor, then the appropriate department head, and finally the dean of the college in which the course is offered. If an appropriate solution cannot be reached through discussions with these individuals, the Associate Dean of Undergraduate Academic Affairs (for undergraduate students) or the Associate Dean of the Graduate School (for graduate students) can offer assistance regarding the best next steps for problem solution. Issues related to academic advising should be addressed first with the advisor, then the director of the appropriate advising center, then the dean of the appropriate college, and finally with the coordinator of advising, who is the Associate Dean for Undergraduate Academic Affairs.

For Issues Related to Campus Life
All comments and concerns related to campus life, student organizations, or student interests should be directed to the Dean of Students Office. Staff in this office will assist in resolving a concern or identifying the appropriate channel of appeal.

Students who are unsure how to initiate the process of problem resolution may contact the Dean of Students (974-3179), the Associate Vice Chancellor for Academic Affairs (974-6641), or the Associate Dean of the Graduate School (974-3251) for assistance in determining the appropriate administrative channels of appeal.

Staff in the following offices provide support and guidance for students who are pursuing the resolution of University-related problems. These staff (1) explore problems encountered by individual students, (2) inform students of appropriate administrative channels that should be utilized for problem solution, and (3) work to address the broader issues and policies that impact all students. Each office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. Students are encouraged to visit any of these offices to share their concerns and ask for assistance.

Associate Dean of the Graduate School (111 Student Services, 974-3251). The Associate Dean of the Graduate School is available to assist graduate students who are experiencing difficulties or want to express academic concerns related to their graduate programs.

2. Dean of Students (413 Student Services Building, 974-3179). The Dean of Students Office sponsors and coordinates activities that focus on student growth and development outside of the classroom. This office advocates on behalf of all students, supplements existing channels of appeal, and helps students to resolve problems in a variety of areas.
3. Office of Equity and Diversity (1840 Melrose Avenue, 974-2498).
The Office of Equity and Diversity (OED) assists the University community in its goal to affirm diversity as an opportunity for personal growth and development. OED provides resources and services for the enhancement of diversity programs campus-wide. In addition, OED works with members of the University community who wish to file a complaint of discrimination or sexual harassment. All complaints receive private and immediate attention.

4. EOD (228 Conference Center, 600 Henley Street, 974-1909).
They provide mediation services whereby people having conflict can work with a neutral third party to resolve their differences. The also offers seminars, internship opportunities, and consultation for individuals or groups. Services are available to students, faculty, and staff. They are voluntary and confidential.
APPENDIX G

College of Nursing Forms

*Please visit the Canvas PhD Students and Faculty Community to access the fillable versions of these forms.*
# ACADEMIC PLAN

Revised: April 2011 PP/MG

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Student ID#: ____________________

Address: ________________________  
Probable Term of Graduation: ______________

Phone No.: ______________________

Notes: ____________________________

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Student Signature: ______________________  Faculty Signature: ______________________

Date: ______________________

Revised: April 2011 PP/MG
INDEPENDENT STUDY AGREEMENT

NAME:

COURSE NUMBER:  N593
CREDITS:       
SEMESTER:

OBJECTIVES:

METHODS OF ACHIEVING OBJECTIVES:

EVALUATIVE CRITERIA:

I AGREE TO THE ABOVE REQUIREMENTS FOR THIS COURSE.

____________________________________
SIGNATURE OF STUDENT

I AGREE TO SPONSOR THIS STUDENT FOR INDEPENDENT STUDY.

____________________________________  ______________________
SIGNATURE OF FACULTY MEMBER                   DATE
THE UNIVERSITY OF TENNESSEE, KNOXVILLE
COLLEGE OF NURSING

ACADEMIC INTEGRITY ACKNOWLEDGMENT FORM

I. Plagiarism

I have received and read the paper entitled "What Is Plagiarism?" and I am aware that throughout all my academic pursuit I am expected to follow the course of intellectual honesty as interpreted in this paper.

Printed Name __________________________________

Signed_______________________________________

Date__________________________________________

II. Code of Ethics

I have received and read the UT College of Nursing's Code of Ethics and agree to abide by these guidelines for behavior while a student at this institution.

Signed________________________________________

Date__________________________________________

III. Graduate PhD Nursing Student Handbook

I have received the UT College of Nursing's Graduate PhD Nursing Student Handbook and agree to abide by these guidelines and policies while a student at this institution.

Signed________________________________________

Date__________________________________________
Agreement for Maintaining a Respectful Learning Environment

I, (please print your name)__________________________, agree to respect the right to a non-hostile learning environment accorded to every University of Tennessee nursing student. Destructive criticism and/or punitive or negative discussion regarding another student will not be tolerated. Any evidence of unprofessional behavior will result in disciplinary action.

Collectively, the students, staff, and faculty of the University of Tennessee College are committed to providing a respectful learning environment in which all students can practice and learn without fear of excess embarrassment or destructive negative feedback.

Signature ____________________________  Date ________________
UNIVERSITY OF TENNESSEE
COLLEGE OF NURSING

Statement Regarding Civil or Criminal Action

Students who have not enrolled in nursing courses for the past year, must sign this statement regarding civil/criminal action in the past year.

Name: (please print)
__________________________________________________________________

UT ID:  ____________________________________

Last clearance on CBC:  _______________________

My signature on this form attests that I have not engaged in any behavior resulting in a civil or criminal action against me.

______________________________________
 (signature)    (date)

Note:  Falsifying any information on this form is grounds for immediate dismissal from the College of Nursing.
THE UNIVERSITY OF TENNESSEE, KNOXVILLE
COLLEGE OF NURSING

GRADUATE STUDENT ACTIVITIES DATA SHEET

NAME ____________________________  CURRENT ________________________

ADDRESS_________________________

PHONE __________________________

A. Documentation of participation and leadership in academic, extracurricular, professional, and community activities while enrolled in the graduate program.

B. Documentation of honors and awards received since completion of undergraduate degree or while enrolled in the graduate program.

C. Documentation of service to the College of Nursing.

[The completion of this form and the maintenance of current information on file in Room 203 is the student's responsibility. This information is used in the dissemination of information for scholarship, references, etc. and recommending honors such as "Who's Who" as authorized by the individual student.]

Approved by Graduate Curriculum Committee: 2/92
Reviewed Annually
UNIVERSITY OF TENNESSEE COLLEGE OF NURSING
PHD STUDENT INITIAL ADVISING SESSION

STUDENT____________________________     FACULTY ____________________
SEMESTER __________________________      DATE _______________________

Full-time Status □ Part-time Status □

Academic Plan Completed? Yes □ No □

Comments: _________________________________________________________

Phase: Foundational activities

First Semester Courses: _______________________________________________

Area of research interest: _____________________________________________
_____________________________________________________________________

Faculty working in area of interest: _____________________________________
_____________________________________________________________________

Portfolio requirements discussed: Yes □ No □

Dissertation options discussed: Yes □ No □

Student-voiced concerns/questions _______________________________________
_____________________________________________________________________
_____________________________________________________________________

Advice/Action _________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Comments: _________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

98
UNIVERSITY OF TENNESSEE COLLEGE OF NURSING
PhD STUDENT ADVISING

STUDENT ____________________  FACULTY ____________________

SEMESTER ____________________  DATE ____________________

Progressing per Academic Plan?  Yes [ ]  No [ ]
If no, describe variation:

______________________________

Phase: Foundational activities [ ] Preparation for candidacy [ ]  Candidacy [ ]

Current Courses: ________________________________

Current academic standing: Undetermined [ ]  Good [ ]  At Risk [ ]
Advice /Action taken:

______________________________

Concerns (Faculty or student-voiced):

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

Portfolio up-to-date:  Yes [ ]  No [ ]  Not available [ ]
Action taken:

______________________________
RESEARCH

N609 Experiences:
Semester: ________  Faculty: ______________
Role/ description of activity: ____________________________________________________________

Semester: ________  Faculty: ______________
Role/ description of activity: ____________________________________________________________

Funding: Proposal submitted  Yes ☐  No ☐
Type/Agency: ________________________________________________________________
Result: ________________________________________________________________

TEACHING

Graduate Student Assistant?  Yes ☐  No ☐  Semester ___________
Course and Role: ________________________________________________________________

Education Minor Practicum:  Yes ☐  No ☐  Semester ___________
Description: ________________________________________________________________

SERVICE

Professional organization membership: (Include offices held)
____________________________________________________________________

College of Nursing Committee membership:
____________________________________________________________________

PRECEPTORSHIP

Individually-designed practicum, field, or internship experiences (including policy or research institutes) in administrative, educational, research, or clinical practice settings.
Yes ☐  No ☐  Semester ___________
Description: ________________________________________________________________
ACCOMPPLISHMENTS (since last advising session):

Presentation (external to College):
Poster [ ] Paper [ ]
Abstract submitted: Date ______ Decision: Pending [ ] Accepted [ ] Rejected [ ]
Venue (Event, date, place):

Poster [ ] Paper [ ]
Abstract submitted: Date ______ Decision: Pending [ ] Accepted [ ] Rejected [ ]
Venue (Event, date, place):

Publication: Title
Primary Author [ ] Contributing Author [ ]
Date submitted: ______ Decision: Pending [ ] Accepted [ ] Rejected [ ]
Journal:

Title
Primary Author [ ] Contributing Author [ ]
Date submitted: ______ Decision: Pending [ ] Accepted [ ] Rejected [ ]
Journal:

Article Review: Journal
Date submitted: ______ Faculty

Scholarship (funding):

Award(s):

Other:
GOALS FOR COMING SEMESTER


STUDENT SIGNATURE    FACULTY SIGNATURE
NURSING 609 RESEARCH PRACTICUM

Course Description: Supervised individual or group research experience under guidance of faculty (3 credits). Prereq: Consent of instructor. May be repeated. Maximum 12 hours total. S/NC or letter grade. Taught every semester.

Guidelines:

The student confers with their advisor to identify a faculty member who is actively involved in an area of scholarship that is of interest to the student. The student may wish to acquire specific skills (regression analysis, phenomenological interviewing) or expand knowledge of the research topic, theoretical framework, or data collection techniques.

1. The N609 faculty and student agree upon:
   a) the topic,
   b) goals for the project,
   c) student role, and
   d) evaluation methods.
2. Prior to registering for N609 the student must:
   a) complete this form and
   b) provide a copy of the form to the PhD Chair and the CON Student Services (Room 203). The form will be filed with the CON student record. Students should keep a copy of the form for their records. Until signed form is submitted to Nursing Graduate Program, the ability to register for the course is blocked.

Description of Scholarly Activity to be Completed (Attach an additional sheet if necessary):

SEMESTER: _____________   N609-_____   CRN#: _____________   Credit Hours: ____________

APPROVAL SIGNATURES:

Student Name_____________________________   Student ID Number_____________________

Student Signature__________________________________   Date______________________

Faculty Signature __________________________________  Date______________________

Advisor Signature__________________________________  Date______________________

Received by Graduate Program L. Phillips:  Date_______________________
Doctoral Program Milestones

Program of study reviewed with advisor

Preliminary Examination
Selection of doctoral dissertation chairperson and committee members (3 of the 4 must be approved by the Graduate Council to direct dissertations)

Doctoral Committee Appointment Form is completed and submitted to the Graduate School

Comprehensive examination after completion of all course work (exam may include written and oral components)

Admission to candidacy (form submitted to Graduate School with committee signatures and signature of CON Assistant Dean of Graduate Studies)

Dissertation proposal defended and approved by committee

College of Nursing Human Subjects Committee approval of research plan

IRB approval of research plan

Dissertation research completed

Application for graduation filed

Copies of dissertation sent to committee 2 weeks before deadline

Oral dissertation defense

Submission of dissertation to Graduate School

Hooding and reception

UNIVERSITY OF TENNESSEE COLLEGE OF NURSING
REQUEST TO ADD MASTER’S LEVEL COURSES

From time to time, doctoral students whose research is moving into a new area may find that their master’s preparation is insufficient. For example, a student whose background was critical care nursing may decide that her/his current interest pertains more so to mental health. In such cases, the student may decide to enroll in one or more master’s level courses during the years of doctoral study. Because space in these master’s classes is an issue, completion of the Request to Add Master’s Level Courses form is required. This form requires the signature of the PhD chairperson, the MSN chairperson, and the coordinator of the course, indicating their agreement with the student’s plan.

To augment my doctoral program of study, I wish to add master’s level courses as indicated:

Name _________________________________________

Course Number(s) ________ Credits ________ Semester(s)/Year ________

__________________________________________
Signature of Student

This plan has my approval:

___________________________________
Signature of PhD Program Chair

* * * * *
This plan has my approval:

___________________________________
Signature of MSN Program Chair

* * * * *
This plan has my approval:

___________________________________
Signature of MSN Course Coordinator
APPENDIX H

Pertinent Graduate Student Web Pages
Pertinent Graduate Student Web Pages

- Best Practices in Teaching
- Center for International Education
- Counseling Center
  [http://www.utk.edu/counselingcenter](http://www.utk.edu/counselingcenter)
- College of Nursing
  [http://nightingale.con.utk.edu/](http://nightingale.con.utk.edu/)
- Funding, Fellowships, Assistantships for Graduate Students
  [http://gradschool.utk.edu](http://gradschool.utk.edu)
- Graduate School
  [http://gradschool.utk.edu](http://gradschool.utk.edu)
- Graduate Catalog
  [http://gradschool.utk.edu](http://gradschool.utk.edu)
- Graduate Student Appeals Procedure
- Graduate and International Admissions
  [http://admissions.utk.edu/graduate/](http://admissions.utk.edu/graduate/)
- International House
  [http://web.utk.edu/~ihouse](http://web.utk.edu/~ihouse)
- Judicial Affairs
  [http://web.utk.edu/~osja/](http://web.utk.edu/~osja/)
- Office of Equity and Diversity
  [http://oed.utk.edu](http://oed.utk.edu)
- Office of Minority student Affairs/Black Cultural Center
  [http://omsa.utk.edu](http://omsa.utk.edu)
- Research Compliance/Research with Human subjects
  [http://research.utk.edu/compliance/](http://research.utk.edu/compliance/)
- SPEAK Testing Program
  [http://gradschool.utk.edu/speaktest.shtml](http://gradschool.utk.edu/speaktest.shtml)
- Thesis/Dissertation Website
- OIT
  [http://oil.utk.edu](http://oil.utk.edu)
- Housing
  [http://uthousing.utk.edu/sutherland/southerlandresources.htm](http://uthousing.utk.edu/sutherland/southerlandresources.htm)