



**Doctor of Philosophy in Nursing Program**

**Student Handbook**

**2024 – 2025**



## Important Notice

This handbook serves as a supplement to the University of San Diego (USD) Graduate Course Catalog and Graduate Records Policies and Procedures. The Hahn School of Nursing and Health Science Graduate Student Policies in this handbook are applicable to all Doctor of Philosophy in Nursing students. The policies in this handbook are subject to change. Students will be informed of revisions via their USD email address.

This handbook and forms discussed in this handbook are available online. Please be sure to use the most updated version found here:

<https://www.sandiego.edu/nursing/academic-programs/phd/>

Faculty contact information, biographies, and office locations are also available online.

Please address questions about doctoral procedures, forms, or other administrative matters to [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu) or [biancav@sandiego.edu](mailto:biancav@sandiego.edu); and please, cc [connellyc@sandiego.edu](mailto:connellyc@sandiego.edu).

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**Part I**  
**Program Overview**

## **Doctor of Philosophy in Nursing Program**

The Doctor of Philosophy degree prepares nurses for a career in research and the scholarship of discovery. To achieve expertise as beginning level nurse scientists, students are educated and socialized for their roles both didactically through course work, seminars and tutorials, and experientially through research assistantships, collaboration with faculty mentors, and independent research. Students receive a strong foundation in scientific inquiry for advancing and disseminating nursing knowledge through research. Critical research focuses on health promotion, management of chronic illness, family health, health disparities, and improving the outcomes of care. The development of nursing science, interdisciplinary collaboration, and dissemination of research, and innovative ideas are significant aspects of the program. The MSN to PhD program requires a minimum of 48 units of course work. Required courses primarily focus on nursing science and research. Students select 12 units of emphasis courses to support the focus or design of their dissertation. Six units per semester is considered full time enrollment, with additional offerings in the intersession and summer session. The PhD degree may be completed in 3-4 years. The BSN to PhD may be completed in 4-5 years.

### **Mission Statement**

The Doctor of Philosophy in Nursing Program is based on the belief that nursing is a science and nurse scholars must receive doctoral preparation at this level to develop as scientists. The preparation of nurse scientists is best accomplished in a milieu in which faculty and students participate in a partnership of inquiry.

The Doctor of Philosophy in Nursing Program is designed to prepare beginning level nurse scientists who think critically, conduct research, and serve as investigators and collaborators on research teams. Graduates of this program develop leadership skills to influence health policy and promote social justice at local, national, and global levels.

### **Program Learning Outcomes**

1. Analyze and critique concepts as a basis for theory synthesis and testing that build upon the current state of the science.
2. Formulate a health outcomes-focused nursing research question reflecting a current understanding of the philosophy of science in nursing.
3. Demonstrate a breadth of knowledge in a variety of research methods and expertise in one method.
4. Complete an original nursing research investigation.
5. Critically analyze evidence and provide leadership to advocate for policy change, address social justice and equity in health care at the local, regional, national, and/or global levels.
6. Disseminate dissertation research findings through publications and presentations.

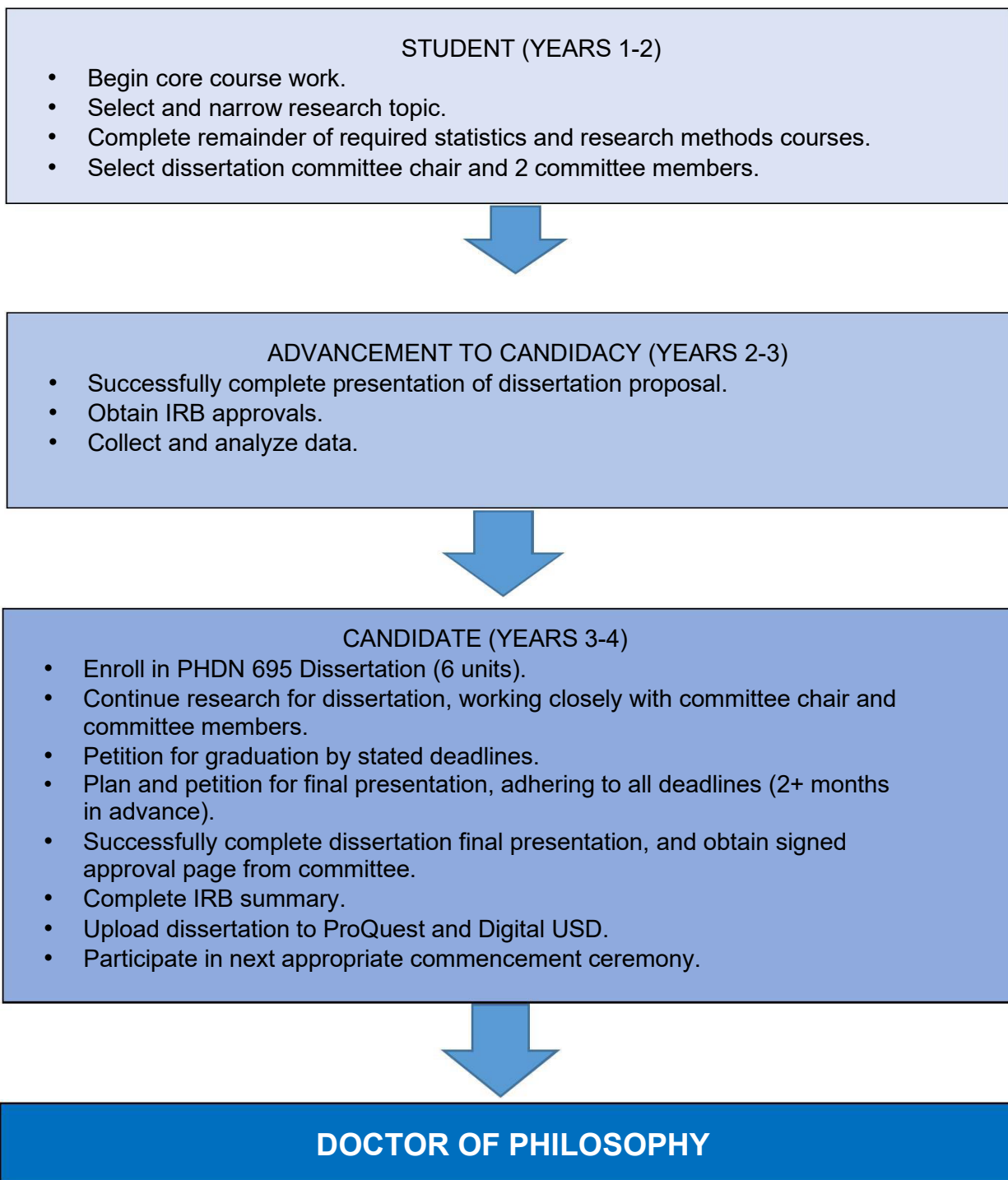
## Steps in the Pursuit of the PhD in Nursing Program

1. Student consults an assigned faculty advisor to complete a preliminary plan of study ([Appendix A](#)) and register for courses. The research focus and emphasis courses may be revised during the program with the advisor's approval.
2. Student selects a Dissertation Chair and together with the Chair selects the other two members of the Dissertation Committee, at least one of whom must be a faculty member in the School of Nursing. The Dissertation Chair must be a USD School of Nursing faculty member with the rank of associate professor or professor, teaching in the PHD program. The Dissertation Chair should be selected by the second year.
3. Student prepares a dissertation proposal that must be approved by the Dissertation Committee in a formal presentation. Student advances to candidacy with proposal approval.
4. In anticipation of graduation, candidate must file a Graduation Petition form according to the deadlines published in the *Academic Calendar*.
5. Candidate completes research and with committee approval, writes the dissertation either in (1) the traditional format, (2) as three publishable manuscripts, or (3) as two manuscripts and a grant.
6. Candidate prepares formal announcement for final presentation of the dissertation and submits to the PhD Program Director for distribution.
7. Candidate successfully completes the final presentation of the dissertation. (See the *Academic Calendar* for deadline dates to qualify for graduation).  
<https://catalogs.sandiego.edu/graduate/calendar/2024-25/>
8. Following the final presentation, candidate completes revisions of the dissertation and obtains approval from the Dissertation Chair and Committee.
9. Candidate submits required fees and forms and electronically submits a copy of the approved dissertation, by the date stipulated by the PhD Director and in the *Academic Calendar*, to ProQuest and Digital USD. A minimum of one bound copy is required by the School of Nursing.

NOTE: Forms used by USD and/or the Hahn School of Nursing and Health Science may be retrieved from the School of Nursing website ([Appendix B](#)).  
(<https://www.sandiego.edu/nursing/academic-programs/phd/resources.php>).

## Program Timeline

Doctoral students progress through the program as follows:



\*Years are approximate, based on a three- to four-year completion timeline.

## Program Planning

The student and PhD Director prepare a program plan that is entered into a database in the USD School of Nursing ([Appendix A](#)). The Director should approve any changes to the program plan, so changes are communicated to administrators for planning of course scheduling. It is the responsibility of the student, with the help of the PhD Director and dissertation chair, to plan for and complete all course requirements, the residency requirement, and the dissertation. No official check on meeting university requirements is made until a Petition for Graduation is filed. A change in status requires the University and the School of Nursing be formally notified by filing the appropriate form. The following forms are available on the One Stop Student Center website: Change of Address, Change of Name, Notice of Withdrawal, Petition for Leave of Absence, and Petition for Graduation. Students may also obtain a transcript through the OneStop Student Center website: <https://www.sandiego.edu/one-stop/forms/>

### Degree Requirements

The program of study includes a minimum of 48 units of post-master's course work. This includes 15 units for the dissertation. A minimum grade of B- is required in degree courses with an overall GPA of 3.0.

### Core Component

9 Units

Designed to develop analytical abilities and provide the knowledge base and skills requisite to the development of the nurse scholar.

PHDN 601      Philosophy of Science in Nursing

PHDN 602      Theory Development in Nursing

PHDN 697      Seminar in Health Equity and Disparity Research

### Research Component

12 Units

Designed to enhance the knowledge and skills necessary to develop and implement a program of research.

PHDN 607      Applied Statistics and Quantitative Research Methods

PHDN 608      Applications of Multivariate Statistics

PHDN 670      Quantitative Designs in Research

PHDN 673      Introduction to Qualitative Research: Background, Processes, and Approaches

**Areas of Emphasis** 12 Units

Four graduate courses selected by the student and the PhD Director or Dissertation advisor related to the student's specific research topic.

**Dissertation Component (15 units minimum)** 15 Units

PHDN 650 Nursing Research Seminar

PHDN 651 Nursing Research Seminar

PHDN 652 Dissertation Research

PHDN 653 Dissertation Research

PHDN 654 Nursing Research Seminar

PHDN 695 Dissertation

**Total Units** 48 Units

The presentation of the proposal and dissertation findings are required. After the completion of 15 units of the dissertation component (six units of PHDN 650-653, three units of PHDN 654, and six units of PHDN 695), candidates must continue to register for PHDN 695 (1 unit) and PHDN 655 (1 unit) each semester to maintain candidacy until the dissertation is completed.

**Emphasis Courses**

Emphasis Courses (12 units) are designed to support the focus of the student's dissertation or to enhance the student's career development. Students may select these courses with the guidance of their advisor or their Dissertation Chair. They may include PHDN 693 residencies and PHDN 694 Special Topics Course.

Students participating in the Nurse Faculty Loan Program (NFLP) must complete six units of emphasis courses from those courses designed for preparation for the teaching role. They include the following: PHDN 683 Communicating Nursing Knowledge, PHDN 687 Innovations in Nursing Education, PHDN 686 Perspectives in Program Evaluation, PHDN 693b Teaching Residency, and MSNE 632 Theory of Nursing Education.

Students who lack academic teaching experience are required to enroll in PHDN693b Teaching Residency at the University of San Diego.

## Residency and Special Topics Courses

PHDN 693 Residency and PHDN 694 Special Topics in Nursing Research may serve as emphasis courses to satisfy a degree requirement.

### PHDN 693 Residency

Students may elect PHDN 693 Residency for an intensive experience in a selected area. The residency is conducted under the direction of a doctorally prepared mentor. Residency experiences may focus on the researcher role, the nurse educator role, or the executive role. The student is expected to devote a minimum of 42 hours to this course. If undertaken outside other University of San Diego, this experience may require letters of agreement with the mentor and the affiliated organization. The application for the residency experience must be completed and approved by the Program Director by the registration date for the semester.

Students must also submit a vita of their faculty mentor if outside of the University of San Diego. Students are expected to maintain a log of their experiences, related materials, and final evaluation materials as designated by their advisor and mentor. A poster presentation or publishable paper is an expected outcome of research or executive residency experiences. Examples of experiences are indicated below.

[Appendix C](https://www.sandiego.edu/nursing/academic-programs/phd/resources.php) - Application Form and Sample Forms. Forms are available at the School of Nursing PhD program website: <https://www.sandiego.edu/nursing/academic-programs/phd/resources.php>

**Research Residency 693a.** This experience is related to the research focus of the mentor. It is not designed for the conduct of dissertation research. The mentor maybe a USD faculty member or researcher in another institution. Students are expected to participate in all aspects of the researcher role including but not limited to grant development, data collection, data management, data analysis, team meetings, clinical aspects, and poster or manuscript preparation.

**Teaching Residency 693b.** Students are expected to participate in classroom and clinical teaching experiences and all facets of the educator role including planning, implementation, and evaluation aspects of teaching-learning experiences. Lesson plans and development of web-based course materials are part of this experience.

**Executive Nurse Leader Residency 693c.** Students may elect an experience with a Nurse Executive in the clinical setting, leadership team in a School of Nursing, or in the policy domain. The student is expected to participate in all aspects of the executive role and/or a specific research project as mutually defined.

## **PHDN 694 Special Topics in Nursing Research**

This option is in addition to preparatory work for the dissertation. Students may select this option to complete in-depth study of a research method, a systematic review of the state of the science using a designated process, or a dissertation related topic under the guidance of their faculty mentor. The application for this course must be submitted to and approved by the Program Director by the registration deadline for the semester.

[Appendix D](#) - Application Forms. Forms are available at the School of Nursing PhD program website: <https://www.sandiego.edu/nursing/academic-programs/phd/resources.php>

A publishable paper or poster presentation is an expected outcome of this experience.

## **Dissertation Process**

Students enroll in the Research Seminar (PHDN 650, 651, 654) and dissertation research (PHDN 652, 653) series each semester of the academic year, excluding summer school. Students enroll in PHDN 695 during the last semester of the third year. If the dissertation is not completed by the end of the third year, students will continue to enroll in one (1) unit of PHDN 655 Research Seminar and one (1) unit of PHDN 695 Dissertation each semester, until the dissertation is approved by the Dissertation Committee and the requirements for graduation are completed. Students need not enroll during the summer session unless they are graduating in summer. Financial aid in the form of scholarships or loans may not be available to students for summer courses or if enrollment drops below six units (full-time status). However, there are exceptions. Please consult with PhD Director to arrange your schedule to accommodate requirements of scholarships and loan programs.

## **University Degree Requirements**

### **Transfer of Credit**

Students may usually transfer up to 12 units of graduate credit awarded for completion of post-master's course work. Extension credit is not transferable. Courses meeting the requirements for another degree ordinarily cannot be used. Courses taken on-line or for pass/fail credit are usually not transferable. Students who have completed the Doctor of Nursing Practice may receive up to 11 units of course credit. Each student is considered on an individual basis.

The Petition for Transfer Credit form, available from the USD School of Nursing or the USD website, must be completed and accompanied by information necessary for the program director to decide on the equivalency of the courses requested for transfer. The information must include a copy of the course description from the university where you have completed the course work and evidence this course is acceptable at that institution for doctoral or graduate credit.

This can be accomplished by a copy of the page in the catalog that stipulates the numbering system at that university or a letter from a college official or professor indicating this course carries graduate credit. It is imperative the name of the university appear on these materials. The course(s) for which the transfer credits are to be substituted should also be indicated on the transfer petition. If the transfer units are to be considered part of the area of emphasis portion of the doctoral program, this should be specified. A website address is not sufficient.

The form and supporting materials are sent to the Graduate Records Office for final approval, and then sent to the Office of the Registrar for posting. It is important to provide, as much data as possible with the original request for transfer credit. If the request is denied, the student has the option of providing more complete information in order to strengthen his/her case. If a student wishes to take a course for transfer at another university while enrolled in the doctoral program at USD, approval for transfer prior to taking the course is prudent. Approval should first come from the PhD Director as part of program planning. The student should process the transfer form as described above. The approval form will be held (copy to student and student file), until the transcript is received in the Office of the Registrar. Group requests for transfer of credit will not be accepted since it is the responsibility of each student to see that his/her own file has the necessary information.

The same form is used for prior approval of courses and transfer of courses already taken. It is the student's responsibility to make sure transcripts are sent to the USD Office of the Registrar from the appropriate university. Transcripts must include a grade (A-B) for the course(s). A grade of B or higher must be earned for credit to be awarded.

### **On Campus Residency**

Doctoral students must fulfill an on-campus residency requirement as part of their program of studies. This requirement may be met by enrolling in twelve units of on-campus doctoral work during a 12-month period.

### **Petition to Graduate**

Petitions to Graduate must be submitted by the date stipulated in the *Academic Calendar*. The student must have an approved dissertation proposal and a reasonable expectation of completing the dissertation requirements by the anticipated date of graduation. Forms are available on the USD website at:

<https://www.sandiego.edu/one-stop/graduation/masters-and-doctoral/petition-to-graduate.php>

## Financial Aid

Financial Aid information is available on the USD website. All major grants, loans, and scholarships are processed through the Office of Financial Aid. Priority deadlines for filing these materials are listed below.

<https://www.sandiego.edu/one-stop/financial-aid/>

Important Deadline Dates:

Free Application for Federal Student Aid (FAFSA): **May 2, 2025**

Nurse Faculty Loan Program (NFLP) Application: **May 2, 2025**

Students are required to complete the FAFSA for financial aid consideration.

**The FAFSA application must be submitted electronically by May 2 for priority consideration, which includes university grants, scholarships, and federal loans.**

Any financial aid granted by the Hahn School of Nursing and Health Science is limited and cannot be guaranteed for future semesters. Therefore, long-range planning that includes investigating outside resources, including pre-doctoral fellowships, is strongly recommended.

All financial information will be kept strictly confidential.

## **Nurse Faculty Loan Program**

There is tuition funding available through the Nurse Faculty Loan Program (NFLP) for individuals who wish to pursue a career as a faculty member in a School of Nursing. The University of San Diego Hahn School of Nursing and Health Science receives funding from U.S. Department of Health and Human Services (HHS) to operate a student loan fund to increase the number of qualified nursing faculty. Up to 85% of the principal and interest of the NFLP loan may be forgiven after a student completes the Doctor of Philosophy in Nursing program. Graduates must secure a full-time faculty position or part time positions equivalent to a full-time position and remain in a teaching position for four years in order to receive an 85% loan forgiveness.

### **Requirements**

Students are required to complete six units of course work directly related to the faculty role. Students who lack academic teaching experience are required to complete PHDN 693b at the University of San Diego.

### **Course Numbers and Titles**

PHDN 683 Communicating Nursing Knowledge

PHDN 687 Innovations in Nursing Education

DNPC 686 Program Evaluation

MSNE 632 Theory of Nursing Education

PHDN 693b Teaching Residency

### **Nursing Faculty Loan Program Eligibility**

1. U.S. Citizen or U.S. National
2. Full-time student in good standing in an advanced nurse education doctoral program
3. Have no judgment liens entered against him/her based on a federal debt default (28 U.S.C. 3201 e)

To apply, please complete the following forms:

1. The Free Application for Federal Student Aid (FAFSA)
2. NFLP Application

The FAFSA application is available at <https://studentaid.gov/h/apply-for-aid/fafsa>

The NFLP applications are available through the Hahn School of Nursing and Health Science. Please contact Kate Todaro at (619) 260-4575 ([ktodaro@sandiego.edu](mailto:ktodaro@sandiego.edu)) or Patricia Calero at (619) 260-2316 ([pcalero@sandiego.edu](mailto:pcalero@sandiego.edu)) to request a form.

## **PhD Program Policies**

### **Student Progression**

Candidates are allowed a maximum of three (3) years from admission to candidacy to completion of the dissertation. Students are allowed a maximum of two (2) years from completion of coursework to admission to candidacy.

### **Grading Policy**

Students enrolled in the Doctor of Philosophy in Nursing Program must attain a grade of B- or better in each nursing course required for the degree. Students are expected to dedicate 3 hours for course preparation (reading/writing) outside of class, for each hour of class. Students are required to repeat the course if they attain a grade of C, D, or F. Students may repeat the course once in order to achieve the required grade. Students may be disqualified from the program if they are not successful in attaining the required grade of B- after repeating the course. Students may only continue other coursework while meeting this requirement at the discretion of their Chair and Program Director. A minimum grade of B- is required in degree courses with an overall GPA of 3.0. Refer to the Graduate Catalogue regarding requirements for graduate students to remain in good academic standing.

### **Academic Integrity**

All students are expected to be familiar with and abide by the University's academic integrity policy. Plagiarism, data falsification, or other violations of academic integrity will result in failure of the course. Additional sanctions determined by the Academic Integrity Committee may be imposed and may result in dismissal from the nursing program. Refer to the student handbook or consult the instructor for questions.

#### *University of San Diego Academic Integrity Policy*

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic community all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning. To maintain its credibility and uphold its reputation the University procedures to deal with academic dishonesty should be uniform and understood by all. This section outlines the University's sanctions against cheating and the procedures by which they are implemented.

#### *Academic Dishonesty*

An act of academic dishonesty may be either a serious violation or an infraction. The instructor or supervisor of the academic exercise will have responsibility for determining that

an act is an infraction or may be a serious violation. Serious violations are the following acts:

1. Examination Behavior. Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.
2. Fabrication. Any intentional falsification or invention of data, citation, or other authority in an academic exercise shall be considered a serious violation; unless the fact of falsification or invention is disclosed at the time and place it is made.
3. Unauthorized Collaboration. If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise and by the other if the other knows of the rule against collaboration.
4. Plagiarism. Any intentional passing off of another's ideas, words, or work as one's own shall be considered a serious violation.
5. Misappropriation of Resource Materials. Any intentional and unauthorized taking or concealment of course or library materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.
6. Unauthorized Access. Any unauthorized access of an instructor's files or computer account shall be considered a serious violation.
7. Serious Violations Defined by Instructor. Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.

Infractions are the following acts:

1. Any unintentional act is an infraction that, if it were intentional, would be a serious violation.
2. Any violation of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an infraction in that course or exercise if such a violation would not constitute a serious violation.

### *Academic Dishonesty: Sanctions and Procedures*

Academic dishonesty, and allegations of academic dishonesty, are matters of university-wide concern in the same way that academic integrity is a matter of university-wide concern. Students bear the responsibility not only for their own academic integrity but also for bringing instances of suspected academic dishonesty to the attention of the proper authorities. Members of the faculty are obligated; not only to the University but also to the students they supervise, to deal fully and fairly with instances and allegations of academic dishonesty. The University administration bears the responsibility of dealing fairly and impartially with instances and allegations of academic dishonesty.

Academic honesty begins in the course or classroom. For this reason, the responsibility to insure academic honesty, and to initiate action with respect to suspected academic

dishonesty, likewise begins in the course or classroom. If the instructor of a course or supervisor of an academic exercise appears to be unable or unwilling to assure the academic integrity of the course or exercise, then those engaged in the course or exercise should bring the situation to the attention of the instructor's or supervisor's department head or dean.

The following sanctions and procedures will be followed with respect to instances and allegations of academic dishonesty:

1. Initiation of Procedures. The instructor or supervisor has the initial responsibility for determining whether a person has engaged in academic dishonesty in a course or academic exercise. Therefore, information concerning possible academic dishonesty in a course or academic exercise should be brought to the attention of its instructor or supervisor. If the instructor or supervisor is unavailable, then information concerning possible academic dishonesty should be brought to the attention of the appropriate department head or dean, who will then assume the role of the instructor or supervisor in the procedures that follow.
  - a. When information of an act of academic dishonesty comes to his or her attention, the instructor or supervisor must undertake an investigation of the information or allegation in a manner that is reasonable under the circumstances.
  - b. Unless it clearly appears that there has been no dishonesty, the instructor or supervisor must contact the person who may have engaged in the dishonest act and give that person the opportunity to deny or to explain the events with respect to which allegations of dishonesty have been made. (If the person in question is not able to be contacted or fails to respond, then the instructor or supervisor will notify the dean who will attempt to contact the person on behalf of the instructor or supervisor.)
  - c. After investigation and reasonable efforts to discuss the matter with the affected person, the instructor or supervisor must determine whether (a) no act of academic dishonesty has occurred, (b) an infraction has occurred, or (c) a serious violation probably has occurred.
  - d. The instructor or supervisor must prepare a written record of the investigation and summary of discussions with the affected person, if any, together with his or her determination made in accordance with paragraph (3) above. A copy of this record, together with any penalty imposed upon the person by the instructor or supervisor with respect to the course or academic exercise, must be made available to the affected person.
2. Sanctions Regarding Course or Exercise; Procedures Regarding Infractions. Unless the instructor or supervisor has erred in his or her determination that the affected person has engaged in an act of academic dishonesty, the instructor's or supervisor's imposition of penalty with respect to the course or academic exercise is final and unreviewable.
  - a. The instructor or supervisor of a course or academic exercise may impose a penalty for dishonesty with respect to the course or academic exercise, regardless whether the affected person has engaged in an infraction or likely serious violation.

- b. Penalties imposed by the instructor or supervisor with respect to a course or academic exercise may include: reduction in grade of the affected person in the course or exercise; the requirement that the affected person withdraw from the course or exercise; the requirement that all or part of the course or exercise be retaken; the requirement that the person engage in additional work in connection with the course or exercise.
  - c. One who has been determined by the instructor or supervisor to have committed an infraction may appeal the determination of infraction, but may not appeal the sanction imposed by the instructor or supervisor unless the determination of infraction is successfully
    - b. appealed, in accordance with "Administrative Procedures" discussed below. Any such appeal must be initiated with 15 days after the notification of the determination of infraction.
- 3. Hearing Committee. Each allegation of serious violation, and each appeal from the determination of an infraction, will be heard by a Hearing Committee.
  - a. The Hearing Committee will be composed of five members of the University community, as follows: (1) The dean, associate dean, or acting dean of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred; (2) A member of the full-time faculty of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred; (3) Two students of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred; and (4) One member of the full-time faculty from schools or colleges other than the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred.
  - b. The deans of each school or college covered by this guide, shortly after commencement of each academic year, will appoint two members of the full-time faculty and two students of that school or college to serve on Hearing Committees, with respect to allegations of academic dishonesty either in that school or college or in other schools or colleges. In making these appointments, the dean may rely on recommendations made by the faculty or general student organization of that school or college.
  - c. No dean, faculty member, or student who has a conflict of interest with respect to the subject matter of the hearing may participate as a member of the Hearing Committee. One who, having a conflict of interest, is appointed to serve on a Hearing Committee must disqualify himself or herself, after which the dean will appoint another member of the same category as the disqualified member to serve on the Hearing Committee as an ad hoc member.
- 4. Administrative Procedures. The following procedures apply when (a) an instructor or supervisor has determined that a serious violation probably has occurred; or (b) one appeals from an instructor's or supervisor's determination of infraction.
  - a. Administrative procedures commence upon filing written notice of their invocation with the dean of the school or college in which the course or

academic exercise was given.

- b. Upon request of the dean, the instructor or supervisor must promptly transmit to the dean a copy of the written record.
- c. Upon receipt of the written record, the dean will convene a Hearing Committee to hear the matter.
- d. The Hearing Committee, as soon as is practicable after reviewing the record prepared by the instructor or supervisor, and after consultation (or attempted consultation) with the instructor or supervisor who has determined an infraction or alleged serious violation and with the person who is accused of having engaged in the dishonest act, will: (1) establish the procedures that are to be applied with respect to the hearing to be held, and communicate those procedures to the affected persons; (2) establish the date, place and time at which a hearing before the Hearing Committee will be held or, if the hearing is to be by written presentations only, the date and place by which written presentations are to be submitted to the Hearing Committee; (3) hold a hearing and determine whether the serious violation or infraction in fact occurred; and (4) in the event a serious violation has occurred as alleged by the instructor or supervisor, determine the appropriate sanction.
- e. The hearing held before the Hearing Committee, and the deliberations of the Hearing Committee, will be closed to the public, except that the Hearing Committee has discretion to hold a public hearing at the request of the person who has been accused of having engaged in the dishonest act.
- f. If the Hearing Committee determines that a serious violation has occurred, it must determine the sanction to be imposed. A sanction may be (1) expulsion from the University; (2) suspension from the University or any or all of University rights and privileges, for a period up to one academic year, except that any such suspension may not have the effect of determining the grade received in any course; (3) letter of censure; (4) the requirement that additional courses or credits be taken as a prerequisite to graduation from the University; (5) in the event of (2), (3), or (4), imposition of a period of probation on such conditions as the Hearing Committee considers to be appropriate. (6) rescission of a degree.
- g. If a Hearing Committee determines that no serious violation or infraction has in fact occurred, it will remand the matter to the instructor or supervisor who determined the infraction or probability of serious violation with a request that the instructor or supervisor take further action with respect to the course or exercise that is consistent with the Hearing Committee's determination.
- h. The Hearing Committee must prepare a written record of the proceedings, including a summary of the procedures for hearing that it has established, a summary of the information submitted to it by interested persons, and its decision in accordance with sections II.4.a(3) and (4) above, together with any dissenting opinions and any other material the Hearing Committee deems appropriate to include. A copy of this record, together with any sanction imposed upon the person by the Hearing Committee, must be made available to (a) the affected person, (b) the affected instructor or supervisor,

(c) the dean of the school or college with jurisdiction over the course or academic exercise involved, and (d) the President and Provost of the University.

- i. In the event the Hearing Committee determines that expulsion or rescission of a degree is the appropriate sanction, or in the event of two dissenting votes on the Hearing Committee, the person who is adversely affected by the Hearing Committee's decision may appeal that decision to the Provost, who may finally determine the matter in the exercise of sound discretion.

For full policy visit <https://www.sandiego.edu/conduct/documents/Honor-Code.pdf>

### **Use of Artificial Intelligence by School of Nursing Student**

The University of San Diego, Hahn School of Nursing and Health Science is committed to educating students on how the emerging field of artificial intelligence (A.I.) could potentially enhance healthcare delivery and improve patient outcomes. The School of Nursing permits the responsible use of A.I. resources. A.I. tools can be used to generate ideas or to revise existing work that has already been written. Still, students are expected to rely on their ability to draft written responses to course assignments through publications, textbook references, in-class lectures or guest speakers, and experiential experience. The School of Nursing stresses the importance of students' observing the University's academic plagiarism policy to avoid potential plagiarism issues. The use of A.I to generate course assignments, articles for publication, research activities, or other scholarly activities without proper citation constitutes a breach of academic integrity. Students must clearly distinguish between their original work and A.I.-generated content to uphold academic integrity and avoid plagiarism.

### **Grievance Policies**

The University has policies regarding grievances regarding grades, hate crimes, and acts of intolerance. These policies are available in the Graduate Course Catalog.

<https://catalogs.sandiego.edu/graduate/academic-regs/>

### **The student is responsible for initiating this procedure for a grade grievance.**

The procedure for a grade grievance is as follows:

1. Contact the Faculty member in the relevant course to resolve the grade grievance.
2. In those rare circumstances when no agreement is reached (above), the student may seek advice from the Program Director.
3. Failing resolution at that level, the student grievant may submit a written request to the Dean for a grievance hearing to be convened by the School of Nursing Dean.

4. The Dean will convene a committee comprised of:
  - a. three School of Nursing faculty,
  - b. two students, and
  - c. one USD professor from outside the School of Nursing
5. The Dean will carefully examine and choose faculty and/or student representatives who are not in a conflict-of-interest position regarding the grievance. (NOTE: Faculty content experts may be necessary to help review the grade grievance)
6. The committee will hear the student's grievance as soon as feasible, and the committee make its recommendations to the parties involved.
7. At every level in this grievance procedure, both the student and the faculty member must be apprised of the situation.

### **Hate Crimes and Acts of Intolerance Grievance**

The University of San Diego's mission statement affirms the institution's commitment to advancing academic excellence and creating a diverse and inclusive community. An act of intolerance is an affront to a community that values diversity and strives to create an inclusive environment. USD expects all members of the university community to comply with the law and applicable university policies, including those that set forth the standards of behavior expected of community members, such as the Student Code of Rights and Responsibilities and the Policy Prohibiting Discrimination and Harassment. USD adopts these Response Procedures in furtherance of the university's existing policies and applicable law.

In keeping with the University policies, hate crimes or acts of intolerance within the School of Nursing are to be reported to the Dean, but the occurrence of these events should be reported as soon as possible to the USD Dept of Public Safety using this link: <https://www.sandiego.edu/safety/>

### **Whistleblowers Are Protected**

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

### *Who is protected?*

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

### *What is a whistleblower?*

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

### *What protections are afforded to whistleblowers?*

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

### *How to report improper acts*

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability

company to its shareholders, investors, or employees, **call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225**. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

### **Absence from Class**

Students are expected to attend all scheduled classes throughout the program. Students may be excused from class for serious reasons. Faculty have the prerogative of adjusting grades or requiring substitute assignments. Please consult with the faculty member(s) teaching the course regarding grading policies and substitute assignments.

### **Leave of Absence**

The Hahn School of Nursing faculty realizes students encounter life circumstances that may create difficulty with the continuation of their educational pursuits. When such circumstances occur, every effort is made to assist students, so they may remain enrolled in their program of study. Retention rates for all Hahn School of Nursing programs are above 90%. If, for some reason, students must interrupt their educational progress, the student should request a meeting with the program director, so the student may be placed on a leave of absence in compliance with university policies. Students who take a leave must contact the program director to receive approval to enroll in subsequent course work.

### **Class Recording**

No video or audio recording is permitted in the classroom unless permission of the faculty member and anyone else who might be filmed or recorded is obtained in advance.

### **Posters, Presentations, and Papers**

Students who are currently enrolled in the program and developing posters, presentations, or publishable papers based on their course work must consult with their Dissertation Chair or PhD Director prior to submitting abstracts or papers. The University of San Diego Hahn School of Nursing and Health Science must be recognized in these materials. If the student has prepared a poster, presentation, or publishable paper unrelated to the academic experience, they may consult with the PhD director if desired.

### **Use of Health Care Systems Logos**

If you wish to identify the organization in which you have completed a project or study, please obtain approval from the site sponsor (preceptor or liaison). Identification may include placing a logo in a presentation or poster and/or naming the organization in an

abstract or publication. Organizations have guidelines for logo use including color, size, and format. Please consult with your site sponsor about the correct use and sizing of logos.

## **Mandatory Health and Certification Requirements**

Specific health and professional criteria must be met by all students before they can register for classes. The School of Nursing has contracted with the American DataBank (ADB; Complio) to track these criteria for all students across programs.

Instructions for creating an account may be found at the following link:

<https://docs.google.com/document/d/1f7np-NG7aBtR4khcAcIlkgcz4P5cF5ADYcjinZ0V0N5o/edit>

When admitted to the program, students must also provide written authorization to the School of Nursing for the release of this information to facilities if necessary on a need-to-know circumstance by e-signing a Release of Information Form. This electronic form can be found in your Complio (ADB) account. If a student's illness or injury requires medical disability, students must notify their Program Director as soon as it is feasible.

**Health requirements must always be current during the program. Otherwise, the student will not be allowed to participate in class activities.**

Proof of immunization (or antibody titer lab reports, if applicable) for measles (rubeola), mumps, rubella, varicella (optional), tetanus-diphtheria with pertussis (TDaP; optional), hepatitis B (optional), and tuberculin skin test or blood test, or a tuberculosis screening questionnaire is acceptable to initial course registration. COVID-19 vaccinations are required for all nursing students attending clinical placements. If you are not fully vaccinated for COVID-19 and have an approved employee exemption please apply for an exemption in Complio and provide written documentation. Proof of compliance must be uploaded into your Complio account for review and approval.

Documentation of compliance requirements in Complio cannot expire per affiliation agreements and understandings with clinical sites. A USD Hahn School of Nursing [Attestation of Good Health e-form](#) must be signed in your Complio student portal prior to starting.

For questions regarding school compliance email [soncompliance@sandiego.edu](mailto:soncompliance@sandiego.edu)

For urgent assistance regarding mandatory health requirements and policies email the Nursing Compliance Manager Ms. Angie Palomar at [apalomar@sandiego.edu](mailto:apalomar@sandiego.edu)

**Students MUST be compliant one month before the program start date and remain compliant until the completion of their degree. Your Complio subscription should always remain active.**

### **Procedures for Submitting Mandatory and Certification Requirements:**

1. Go to <https://sdnahsec.complio.com> and navigate to the Complio homepage by following the prompts on the page. Click Create an Account and enter your personal information. \*If you already have a login you can use the same login information. Contact Complio if you have any questions.
2. Enroll in and Place an Order for a USD Hahn School of Nursing Student Subscription Package with your USD email address. Click Get Started if you initiated a new account or hover over the shopping cart to Place a New Order.
3. Select the University of San Diego Hahn School of Nursing > Student > Post-licensure > PhD Student and click "Load Packages". Please select your program and the Immunization Tracking Package only to track all your mandatory health requirements for our institution. No other screening reports are required at this time.
4. At checkout select payment type: "Invoice Institution with Approval". Orders will be approved in 3-5 business days. Once approved you can begin submitting all your requirements for review.

**It is the responsibility of the student, NOT the School of Nursing, to ensure that all health and immunization requirements are met and current.**

**Part II**  
**Dissertation Phase**

## Forming a Dissertation Committee

Serving on a doctoral student's Dissertation Committee represents a major professional commitment for faculty. The relationship between PhD doctoral students and committee members involves a mutual process of growth and often forms the basis for a lifetime of collegial work. Thus, assembling a doctoral committee is an arduous task, undertaken with considerable forethought. Each party enters the relationship with a strong commitment to working together until the completion of the dissertation. Committee members are chosen to fill a critical role in mentoring the doctoral student through the process. It is therefore highly unexpected and unusual for a committee member to be replaced. In the unlikely event a committee member is replaced; the student and committee must consider the change may require significant changes in the nature and design of the study.

### Committee Membership

Students are encouraged to select a Dissertation Chair, as early as possible, preferably by the completion of 12-14 units of study. Selection by the 2<sup>nd</sup> year is recommended.

The process is as follows:

1. The student selects a dissertation topic within the theoretical and/or methodological expertise of the faculty. The topic should also be congruent with the student's program of study. The student invites a University of San Diego School of Nursing PhD faculty to chair the dissertation committee. The Dissertation Chair must be an Associate Professor or Professor teaching in the PhD program with a record of research and publications, commensurate with the rank. After the Dissertation Chair approves the topic for the dissertation, the student and the chair determine the additional expertise needed and mutually agree upon appropriate members to serve on the committee.
2. The Dissertation Committee will include a minimum of three (3) doctorally prepared persons. Two committee members must be faculty members in the School of Nursing. A third committee member may be a University of San Diego faculty member or external to the University, provided the stated criteria are met. Committee Members must have an earned doctoral degree with a defined contribution to the dissertation research. A committee member should have a record of scholarship and one or more areas of expertise. The chair may add a fourth member if necessary, to obtain the requisite expertise or consultants may play a role in the dissertation process. The chair will request and place a copy of the vita of the external member in the student's file.
3. The Dissertation Chair and members sign a Dissertation Committee Form ([Appendix E](#)). The student submits the form to the Director's Office @ [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu). Copies are distributed to the Chair and student, with the original to the student file.

## **Change of Dissertation Committee Chair**

1. Students may request a change of Chair for serious reasons once during the PhD Program. The student must discuss the situation with the PhD program director prior to initiating a request for change. The student should also discuss the situation with the faculty involved. The student should notify the faculty member in writing of the request for a change of Chair. The student should also notify the other committee members of the request for change. When the committee is reconstituted, the student will have a new Dissertation Committee form completed by the Chair and committee members and submit to the Director's Office @: Patricia Calero, [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu)
2. Faculty serving as Chair of a Dissertation Committee may vacate the position. The faculty member should discuss the situation with the doctoral student and make recommendations for a replacement. Upon reconstitution of the committee, the student will have a new Dissertation Committee form completed and submit to the Director's Office @: Patricia Calero, [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu)

## **Change of Dissertation Committee Member**

1. The doctoral student may request a change of committee membership. Removal of a committee member must be approved by the chair and the PhD program director. Prior to initiating a change, the student should discuss the situation with the Dissertation Chair and the PhD Program Director and make recommendations for a potential replacement member. The student should notify the faculty member to be replaced and other committee members in writing of the change in membership. When the committee is reconstituted, the student will have a new Dissertation Committee form completed by the chair and committee members, and submit to the Director's Office @: Patricia Calero, [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu)
2. Faculty serving as a Dissertation Committee member may vacate the position. The faculty member should discuss the situation with the chair and the doctoral student, make recommendations for a replacement, and provide written notification to the student and all committee members. The Dissertation Chair will assist the student to reconstitute the committee. When the committee is reconstituted, the student will have a new Dissertation Committee form completed by the Chair and committee members, and submit to the director's office @: Patricia Calero, [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu)

## Dissertation Proposal

The following courses must be completed (or in progress) prior to dissertation proposal approval and achieving candidacy status:

<u>PHDN 601</u>	Philosophy of Science in Nursing
<u>PHDN 602</u>	Theory Development in Nursing
<u>PHDN 607</u>	Applied Statistics and Quantitative Research Methods
<u>PHDN 670</u>	Quantitative Designs in Research
<u>PHDN 697</u>	Health Equity and Disparity Research
<u>PHDN 673</u>	Introduction to Qualitative Research: Background, Processes, and Approaches

The following courses may be in progress:

<u>PHDN 608</u>	Applications of Multivariate Statistics
<u>PHDN 654</u>	Nursing Research Seminar. Total of 18-24 Units.

### Proposal Presentation

The Dissertation Committee will be responsible for supervising the development of the student's research proposal. The format of the proposal is determined by the committee and may be done in any format the committee approves. When the committee feels the student has the proposal ready for formal approval, the dissertation proposal presentation will be arranged as follows:

1. The student provides a copy of the Dissertation Proposal to each committee member **at least two weeks** prior to the presentation.
2. Content of the proposal is at the discretion of the dissertation chair. The proposal consists of Chapters 1-3 of the dissertation, 25-30 pages in length. It includes the purpose and aims of the study, significance of the study, review of the literature, research method, and other aspects at the discretion of the committee.
3. The conduct of the proposal approval meeting is at the discretion of the dissertation committee. It may be an open discussion of the proposal or a formal presentation of the study usually 15 minutes in length, followed by discussion. During the dissertation proposal presentation, the committee members may ask about various aspects of the proposed research that may need further clarification or revision.

4. On completion of the presentation of the dissertation proposal, the committee will recommend one of the following:
  - a. Approval with candidacy status.
  - b. Approval with changes required by the committee.  
If approval is agreed upon, the committee members sign the Dissertation Proposal Approval Form ([Appendix F](#)). Copies are distributed to the chairperson, the student, and the Program Director, with the original to the student file.
  - c. Non-approval, with specific suggestions to the candidate concerning what is required to make the proposal acceptable.
5. The committee and the student should discuss the format for the final dissertation if it has not already been decided. The committee and the student may elect the traditional chapter format or the preparation of three (3) publishable manuscripts and/or a grant. The discussion may include the focus of the manuscript presentation, committee responsibilities for student mentoring, and manuscript preparation. Discussion regarding data ownership and publication should be finalized prior to data collection. ([Appendix G](#)).

## **Dissertation Options**

Dissertations written by doctoral candidates at the USD Hahn School of Nursing and Health Science may be presented in one of two formats: the traditional chapter format or a format that includes three (3) publishable manuscripts or two publishable manuscripts and a grant based on the dissertation research. The choice of format is made by the student and Dissertation Committee.

In either case, the final product must conform to the guidelines for Preparation of the Dissertation: General Directives with the exceptions identified below. Dissertations are usually completed in the *American Psychological Association* style, but the Dissertation Committee may approve an alternate format if needed for the manuscript format.

### **Option 1. Traditionally Formatted Dissertations**

The basic traditional format consists of:

- An abstract of the dissertation study
- Table of contents, lists of tables, and figures
- Initial 1-2 chapters present the introduction, purpose statement, aims of the research, significance of the study, and review of the literature
- Methods chapter
- Findings or results chapter
- Chapter including discussion of findings, conclusions, critique, and recommendations for future research
- Reference list and appendices

The bound volume is organized with the additional approval and introductory pages as identified in the Preparation of the Dissertation: General Directives section of this document.

## **Option 2. Manuscript Style Dissertation**

Students who have published manuscripts or who intend to publish manuscripts based on their dissertation research may use these papers as part of their dissertation. Manuscripts are expected to be comparable in rigor and scholarship to the standard dissertation. The requirements and the format for the manuscript and/or grant option include the following:

1. A minimum of three (3) scholarly papers may be included in the dissertation. A substantive grant may be submitted in lieu of one (1) manuscript. Papers are expected to meet the requirements of recognized journals in format, content, length, and style.
2. Each paper must be prepared under the mentorship of at least one (1) committee member.
3. The Dissertation Committee will agree upon content, authorship, potential journals for publication, and anticipated dates of completion when the committee meets for approval of the dissertation proposal ([Appendix G](#)).
4. Changes in the proposed title, content, and other elements of the manuscripts may occur during data collection and analysis. The details of these changes may be finalized when the final draft of the dissertation is submitted.
5. All Dissertation Committee members should review and approve all manuscripts to be included in the dissertation. The committee should evaluate the manuscripts based on the quality of the content and adherence to journal guidelines. Committee members and the doctoral student should agree on a possible date for submission.
6. The doctoral student should be the primary author on all papers with content based on the research conducted by the student. Order of authorship may be determined using the Publication Manual of the American Psychological Association information on “publication credit.”
7. Information is also available from the International Committee of Medical Journal Editors’ recommendations on “Authorship and Contributor ship.”  
<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

## Format

The overall guidelines for presentation of the dissertation, including introductory pages and table of contents is consistent with the traditional dissertation format. The reference list is incorporated at the end of each article or chapter.

1. The introductory chapter should describe the focus of the study or problem. It should include the purpose of the study, the significance, and the research aims or questions. This chapter should describe how each paper or grant is incorporated into the dissertation.
2. Each paper should be presented as a separate chapter in the dissertation. The description of the sample, method, findings, and discussion can be described within the paper or grant. Each paper should be clearly linked to the study aims or questions.
3. If one or more key aspects of the method or results are not included in the paper, a separate chapter may be necessary to completely address the aims of the study.
4. The final chapter should include a synthesis of findings for all research aims or questions and a discussion of the significance of the study. Implications for research, practice, education, and health policy may be addressed for the overall dissertation as determined by the committee chair. A proposed plan to further the scope of the research is recommended.
5. A delimited bound volume will be developed for submission to The Hahn School of Nursing and Health Science using guidelines and blue cover already designated for dissertations. Refer to the section Preparation of the Dissertation: General Directives. Papers need not be reformatted for the bound volume. The volume should have serial pagination, however:
6. Articles may be ready for submission to a journal, submitted for publication, or accepted for publication. Published or accepted for publication articles may be included in the final dissertation if the publisher grants permission. Publishers differ on their policy and guidelines should be obtained early in the process. Include the publisher's permission for use of the article that is already published or if the article is accepted for publication.

## Conduct of the Dissertation

Learning the process of Institutional Review Board (IRB) approval is an essential step in becoming a nurse scientist. IRB approval is a process and may take several months. You may submit your proposed dissertation to the appropriate IRBs only after receiving approval from the Dissertation Chair. Begin the process by discussing your specific IRB requirements with your Chair. If you are collecting data at a clinical agency, you will

most likely need to obtain IRB approval from that agency prior to obtaining IRB approval from USD. Before beginning the USD IRB process, **you must contact Dr. Jane M. Georges** (School of Nursing IRB representative) **by email**. Please describe your study briefly, and Dr. Georges will send you specific instructions for your study.

Students should work closely with their Dissertation Chair to assure the ethical conduct of their research. Issues may include protection of human subjects, clarification regarding ownership of data, publication rights, and future use of data for other studies. Prior to data collection, students should ensure they have the option to use the data for their dissertation and to publish their findings. The Dissertation Committee will supervise the conduct of the dissertation research including maintenance of the data file.

The dissertation should demonstrate analytical and research competence and provide ample evidence of the candidate's ability to conduct high-quality, independent research and report it in a scholarly manner. The dissertation should also make an original contribution to the body of nursing knowledge. The dissertation must be completed within three (3) years of admission to candidacy.

### **Statistical Consultation**

Students may access and consult a qualified statistician through their Dissertation Chair. The USD School of Nursing will assume the cost of five (5) hours of statistical consultation. If additional consultation is required, the student assumes the responsibility for payment of the consultation fee. In order to qualify for these services, students must use the professional statistical consultation services contracted by the USD School of Nursing. Students must have a focused research plan and the permission of their chair to consult with the USD School of Nursing statistician.

**Part III**

**Completion and Submission**

**of the Dissertation**

## Dissertation General Directives

1. The form of the dissertation must conform to the style of the current *Publication Manual of the American Psychological Association* (7th edition) unless otherwise specified. Students should also follow the guidelines described in Copyright Law for appropriate documentation of the work of other authors. Additional guidelines are provided below.
2. Times New Roman font 12-point or larger should be used for original copy. Charts or graphs should be produced on a computer or professionally designed. Copy should be printed on white paper.
3. Use opaque black ink for signatures of the committee.
4. The text and other material must be typed inside a 6 x 9-inch space on each sheet. The left-hand margin must be 1½ inches wide (the extra half inch is for binding) and the other three margins (top, bottom, and right hand) must be 1 inchwide. Charts, etc., may be reduced in order to fit them in the 6 x 9 space, or the material may be constructed to fit on two sheets.
5. The preliminary pages are numbered in small Roman numerals, beginning with "ii" (Dedication) and continuing until the first page of the text (Chapter 1). Place the small Roman numeral at the center of the lower margin, 1 inch up from the bottom of the page.
6. The text pages are numbered with Arabic numerals, starting with "1" and continuing consecutively through the text, appendices, and reference lists to the last page of the dissertation. The page number is in the right upper margin.
7. All pages of the dissertation must be numbered consecutively. Inserted pages such as 98a may not be used. To avoid delay, make certain that the copy you submit includes all the pages of your manuscript and they are numbered properly.

### Preliminary Pages

The order for pages preliminary to the text is:

1. Title page ([Appendix H](#))
2. Approval page ([Appendix I](#))
3. Abstract (350-word maximum)
4. Blank sheet/copyright page
5. Dedication page (optional)
6. Preface, with acknowledgments included, if desired
7. Table of contents
8. List of tables (when appropriate)

9. List of illustrations (when appropriate)
10. List of appendices (must include the signed approval sheet of University of San Diego Committee on the Protection of Human Subjects and approval documents for use of any copyrighted materials). Omit handwritten signatures and use typed signatures only.

The title page, approval page, abstract, and blank sheet are not numbered. Start numbering the preliminary pages with the first page after the blank sheet (use small Roman numerals beginning with "ii"). The approval page with signatures is distributed to the Nursing Office. Omit the official signatures from the Approval page, leaving typed names only for the bound volumes and electronically submitted dissertations.

### **Abstract**

The abstract should include the following: Purpose/Aims, Background/Rationale, Conceptual Basis, Method, Findings, and Implications for Research. Word limit 350. The Dissertation Chair should approve the abstract and may wish to include or delete some information.

### **Oversized Dissertation**

When the document exceeds the limit of a single bound volume, label the two halves: *Part I* and *Part II*.

### **Final Presentation**

Upon completion of the dissertation, the candidate will prepare a final oral presentation of the research. The process is as follows:

1. The examining committee will consist of the Dissertation Committee.
2. The candidate must provide each member of the Dissertation Committee a copy of the completed dissertation **at least two-three weeks** before the oral presentation for the committee members to have the opportunity to read it in advance.
3. The candidate will prepare the content of the formal announcement ([Appendix J](#)). The Dissertation Chair's approval is required prior to printing the announcement. At least **two weeks prior** to the scheduled presentation, the student will electronically submit the announcement to the PhD Program Director who will arrange to have the announcement distributed as follows:
  - a. Dean, Faculty, and Students of the University of San Diego Hahn School of Nursing and Health Science
  - b. External Members of the Dissertation Committee
4. The final presentation of the dissertation including a formal presentation, open discussion, questions, and answers, is expected to take approximately one hour. The student will prepare a formal presentation of the dissertation with power points

under the direction of the dissertation chair. The presentation is followed by open discussion, questions, and answers. Guests may be requested to leave during committee deliberations and final decision.

- 5 The candidate will be endorsed as passing the final presentation if two of the three members of the Committee approve. After the successful presentation of the completed dissertation, the candidate makes the changes required by the Dissertation Committee and obtains the committee members' signatures on the dissertation approval page ([Appendix I](#)).
6. Candidates who are unsuccessful in their presentation of the dissertation findings may petition for a second and final presentation of the dissertation. The petition must be approved by the dissertation committee and the PhD program director. The repeated process must be scheduled within one year from the initial presentation date.

## **Dissertation Submission and Distribution**

The final phase of the dissertation process consists of the submission and distribution process as described below. To assure the degree is awarded, complete all aspects by the deadlines for submission of the dissertation to meet graduation requirements are published in the *Academic Calendar* posted on the USD website:

<https://catalogs.sandiego.edu/graduate/calendar/2024-25/>

You are required to submit your dissertation to ProQuest and to Digital USD

### **ProQuest**

ProQuest, a commercial publisher provides access to theses and dissertations through institutional subscription to assure the degree is awarded. With ProQuest, your dissertation will be added to their database and PQTD Global. Your dissertation will be accessible to any entity that subscribes to the database. Please see <https://www.proquest.com/> for more information.

Here are some of the characteristics of ProQuest:

- ProQuest assigns an ISBN to your dissertation.
- You retain the copyright to your work with both Digital USD and ProQuest, but ProQuest also offers the option to register your copyright with the U.S. Copyright Office (for a fee).
- If/when sales of your dissertation reach a specific threshold, ProQuest will pay you 10% in royalties.
- ProQuest adds a page (after the title page) to your dissertation to display proprietary and copyright information.
- ProQuest editors review appendices for copyright infringement and will assign additional search descriptors.

- Currently, there is no charge to submit your dissertation to ProQuest at <http://www.etsdadmin.com/sandiego>. To view examples of dissertations in ProQuest, visit <https://www.proquest.com/pqdtglobal/>

## Digital USD

Most materials in Digital USD are openly accessible to anyone with an internet connection and are easily “discoverable” by search engines, for example Google, so others can find and read your work.

- Your work will have its own URL, which you can share on your website, job applications, social media accounts, etc.
- You will receive monthly “author reports” showing how many times your work has been downloaded, and from where in the world.
- If your dissertation contains copyrighted material from other sources, you must obtain permission from the copyright holder(s) and include this information with your dissertation.
- You retain the copyright to your work. Please put a copyright notice on the title page.
- If your dissertation contains any sensitive information you do not want to share publicly, i.e., email addresses, mailing addresses, or phone numbers, please remove/redact the information prior to uploading it to Digital USD. This includes hand signatures (from committee members and/or on IRB forms).

## Access Options

When uploading your dissertation to Digital USD, you have two options regarding access:

1. You can choose “**Open Access**” or “**Campus Access Only.**” By choosing “**Open Access,**” you have the opportunity to share your work with the entire world and vastly increase your readership. You also have the ability to see from where and how often it is downloaded. If you choose “**Campus Access Only,**” downloads are limited to on-campus computers, although anyone will be able to see information about the dissertation, including the title and abstract.
2. Faculty in the School of Nursing recommend you place an “**Embargo**” on your dissertation. An embargo restricts public access to the full text of your dissertation for a specific period of time (the title and abstract will still be openly available during an embargo period). For example, an embargo of two years means that the full text of your dissertation will not be publicly available until two years from the date of submission for both ProQuest and Digital USD.
3. After you have submitted your dissertation to Digital USD, it will be processed, posted, and you will receive an email with the link to it. In most cases, this will occur within a month from the date you submit it.

## Procedures for Online Submission of the Doctoral Dissertation

1. The PhD candidate must first obtain final approval of the dissertation, including approval of the formal preparation in accordance with all instructions in the doctoral handbook for the candidate's program and from the dissertation committee. After completing all remaining corrections/edits required by the dissertation committee, the candidate will save the original manuscript in a Portable Document Format (PDF) file.
2. The PhD candidate will obtain the signed **Approval Page** from the chair and members of the committee and submit the document to Dr. Cynthia D. Connelly to be placed in the student's file. Send electronically to [connellyc@sandiego.edu](mailto:connellyc@sandiego.edu)
3. The PhD candidate is required to submit the final approved digital PDF file of the dissertation to ProQuest and to Digital USD.

### Submission to ProQuest

1. Log in your *MySanDiego* portal and go to <https://www.proquest.com/products-20services/dissertations/authors.html> and follow the step-by-step instructions. You may also go to <https://www.etsadmin.com/main/home?siteId=671> and follow the instructions.
2. Confirm you are logged in *MySanDiego* portal (e.g., the USD logo will appear on the ProQuest webpage, or an "Access provided by the University of San Diego" or "At University of San Diego" message will be visible).
3. Create a ProQuest account using your USD email. Select the "School of Nursing" as your institutional affiliation to bypass the upload of your PhD diploma. Do not create a general account.
4. There is no charge to disseminate and archive dissertations and theses via ProQuest. There are nominal fees for Dissertation/Theses when supplied in paper form or via FTP, and for additional visibility that is offered by participating in PQDT Open, ProQuest's open access database.
5. Copyright registration is available for a fee.

### Submission to Digital USD

1. Go <https://digital.sandiego.edu/>
2. Click on "Submit Work" on the left-side menu bar under "Author Corner."
3. Scroll down until you find "Thesis and Dissertations" and click on "Dissertations."
4. Click on "Don't have an account? Sign Up" (or login if you already have an account).
5. Read and "accept" the Submission Agreement. **Please Note:** If your dissertation contains copyrighted material, you must obtain permission from the copyright holder(s) and include this information with your dissertation.
6. Fill out the fields and upload the full text of your dissertation.

## Dissertation Binding and Submission of Documents

School of Nursing students must submit one bound copy of the dissertation to the School of Nursing Office to be placed in the **Krause PhD Research Library**. Dissertation committee members may request a bound copy, paper copy, or electronic copy for their files.

1. Contact Patricia Calero at the School of Nursing to place your order. Billing information will be provided at this time.

Phone: (619) 260-2316. Email: [pcalero@sandiego.edu](mailto:pcalero@sandiego.edu)

2. Request one bound copy of your dissertation, plus any additional personal copies you may wish to purchase. Dissertations are bonded using archival paper using University of San Diego color and jacket design.
3. Send electronically the final PDF dissertation copy to Patricia Calero. Include the signature page and IRB approval page, **omitting** handwritten signatures.
4. No transcripts will be available until the final PDF dissertation copy is received in the Nursing Office.
5. Dissertation copies may take 6-8 weeks to process. When your copies are ready, your student account will be charged. Go to your student account to clear your fees and send the receipt to Patricia Calero. Remaining research award funds may be used to cover dissertation fees. Contact Patricia Calero to learn more.
6. Students can pick-up their dissertation copies at the School of Nursing or have them shipped for a fee.

### ADDITIONAL INFORMATION:

Submit Original Signed Signature Page to [connellyc@sandiego.edu](mailto:connellyc@sandiego.edu) for your file.

### Bindery:

J&K Bookbindery  
ATTN: Irene M. Johnson  
2948 Reed Rd.  
Escondido, CA 92027

## Survey of Earned Doctorates

All PhD candidates will complete the Survey of Earned Doctorates (SED) online by logging on to <https://sed-ncses.org/login.aspx>. A Certificate of Completion will be automatically sent by email to the candidate after successfully completing the survey. Please print and submit the SED certificate to the Graduate Records Office and Dr. Cynthia D. Connelly to complete the clearance process.

**E-mail address:** [usdgradrec@san Diego.edu](mailto:usdgradrec@san Diego.edu) and [connellyc@san Diego.edu](mailto:connellyc@san Diego.edu)

The submission of all the above constitutes completion of the PhD candidates' responsibilities regarding the dissertation. The degree will not be conferred and posted on the candidates' transcripts until all of these items have been completed by the deadline.

**Final checklist:** (1) Digital USD submission, (2) ProQuest submission, (3) Survey of Earned Doctorates certificate, (4) Dissertation Signature page, and (5) final PDF dissertation copy.

## Academic Regalia

Students will also receive information regarding graduation apparel and participation in the graduation ceremonies. The doctoral hood that is part of traditional academic apparel should be trimmed in dark blue velvet signifying the PhD Degree and lined with blue and white satin, the colors of the University of San Diego. The doctoral robe may be trimmed in black velvet or dark blue velvet. This includes the front velvet panels and the sleeve stripes.

The University of San Diego has specifically designed robes for PhD graduates available for purchase. Most graduates prefer the 8-sided velvet tam, but the traditional mortarboard is an option. Graduation robes may be purchased or rented through the USD bookstore or purchased on-line.

## Sigma Theta Tau International

Members of **Sigma Theta Tau International** are encouraged to submit the announcement of their earned doctoral degree for inclusion in the Sigma Theta Tau International Nursing Library's Electronic Database. Consult the Sigma Theta Tau website.

**Part IV**  
**Appendices**

## Appendix A. Curriculum Plan

Class of 2026

### **Fall Semester 2023, Year One**

PHDN 601 Philosophy of Science in Nursing	3 units
PHDN 697 Seminar in Health Equity and Disparity Research	3 units
PHDN 650 Nursing Research Seminar	1 unit

### **Spring Semester 2024, Year One**

PHDN 602 Theory Development in Nursing	3 units
PHDN 607 Applied Statistics and Quantitative Research Methods	3 units
PHDN 651 Nursing Research Seminar	1 unit

### **Summer Session 2024, Year One**

Emphasis Courses (NFLP, ENL, Palliative Care, Residencies)	3-6 units
--	-----------

### **Fall Semester 2024, Year Two**

PHDN 670 Quantitative Designs in Research	3 units
PHDN 673 Introduction to Qualitative Research: Background, Processes, and Approaches	3 units
PHDN 652 Dissertation Research	1 unit

### **Spring Semester 2025, Year Two**

PHDN 654 Dissertation Research Seminar	3 units
PHDN 608 Applications of Multivariate Statistics	3 units

### **Summer Session, Year Two**

Emphasis Courses (NFLP, ENL, Palliative Care, Residencies)	3-6 units
--	-----------

### **Fall Semester 2025, Year Three**

Emphasis Courses (Ethics, Health Policy, Psychometrics, Engagement, Data Management, Advanced Quantitative or Qualitative Methods)	3-6 units
PHDN 653 Dissertation Research	3 units

### **Spring Semester 2026, Year Three**

PHDN 695 Dissertation	6 units
Emphasis Course	3 units

6 units for full-time status  
48 Total Units

## Appendix A. Curriculum Plan (Cont.)

### Class of 2027

#### Fall Semester 2024, Year One

PHDN 601 Philosophy of Science in Nursing	3 units
PHDN 697 Seminar in Health Equity and Disparity Research	3 units
PHDN 650 Nursing Research Seminar	1 unit

#### Spring Semester 2025, Year One

PHDN 602 Theory Development in Nursing	3 units
PHDN 673 Introduction to Qualitative Research: Background, Processes, and Approaches	3 units
PHDN 651 Nursing Research Seminar	1 unit

#### Summer Session 2025, Year One

Emphasis Courses (NFLP, ENL, Palliative Care, Residencies)	3-6 units
--	-----------

#### Fall Semester 2025, Year Two

PHDN 607 Applied Statistics and Quantitative Research Methods	3 units
PHDN 670 Quantitative Designs in Research	3 units
PHDN 652 Dissertation Research	1 unit

#### Spring Semester 2026, Year Two

PHDN 654 Dissertation Research Seminar	3 units
PHDN 608 Applications of Multivariate Statistics	3 units

#### Summer Session 2026, Year Two

Emphasis Courses (NFLP, ENL, Palliative Care, Residencies)	3-6 units
--	-----------

#### Fall Semester 2026, Year Three

Emphasis Courses (Ethics, Health Policy, Psychometrics, Engagement, Data Management, Advanced Quantitative or Qualitative Methods)	3-6 units
PHDN 653 Dissertation Research	3 units

#### Spring Semester 2027, Year Three

PHDN 695 Dissertation	6 units
Emphasis Course	3 units

6 units for full-time status

48 Total Units

## Appendix B. PhD Student Resources

The School of Nursing website is helpful for locating information and forms.

Website: <https://www.sandiego.edu/nursing/>

PhD Program Forms: <https://www.sandiego.edu/nursing/academic-programs/phd/resources.php>

Dissertation Committee

Dissertation Proposal Approval

Dissertation Approval Form

Proposed Journal Articles or Grant for Manuscript Dissertation Form

PHDN 693a Research Residency

PHDN 693b Teaching Residency

PHDN 693c Leadership Residency

PHDN 694 Special Topics in Research

Office of the Registrar Forms: <https://www.sandiego.edu/one-stop/forms/academic-forms.php>

Office of Financial Aid Forms: <https://www.sandiego.edu/one-stop/forms/financial-aid.php>

USD Applications for Scholarships: <https://www.sandiego.edu/admission-and-aid/scholarships.php>

Information for Scholarships and Financial Aid: Amy Wright, Director of Student Services, [amy@sandiego.edu](mailto:amy@sandiego.edu)

The following website provides a variety of resources for stress-reduction.

Be Well USD: <https://www.sandiego.edu/wellness/bewellusd/mental-health/stress.php>

## **Appendix C. Residency Options**

### **PHDN 693a Research Residency**

**University of San Diego**

**Hahn School of Nursing and Health Science**

<b>Course:</b>	PHDN 693a Research Residency
<b>Faculty:</b>	TBA
<b>Course Credit:</b>	3 Semester Units
<b>Course Description:</b>	Intensive experience in the collaborative design and implementation of research projects.

**Course Objectives:**

1. Participate in nursing and interdisciplinary collaborative models for designing, conducting, and utilizing research in clinical and academic settings.
2. Synthesize knowledge of funding sources and the process and strategies of effective research grant proposal development.
3. Increase understanding of the multifaceted roles of the nurse researcher as a member of a multidisciplinary research team in academic and clinical settings.

**Teaching Methods:** Mentored residency with a researcher or actively engaged in any component of grant development or a research project.

**Learning Experiences:** To be mutually designed by the research mentor and the doctoral student.

**Course Requirements:** To be mutually designed by the research mentor and the doctoral student.

## **PHDN 693b Teaching Residency**

**University of San Diego**

**Hahn School of Nursing and Health Science**

<b>Course:</b>	PHDN 693b Teaching Residency
<b>Faculty:</b>	TBA
<b>Course Credit:</b>	3 Semester Units
<b>Course Description:</b>	Intensive experience in the nursing education setting with all aspects of the faculty role.

### **Course Objectives:**

1. Critically evaluate pedagogical theories for their applicability in preparing knowledgeable nursing professionals.
2. Utilize research findings to develop sound classroom and clinical teaching strategies.
3. Collaborate with other health care professional to enhance student classroom and clinical learning experiences.
4. Develop expertise in implementing technological advances to achieve desired learning outcomes.
5. Develop and evaluate programs of study based on assessment of diverse learner needs and contemporary trends in nursing education.
6. Create educational environments that foster achievement of educational goals by adult learners.

<b>Teaching Methods:</b>	Mentored teaching residency with an experienced faculty member in the classroom and clinical setting
<b>Learning Experiences:</b>	To be mutually designed by the mentor and the doctoral student.
<b>Course Requirements:</b>	To be mutually designed by the mentor and the doctoral student.

## **PHDN 693c Executive Nurse Leader Residency**

**University of San Diego**

**Hahn School of Nursing and Health Science**

<b>Course:</b>	PHDN 693c Executive Nurse Leader Residency
<b>Faulty:</b>	TBA
<b>Course Credit:</b>	3 Semester Units
<b>Course Description:</b>	Intensive experience in executive nurse leader settings with all aspects of the executive nurse leader. Designed for 1. knowledge acquisition of the nurse scientist role in executive practice (practice, the academy, and policy); and 2. to develop the knowledge and skills necessary to apply leadership concepts, skills, and decision making in the design, implementation, oversight, and accountability in complex systems. The student is expected to participate in all aspects of the executive role and/or a specific research project as mutually defined.
<b>Teaching Methods:</b>	Mentored executive nurse leader residency with an experienced nurse in executive practice (practice, the academy, and policy).
<b>Learning Experiences:</b>	To be mutually designed by the mentor and the doctoral student.
<b>Course Requirements:</b>	To be mutually designed by the mentor and doctoral student.

# Sample Application for PHDN 693a Research Residency

University of San Diego  
Hahn School of Nursing and Health Science

## APPLICATION FOR PHDN 693A RESEARCH RESIDENCY

Sample

**Name:**

**Project Title:**

**Number of Units:**

**To be completed during the spring / summer semester:**

**Description of Proposed Residency:** Design and implementation of a quantitative descriptive correlation study using cross-sectional survey methodology to examine the reporting structure of the Clinical Nurse Specialist (CNS) on organizational data collection and analyze the results. Completion of study protocol and IRB approval from USD will be completed during the summer prior to Fall semester.

**Description of materials, resources, and methods to be employed:** *(Attach additional sheets if necessary)* Please see attached abstract. The proposed methodology requires completion of survey by executives within hospitals across the United States. It has yet to be determined if this will be accomplished via an executive list serve or mailings via U.S. Postal Service.

### Student Objectives:

1. Develop a research protocol and successfully obtain IRB approval.
2. To obtain increased knowledge and experience in the design and implementation of a multi-site nursing research study.
3. Obtain additional experience working as a member of a research team.

### Methods of Evaluation:

1. Intermittent evaluation by faculty advisor of progress related to design and implementation of study.
2. Presentation of preliminary results.

**Approved:**

**Denied:**

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Date

**Approved:**

**Denied:**

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

# Sample Application for PHDN 693b Teaching Residency

University of San Diego  
Hahn School of Nursing and Health Science

## APPLICATION FOR PHDN 693B TEACHING RESIDENCY

Name:

Project Title:

Number of Units:

To be completed during the spring / summer semester:

Sample

**Description of Proposed Residency:** This residency is designed to explore, through mentored practical experience, the pedagogical considerations in the design of and operationalization of a graduate nursing course under the supervision of Dr. \_\_\_\_\_. Specifically, the residency will include mentoring the student in the design and operationalization of the ACNS 638 curriculum. Topics will include a) student learning needs assessments and customization of teaching strategies to achieve course objectives, b) preparation and delivery of lectures, c) design and execution of problem-based learning strategies, and d) the mentoring of MSN clinical nurse specialist students through evidence-based practice project.

**Description of Material, Resources, and Methods to be Employed:** Weekly meetings (face-to-face, telephone, conference phone call, or structured e-mails) with course professor to update current syllabus and course outline, design problem-based learning activities, and discuss student progress. Attend monthly CNSteam meetings to understand how consensus-based faculty decisions are made regarding the program, courses, and students.

A current text on nursing education will be selected for the residency course.

Student selected research publications on graduate nursing education will supplement the text.

### Student Objectives:

1. Participate in curriculum design decisions including revising the current course syllabus, designing lesson plans and problem-based learning activities, and using syllabus grading criteria to grad students' course work.
2. Utilize effective teaching methods and strategies for adult learners.
3. Present 25% of the class lectures.
4. Lead 50% of the class discussions.

**Methods of Evaluation:**

Feedback and a written evaluation form the professor to the student regarding performance.

On the following:

1. Actively participate in revising 30% the current course syllabus, designing 30% lesson plans and problem-based learning activities, and using syllabus grading criteria to grade 50% of the students.
2. Present a minimum of 25% of the class lectures.
3. Lead a minimum of 50% of the class discussions.

**Approved:**

**Denied:**

\_\_\_\_\_  
Faculty Mentor

\_\_\_\_\_  
Date

**Approved:**

**Denied:**

\_\_\_\_\_  
PhD Program Director

\_\_\_\_\_  
Date

Original Copy to Student

Copy to Student File

# Sample Application for PHDN 693c Executive Nurse Leader Residency

University of San Diego  
Hahn School of Nursing and Health Science

## APPLICATION FOR RESIDENCY PHDN 693C

Sample

**Name:**  
**Project Title:** Executive Nurse Leadership Residency  
**Number of Units:** 3 Semester Units  
**To be completed during the spring / summer semester:**

**Description of Proposed Residency:** This residency, to be completed under the mentorship of Drs. \_\_\_\_\_, and \_\_\_\_\_, is designed for 1. Knowledge acquisition of the nurse scientist role in executive practice; and 2. To develop the knowledge and skills necessary to apply leadership concepts, skills, and decision making in the design, implementation, oversight, and accountability in complex systems. Topics will include: (a) how to collaborate one-on-one with an experienced executive nurse leader to further develop leadership skills via observations and dialogue related to both academic and clinical situation leadership/management; (b) examine the pathway for preparing for an executive leadership role in academic and/or healthcare systems; and (c) examine elements necessary for the identification and design of an executive nurse driven scientific research initiative to advance quality based, cost-effective health care strategies.

**Description of materials, resources, and methods to be employed:** Concentrated residency hours with Drs. \_\_\_\_\_ and \_\_\_\_\_ to observe, learn, and practice ENL leadership roles and responsibilities in the design, implementation, oversight, and accountability in complex systems.

**Methods of Evaluation:** Critique with dissemination focusing on navigating leadership challenges in the application of research strategies within the current academic and health care environment.

**Approved:**

**Denied:**

\_\_\_\_\_  
Faculty Mentor

\_\_\_\_\_  
Date

**Approved:**

**Denied:**

\_\_\_\_\_  
PhD Program Director

\_\_\_\_\_  
Date

Original Copy to Student

Copy to Student File

# Appendix D. PHDN 694 Special Topics in Nursing Research

University of San Diego  
Hahn School of Nursing and Health Science

## APPLICATION FOR PHDN 694: SPECIAL TOPICS IN NURSING RESEARCH

Sample

PRIOR to class reservation, this form should be typed or completed online. Obtain signatures of approval.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Secondary No.: \_\_\_\_\_

To be completed during (circle one): Intersession / Spring / Summer / Fall of \_\_\_\_ (year)

**Project Title:**

**Description of Proposed Study:**

**Description of materials, resources, and methods to be employed:**

**Method of Evaluation (to be completed by Faculty):**

**Approved:**

**Denied:**

\_\_\_\_\_  
Faculty Mentor Date

**Approved:**

**Denied:**

\_\_\_\_\_  
PhD Program Director Date

Original Copy to Student

Copy to Student File

**Appendix E. Dissertation Committee Form**

**University of San Diego  
Hahn School of Nursing and Health Science**

**DOCTOR OF PHILOSOPHY IN NURSING PROGRAM**

**DISSERTATION COMMITTEE FORM**

Doctoral Student: \_\_\_\_\_

Topic of Dissertation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following persons have agreed to serve on the Dissertation Committee of the candidate named above:

Chair, Dissertation Committee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Committee Member, School of Nursing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Committee Member Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Cc: Student File, Chair, Student

**Appendix F. Dissertation Proposal Approval**

**University of San Diego  
Hahn School of Nursing and Health Science**

**DOCTOR OF PHILOSOPHY IN NURSING  
DISSERTATION PROPOSAL APPROVAL**

Student: \_\_\_\_\_

Chair: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following signatures are testimony that the student's proposal has been accepted and the student may proceed with the dissertation.

DISSERTATION COMMITTEE SIGNATURES

\_\_\_\_\_

Chair

\_\_\_\_\_

Member

\_\_\_\_\_

Member

Date: \_\_\_\_\_

Cc: Student File, Chair, Student

## Appendix G. Proposed Journal Articles or Grant for Manuscript

University of San Diego

Hahn School of Nursing and Health Science

### DISSERTATION FORM

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Dissertation Committee Signatures: \_\_\_\_\_

Chair: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

#### **PAPER 1.**

Focus: \_\_\_\_\_

Proposed Authors: \_\_\_\_\_

Potential Journals: \_\_\_\_\_

Proposed Date of Completion: \_\_\_\_\_

#### **PAPER 2.**

Focus: \_\_\_\_\_

Proposed Authors: \_\_\_\_\_

Potential Journals: \_\_\_\_\_

Proposed Date of Completion: \_\_\_\_\_

#### **PAPER 3 or GRANT.**

Focus: \_\_\_\_\_

Proposed Authors: \_\_\_\_\_

Potential Journals: \_\_\_\_\_

Proposed Date of Completion: \_\_\_\_\_

## Appendix H. Sample Title Page, Dissertation

UNIVERSITY OF SAN DIEGO

Hahn School of Nursing and Health Science

DOCTOR OF PHILOSOPHY IN NURSING

TITLE OF DISSERTATION

by

Student Name

A dissertation presented to the

FACULTY OF THE HAHN SCHOOL OF NURSING AND HEALTH SCIENCE

UNIVERSITY OF SAN DIEGO

In partial fulfillment of the

requirements for the degree

DOCTOR OF PHILOSOPHY IN NURSING

Month Year

Dissertation Committee

Chair Name, Chair

Member Name, Committee Member

Member Name, Committee Member

## Appendix I. Sample Approval Page, Dissertation

UNIVERSITY OF SAN DIEGO

Hahn School of Nursing and Health Science

DOCTOR OF PHILOSOPHY IN NURSING

CANDIDATE'S

NAME:

TITLE OF

DISSERTATION:

DISSERTATION

COMMITTEE:

---

Chair

---

Committee Member

---

Committee Member

# Appendix J. Final Presentation Announcement

UNIVERSITY OF SAN DIEGO

HAHN SCHOOL OF NURSING AND HEALTH SCIENCE

TITLE

FINAL PRESENTATION

of

STUDENT NAME

For the Degree of

DOCTOR OF PHILOSOPHY IN NURSING

Thursday, February 16, 2024

Time: 11:00 AM PST

Location: BINR 309 & Zoom Platform

Join Zoom Meeting

<https://sandiego.zoom.us/j/91742716676>

DISSERTATION COMMITTEE

Chair Name, Credentials

Committee Member Name, Credentials

Committee Member Name, Credentials