

2022-2023



# PhD Student Handbook

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## **HISTORY OF THE SCHOOL**

In 1949, the Regents of the University of California authorized the School of Nursing as one of the professional schools of the UCLA Center for the Health Sciences. This action paved the way in 1950 for the opening of an undergraduate program in nursing leading to the Bachelor of Science (BS) degree and made possible the establishment of a graduate program to award a Master of Science (MS) degree in Nursing in 1951. In 1966, the Master of Nursing (MN) degree was established as an alternate option to the MS degree. The MS degree program was discontinued in 1969. The Regents approved the Doctor of Nursing Science (DNSc) degree program in 1986, and in 1987 the first doctoral students were admitted.

In 1996, the Office of the President and the Regents approved the change in the master's degree designation from MN to Master of Science in Nursing (MSN); the change in doctoral degree designation from DNSc to PhD in Nursing was approved in 1995. In 2013, an en route MS option was established within the existing PhD program for students in the BS to PhD pathway.

To meet the educational needs of students who are registered nurses with Associate Degrees or diplomas in nursing, the original BS program curriculum was revised in 1997 and the RN to BS Bridge Program was established and continued until 2010.

In 2006, the School of Nursing reinstated the pre-licensure bachelor's program (BS/pre-licensure) with admission at the freshman level and launched the Master's Entry Clinical Nurse (MECN/pre-licensure) program within the MSN degree, which is designed for pre-licensure students with bachelor's degrees in other discipline.

In 2018, the Office of the President and the Regents approved the Doctorate of Nursing Practice (DNP) degree program. The School of Nursing admitted its first class in Fall 2018.

## **PHILOSOPHY OF THE UCLA SCHOOL OF NURSING**

The UCLA School of Nursing is guided by a philosophy that embodies the mission and goals of the University of California. The philosophy addresses nursing, the clients of nursing, and nursing students. The school is committed to an interdisciplinary learning environment.

Nursing encompasses clinical practice, education, research, consultation, leadership, management and service to the profession at both the local and global communities. Nursing involves individuals, families, groups, organizations and communities as patients. The profession must consider the human, physical and social environments that affect these patients, who may have health conditions that range from wellness to illness. Nursing activities must, therefore, include health promotion and maintenance, intervention and treatment, rehabilitation and restoration, and palliation. At an advanced practice level, nursing involves comprehensive healthcare, which encompasses the responsibility and accountability for continuity of care across the health-illness spectrum.

Nursing research is both applied and basic and has as its core actual or potential human responses to illness and as its goal the development of nursing science. Guided by ethical standards that consider the perspectives of the patient, the healthcare provider and the larger society, nursing has a social mission that encompasses the right and responsibility to provide leadership in health policy, as well as healthcare to all patients regardless of disease status, gender, race or culture.

People who receive patient-centered nursing care are complex individuals who exist in relationship to others in their family and community. This complexity of person involves biological, behavioral, emotional, psychosocial, cultural and spiritual dimensions. Each individual reflects a unique combination of these dimensions that interacts dynamically with the environment. The patients of nursing are autonomous decision makers who have certain values and knowledge about themselves that not only are relevant, but also essential to successful healthcare outcomes. As a result, nurses have the responsibility to protect the patient's right to collaboratively participate with healthcare professionals involved in their care.

Successful nursing students are active learners who bring unique gender, cultural and ethnic life experiences to the professional practice of nursing and its advancement as a discipline. Students at all levels learn relevant theory, acquire practice skills and are socialized into the profession of nursing.

Increasing levels of complexity and sophistication of learning and socialization are expected of students in the different programs. Whether at the beginning practice, advanced practice, or scholar level, nursing students learn to apply knowledge, skills and professional attitudes in their work, which may include educative, administrative and research arenas. While students have the right and responsibility to participate in their own learning, faculty members have the right and responsibility to structure the teaching/learning environment to facilitate learning. Individual academic counseling and a variety of one-on-one, small-group, and interactive learning formats assist students to meet program and individual learning goals.

## MISSION OF THE UCLA SCHOOL OF NURSING

The UCLA School of Nursing prepares nurses and scholars to lead and transform nursing care in a rapidly changing, diverse and complex healthcare environment through academic excellence, innovative research, superior clinical practice, strong community partnerships, and global initiatives.

**Academics:** The UCLA School of Nursing is ranked as one of the top nursing schools in the country by US News and World Reports. Through our innovative curriculum, students learn relevant theory, acquire practice skills and are socialized into the profession of nursing. The School of Nursing provides rich opportunities for students to pursue collaborative and interdisciplinary education and independent study projects. Individual academic counseling a variety of one-on-one small group and interactive learning formats assist students to meet program and individual learning goals and to apply knowledge, skills and professional attitudes in their practice. As the most competitive degree program on the UCLA campus, we attract the best and brightest students who will become leaders in transforming the profession of nursing.

Goals:

- ✓ Become the global leader of innovative education
- ✓ Lead transdisciplinary education
- ✓ Lead education of international students in nursing
- ✓ Spearhead the development of transformative nursing leaders
- ✓ Develop self-sustaining, cutting-edge programs

**Research:** From the laboratory bench to the patient's bedside, from pediatrics to geriatrics, from prevention to cause, ground-breaking advances are being driven by nursing research. At the School of Nursing, research is at the core of our mission – not only as a primary component of a comprehensive education, but as a critical investment in the future of nursing. The School has a rich history of blazing the trail for nursing research and is continually pushing the boundaries to improve health. Our findings are about advancing health and they can be used by other disciplines.

Goals:

- ✓ Lead cutting edge science
- ✓ Lead International Research
- ✓ Lead innovative transdisciplinary research that transforms health and health systems
- ✓ Develop future leaders in nursing research

**Practice/Service:** From Los Angeles to communities throughout Hong Kong, China and Japan, to small rural villages in India, Uganda, and Myanmar, the School of Nursing is engaging with local partners to improve the health of entire populations. We are delivering quality care, conducting collaborative community-based research and educating the healthcare workforce.

Goals:

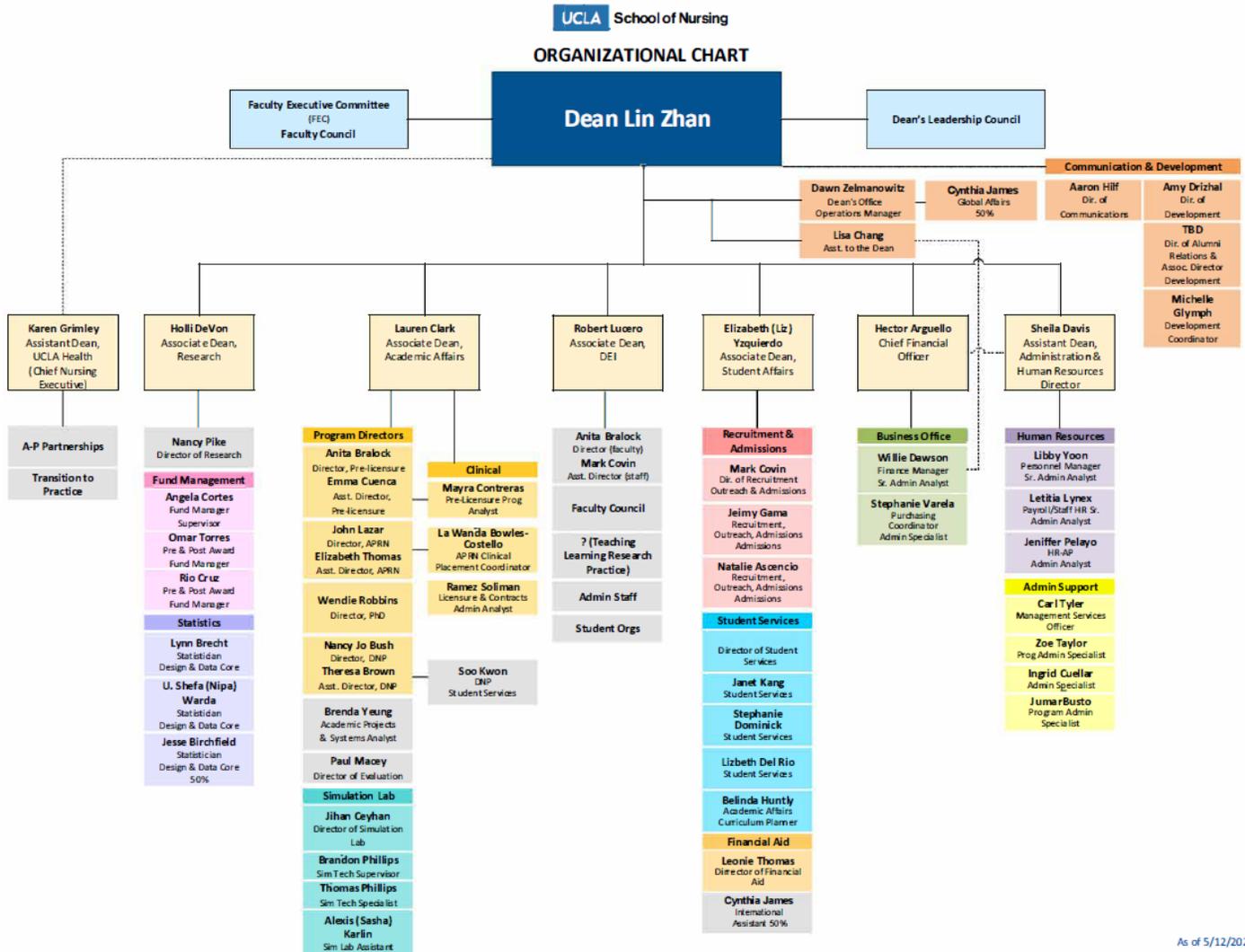
- ✓ Lead the translation of knowledge into practice
- ✓ Spearhead development of nationally recognized, financially self-sufficient community-based Health Care that serves disparate populations
- ✓ Deliver transformative best practices content to healthcare providers worldwide
- ✓ Lead efforts to strengthen nursing practice globally

## **ACCREDITATION**

The UCLA School of Nursing programs of study are approved by the Academic Senate of the University of California, the California Board of Registered Nursing, and are accredited by the Commission on Collegiate Nursing Education (CCNE). Curricular oversight and periodic reviews are conducted by the UCLA Academic Senate's Undergraduate and Graduate Councils. The University of California, Los Angeles holds accreditation from the Western Association of Schools and Colleges (WASC). In 2020, the Commission on Collegiate Nursing Education (CCNE) accredited the existing bachelor's and master's degree programs for a term of 10 years.

# ORGANIZATIONAL CHART OF THE UCLA SCHOOL OF NURSING

Below is the organizational chart of the School of Nursing.



As of 5/12/2022

## DOCTORAL PROGRAM OVERVIEW

The goal of the UCLA School of Nursing Doctor of Philosophy (PhD) degree program is to develop the foundation of knowledge upon which the practice of the profession is based through the conduct of original research and the generation of theory.

### Program Objectives

1. Design, conduct, and evaluate original research
2. Generate and/or test theory
3. Contribute significantly to the development of nursing science
4. Collaborate with research participants, clinicians, and researchers from multiple disciplines in the design and conduct of research and the development of science
5. Influence and contribute to the design of healthcare policy
6. Provide leadership within the nursing profession and in healthcare with cultural competence and attention to ethical decision making
7. Mentor educators and researchers

### Underlying Beliefs

Nursing is one of the health sciences. As such, it draws on behavioral sciences, life sciences, health policy, economics and management to create its body of knowledge. Nursing has integrated knowledge from a variety of scientific fields which is applied to patient care to: identify and test nursing interventions, describe the process and outcomes of care giving, and identify and manipulate the environmental variables that affect patient care and the management of care. The nature of nursing as an academic discipline has been defined as a synthesis of biological and behavioral sciences as they apply to the care of patients in health and illness. This orientation to research distinguishes nursing from the biological and behavioral sciences while at the same time acknowledging its relationship to both. Nursing research draws also on the knowledge of health systems and health care delivery in order to improve patient care.

Nursing includes a broad spectrum of concerns. While many areas and styles of research might reasonably be considered relevant to nursing, the UCLA School of Nursing possesses specific strengths and opportunities. Therefore, the aim of this program is not to address the full range of research areas, but to focus on those specific areas in which we can expect to make the most significant contributions and to develop the School of Nursing as a center of excellence. These areas are defined by the research expertise of the faculty, by the supportive resources available at the Center for the Health Sciences and the wider academic campus, and by the conceptual framework guiding the School's curricula.

### Program of Study

Nursing research at UCLA is carried out in the following areas of study as identified in the School's curricular framework. Students select a major area of study which is congruent with the scientific inquiry of our SON faculty.

- Biobehavioral Sciences focuses on the influence of both biologic and behavioral factors on health beliefs and health promotion, sense of well-being and quality of life, symptom management and adherence to and utilization of prevention and treatment services.
- Biologic Science focuses on phenomena in the biologic, physiologic and pathophysiologic sciences, including cellular adaptations and injury, genetics, neoplasia, inflammatory, immune and neuroendocrine responses and the effect of these on tissue and organ system function in the context of human health.

- Health Disparities focuses on nursing science in the area of community-based interventions to prevent disease, decrease morbidity and mortality for populations at a relative higher risk for poor health and in the context of a culturally diverse environment for care.

The research areas incorporate human diversity and the influence of the psychosocial and physical environments on health and health care. Commitment to these areas enables the School to respond with appropriate flexibility to changing nursing practice needs, to changing societal needs, and to changing opportunities created by the development of faculty strengths and student research interests. Thus, the areas are broad, interrelated and contribute to an integrated whole as specified in the School's curricular framework.

## DEGREE REQUIREMENTS

### Course Requirements

The diagram on the next page is a schema of the research process and maps the trajectory of the curriculum. All students take a required basic core of courses.

**Nursing Theory (required):** Nursing 202, 206A, 206B, 210A, 210B

**Nursing Research (required):** Nursing 205A, 207, 208, 295A, 299B, 596

Notes:

- Students proposing a dissertation using qualitative methods must complete N205B, N205C, and N299B concurrent with N596 at least once.
- Students proposing a dissertation using quantitative methods must complete N299B concurrent with N596 twice.
- Students conducting bench research must complete N299B concurrent with N596 at least twice and might consider taking a graduate-level Chemistry course chosen in consultation with the faculty advisor.
- N295B is elective but highly recommended for students writing grants, including NRSAs.

**Professional Development (required):** Nursing 299A, 299D, 495

**Biostatistics (required):** Biostatistics 291A, 291B

Notes: Students proposing a dissertation using **quantitative methods** must complete 291A, 291B and 291C

### **Cognates (required):**

With the guidance of the faculty advisor, students choose three cognate courses in a related field outside of nursing, relevant to their research question. The courses must be graduate level (200-299) and must be taken for a letter grade. An Independent Study (596) does not count as a cognate. The faculty advisor and the PhD Program Director give approval of cognate courses. The Program Director will consider exceptions by petition for courses that are taught for S/U credit only. The number of S/U courses requested, the number of units of each course, the relevance of the course(s) to the student's research and the availability of alternate courses will be considered. For all cognate courses, a [General Student Petition](#) is required. The student must attach a description of the course and indicate how it relates to his or her research topic, obtain the advisor's approval on the bottom left and submit the petition to the Student Affairs Office. The petition will be reviewed for approval by the advisor and PhD Program Director. Because advisor and program director approval are required for cognate courses, the student should prepare the petition in the quarter prior to enrollment.

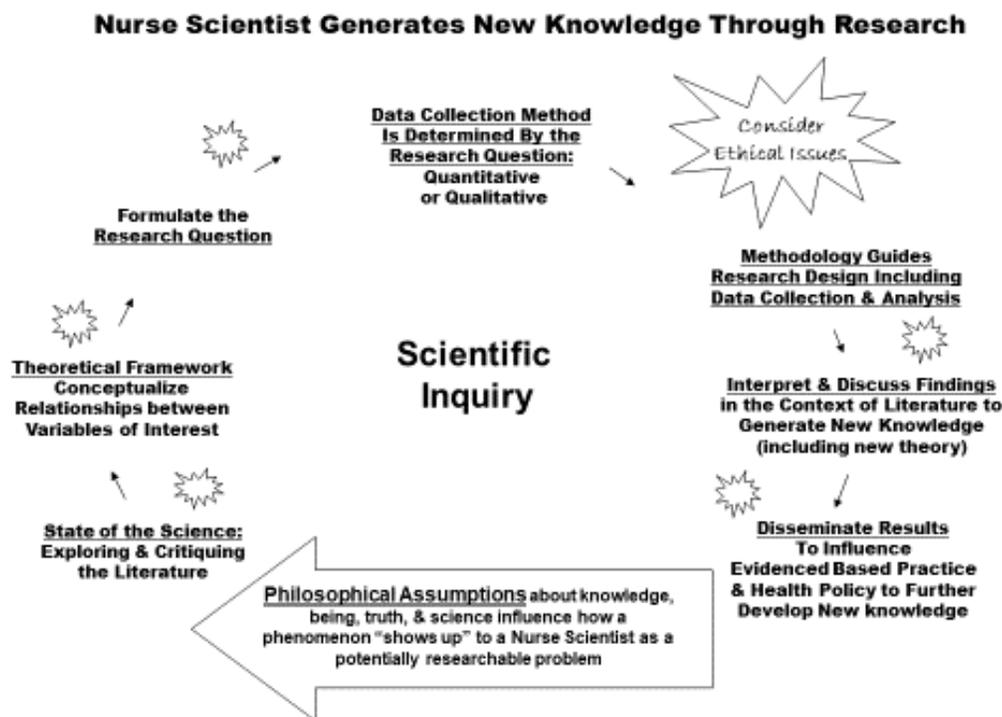
With the approval of the student's faculty advisor, PhD Program Director, the Dean of [UCLA Graduate Division](#) and faculty and administration at the other campus, cognate courses may be taken at another UC campus by the [Intercampus Exchange](#) process when equivalent courses are not available at the UCLA campus.

Students may elect to take additional course offerings in the School of Nursing or in other departments on campus as electives to further enhance their research **preparation.**

**Independent Study Courses (required):** Nursing 596, 599

In preparing for the Oral Qualifying Examination, the student is required to enroll in Nursing 596 with her/his dissertation chair to develop the research proposal. To enroll in Nursing 596, complete the [596 Petition](#). The petition will need to be completed each quarter in consultation with the advisor. Nursing 596 is taken for Satisfactory/ Unsatisfactory grade. The contract must include learning objectives for the quarter and identify goals or outcomes such as, completion of literature review, in-depth review of appropriate research methodology or completion of research proposal.

After passing the Oral Qualifying Examination, students will enroll in Nursing 599, Research for and Preparation of PhD Dissertation while in the process of research and writing the dissertation. Students may enroll in Nursing 599 with their Dissertation Chair and other committee members with their permission. To enroll in Nursing 599, complete the 599 Petition. Nursing 599 is taken for Satisfactory/Unsatisfactory grade, based on the objectives agreed upon by the chair and the student.



**Students Entering without an Advanced Practice Master’s Degree**

Students admitted to the PhD program without an advanced practice MSN—Bachelors (BS) or Entry-Level Masters (ELM or MECN) may find it necessary to complete additional graduate level courses in nursing or an equivalent discipline focused on their research topic. Courses must be chosen in consultation with the student’s faculty adviser. Note that course requirements vary by the student’s research focus; thus certain programs of study will entail longer time to completion and/or less flexibility in class scheduling than others.

## **GUIDELINES AND POLICIES FOR THE WRITTEN QUALIFYING EXAMINATION**

### Purpose of the Written Qualifying Examination

The Written Qualifying Examination tests the ability to use knowledge in the areas of basic concepts of nursing science, nursing theory, statistics, bioethics and the student's selected area of study. The purpose of this exam is to assess the student's ability to synthesize knowledge as demonstrated by the selection and integration of knowledge.

The written qualifying examination can be used to evaluate strengths and weaknesses in the mastery of content presented in the first year courses. In addition, this will aid in the identification of existing learning needs and facilitate appropriate academic counseling regarding program planning.

### Written Qualifying Examination

The written qualifying examination will be required of all doctoral students at the successful completion of the following courses: Nursing 202, 205A, 207, 206A, 206B, 210A, 210B, 299A, 291A, 291B.

The exam will require students to: (1) identify their researchable problem and/or phenomena of study, (2) discuss the philosophical underpinnings that shape their view of the problem or phenomena, 3) discuss and appropriately apply a conceptual or theoretical framework, (4) provide a thorough review of the literature, and (5) provide a discussion and summary that describes how the student's research will contribute to nursing science and shape nursing practice and the delivery of health care. Students entering without an Advanced Practice Master's degree may have a different schedule for the Written Qualifying Examination and should check with their faculty advisor. Students entering with the BS degree might take the Written Qualifying Exam after the second year. Please refer to the [Program Requirements Guide](#) published by the Graduate Division for minimum and maximum time to the Written Qualifying Exam.

The exam will follow a take-home format. Specific instruction and the examination will be distributed at an information session and posted on the [UCLA School of Nursing website](#) by the end of the Spring Quarter. Students will have a specified amount of time to prepare their response to the examination criteria. Students must submit their exam as instructed for submission to Bruin Learn by the published deadline. All exams will be judged as PASSED or NOT PASSED. The written qualifying examination will be graded independently by two readers. The candidate needs to receive a passing score by the two independent readers. If one score is passing and the other is failing, the exam will be scored by a third reader. The candidate must achieve two passing scores. Students who do not pass the exam will receive feedback from their advisor.

Those students who do not pass the exam the first time are permitted to re-take the exam one time before the student completes their ninth quarter of study. In this case, students will meet with their advisors and develop a remediation plan that may include coursework, tutoring, and experiential learning. Students failing the examination a second time are referred to the School of Nursing Student Affairs Committee and Graduate Division for possible termination from the program.

### Procedure for the Written Qualifying Examination

- The written examination will be given once a year in the summer.
- All exams will be judged as PASSED or NOT PASSED.
- The Curriculum Committee Chair or Vice Chair will give a briefing about examination procedures before administering the examination.
- Should a student be unable to submit the examination on the specified date because of illness or other emergency, he/she should notify the Curriculum Committee Chair and PhD Program Director.
- The PhD Program Director will email examination results to the student's official UCLA email

- address. A Written Qualifying Examination Result Summary is sent to the PhD Program Director.
- The students' examinations are filed electronically for a period of two years after completion of the PhD program.

### Criteria for Passing the Written Qualifying Examination

The student:

- Provides answers that are complete, logical and responsive to the specific question(s) asked.
- All crucial aspects of the question are answered accurately and in detail.
- Writes a creative, independent, and original examination.
- Selects and applies theoretical framework(s).
- Demonstrates an understanding of the research process. Implications are made which are valid and appropriate.
- Demonstrates the ability to analyze and synthesize knowledge from his/her readings and courses.
- Organizes material in a logical way that reflects synthesis of pertinent concepts. Creativity and originality are demonstrated to some degree.
- Cites relevant sources to support responses.
- Plagiarism, copying and deception are violations of the [Student Code of Conduct](#). Suspected cases will be reported to the Office of the Dean of Students for investigation and adjudication. See the [Office of the Dean of Students](#) website for more information on Academic Integrity.

### Academic Integrity on the Written Qualifying Exam

Since the written qualifying exam is intended to demonstrate that students have mastered the material covered in the first year of doctoral study, students are expected to present their own work, with no outside help from faculty, other students, advisors, consultants or editors. Graduate students at UCLA are expected to write in standard, scholarly English. No outside assistance or editors will be permitted for any graded coursework, assignments or on the chapters for the dissertation. Since the tutors at the Graduate Writing Center follow strict guidelines that do not result in unauthorized assistance, students are encouraged to use the tutors at the Graduate Writing Center to help improve their writing skills.

Students will submit their exams through the portal, where they will be reviewed for originality prior to being read by faculty graders. Students will be given the opportunity to submit drafts of their exams to the TurnItIn portal prior to the final due date so that they can review the originality reports and make any corrections where plagiarism or self-plagiarism exists. Students are encouraged to utilize TurnItIn through the CCLE portal as a tool for self-correction. Once the final written qualifying exam is submitted to the CCLE portal, any incident of plagiarism or self-plagiarism that is evident through the TurnItIn originality report will be referred directly to the Office of the Dean of Students for investigation and adjudication.

If the [Office of the Dean of Students](#) determines that academic dishonesty (which can include plagiarism, self-plagiarism and citation errors) has occurred, a sanction will be imposed by the Dean of Students. A sanction that involves a suspension of a quarter or more will result in the student having to reapply for admission to the program since graduate students must maintain continuous enrollment.

For further discussion of expectations for academic integrity, see the [Academic Honesty](#) section heading.

## **GUIDELINES AND POLICIES FOR THE ORAL QUALIFYING EXAMINATION**

### Purpose of the Oral Qualifying Examination

The purpose of the Oral Qualifying Examination is to evaluate the student's dissertation proposal. After passing the Oral Qualifying Examination, the student will advance to candidacy.

### Oral Qualifying Examination

**After the satisfactory completion of the following**, the student is eligible to take the Oral Qualifying Examination (OQE):

- All required courses: Nursing 202, 205A, 206A, 206B, 207, 208, 210A, 210B, 295A, 299A and either Nursing 299B concurrent with 596 (twice) for students proposing a dissertation with quantitative methods (OQE can be taken in Spring Year 2 while enrolled in N299B & N596), or Nursing 205B, 205C and 299B concurrent with 596 (once) for students proposing a dissertation using qualitative methods,
- Passing score on the Written Qualifying Examination,
- Three cognate courses ( 3<sup>rd</sup> cognate can be taken in same quarter as OQE),
- Statistical series, Nursing 291A, 291B, 291C for students proposing a dissertation with quantitative methods, or for students proposing a dissertation with qualitative methods Nursing 291A, 291B
- Establishing a dissertation committee (see next paragraph) and receiving approval of the committee from the Graduate Division,
- Development of a research proposal.

The student is responsible for obtaining the consent of four or more appropriate faculty members to serve on the Dissertation Committee. The "[Nomination of Doctoral Committee](#)" form must be completed and turned in to the Student Affairs Office. See [Standards and Procedures for Graduate Study](#) at UCLA for more information. Student Affairs will forward the form to the Graduate Division for approval. Students must nominate the committee and receive Graduate Division approval before taking the Oral Qualifying Examination. All members of the committee, both certifying and non-certifying, should be present for the Oral Qualifying Examination, *thus the student is advised to schedule the meeting well in advance*. Under specific circumstances, a committee member who is not the Chair or Co-Chair may participate remotely. Please refer to the [Standards and Procedures for Graduate Study](#) at UCLA for specifics.

Once the student passes the OQE, they are eligible to advance to candidacy. The Dissertation Chair informs the Student Affairs Officer who initiates the "Report on the Qualifying Examination and Request for Advancement to Doctoral Candidacy" form via DocuSign (students do not initiate the DocuSign), which will be electronically signed by all committee members. Students will automatically be advanced to candidacy and billed the advancement to candidacy fee when the report is filed with the Graduate Division.

### Scheduling the Oral Qualifying Examination

- Prior to scheduling the Oral Qualifying examination, an approved written proposal is required. This proposal should include introduction, literature review, conceptual framework and methods sections. The Chair and the committee establish the exact format for this proposal.
- When the Chair is satisfied with the quality of the proposal, the student should distribute it to the committee members for their feedback.
- After allowing *at least two weeks* for the committee members to read the proposal, the student should contact them for feedback.
- The student should discuss the feedback with the Chair, make revisions and redistribute the proposal to

the committee *at least two weeks* before the scheduled date for the Oral Qualifying Examination. The Dissertation Committee reads the proposal and certifies that the student is ready for the Oral Qualifying Examination.

- The student, in consultation with the Dissertation Chair and the other members of the Committee, is responsible for scheduling the date and place of the oral examination.
- The Dissertation Committee will evaluate the student's performance on the oral examination and will determine whether the student passed or did not pass. The student will pass with no more than one "not passed" vote.
- With approval by majority of the voting members of the Dissertation Committee, the Oral Qualifying Examination may be repeated once.
- The same Dissertation Committee evaluates a retake of the Oral Qualifying Examination. The student will pass with no more than one "not passed" vote.
- If the student is unable to take the examination on the specified date because of illness or other emergency, he/she must notify the Dissertation Chair as soon as possible, for approval to reschedule examination.

## **THE DISSERTATION**

A [dissertation](#) is required and it should demonstrate an original and independent contribution to scientific knowledge in nursing. The traditional dissertation format in the School of Nursing consists of 6 chapters with references, appendices and tables. These chapters typically include: 1) Introduction, 2) Conceptual or Theoretical Framework or Philosophical underpinnings 3) Review of the Literature, 4) Methods, 5) Results, and 6) Discussion and Conclusions. Traditionally, the first four chapters have been required in preparation for the Oral Qualifying Examination. The student's dissertation chair will guide the student in the proper preparation of materials for the dissertation and in formatting of the traditional chapters or other suggested materials.

Dissertations based on the secondary analyses of data are acceptable if approved by the student's dissertation committee chair. As with dissertations based upon original data collection, dissertations utilizing existing databases must study an original research question, be based upon a sound conceptual framework, meet standards of rigor and scholarly interpretation, and reflect in-depth understanding of the qualities and limitations of the data base utilized.

Preparation for dissertation research and writing will be facilitated by the provision of Nursing 299B, Nursing Research Seminars. Students generally enroll in Nursing 599, Directed Individual Study or Research, after advancing to candidacy in order to work with their Faculty Advisor/Dissertation Chair.

Dissertation Committee members, otherwise known as Certifying Members, will be available to the student for guidance while dissertation research is in progress.

An alternate format for the dissertation is the "Three-paper Option."

## **GUIDELINES FOR THE DISSERTATION: THREE-PAPER OPTION**

Definition of papers:

- The papers must be full-length articles. Abstracts, monographs or short summaries will not be accepted.
- At least two of the papers must be data-based manuscripts. One of the three required papers may be either a scholarly review of the literature or have a theoretical focus.
- The student must be the primary author on these papers
- Content for the three papers, including titles, authorship, and potential journals for submission, are approved by the Dissertation Committee.
- Papers may be submitted for publication prior to the final Dissertation Defense. Papers are to be

submitted to peer reviewed journals.

- Papers in progress must be of publishable quality as determined by the committee at the defense. This is **required prior to dissertation sign off**.
- For information on determining authorship on papers submitted for publication, students should refer to “[Authorship and Contributorship](#)” provided by the International Committee of Medical Journal Editors.

## PROTECTION OF HUMAN SUBJECTS

Application for IRB approval for the dissertation research is usually submitted after the Oral Qualifying Examination and final approval of the dissertation proposal. Specific policies are listed in the [Standards and Procedures for Graduate Study at UCLA](#).

## GUIDELINES FOR THE FINAL ORAL EXAMINATION

- Each student must successfully complete an Oral Final Dissertation Defense.
- The examining committee will consist of all members of the [Dissertation Committee](#).

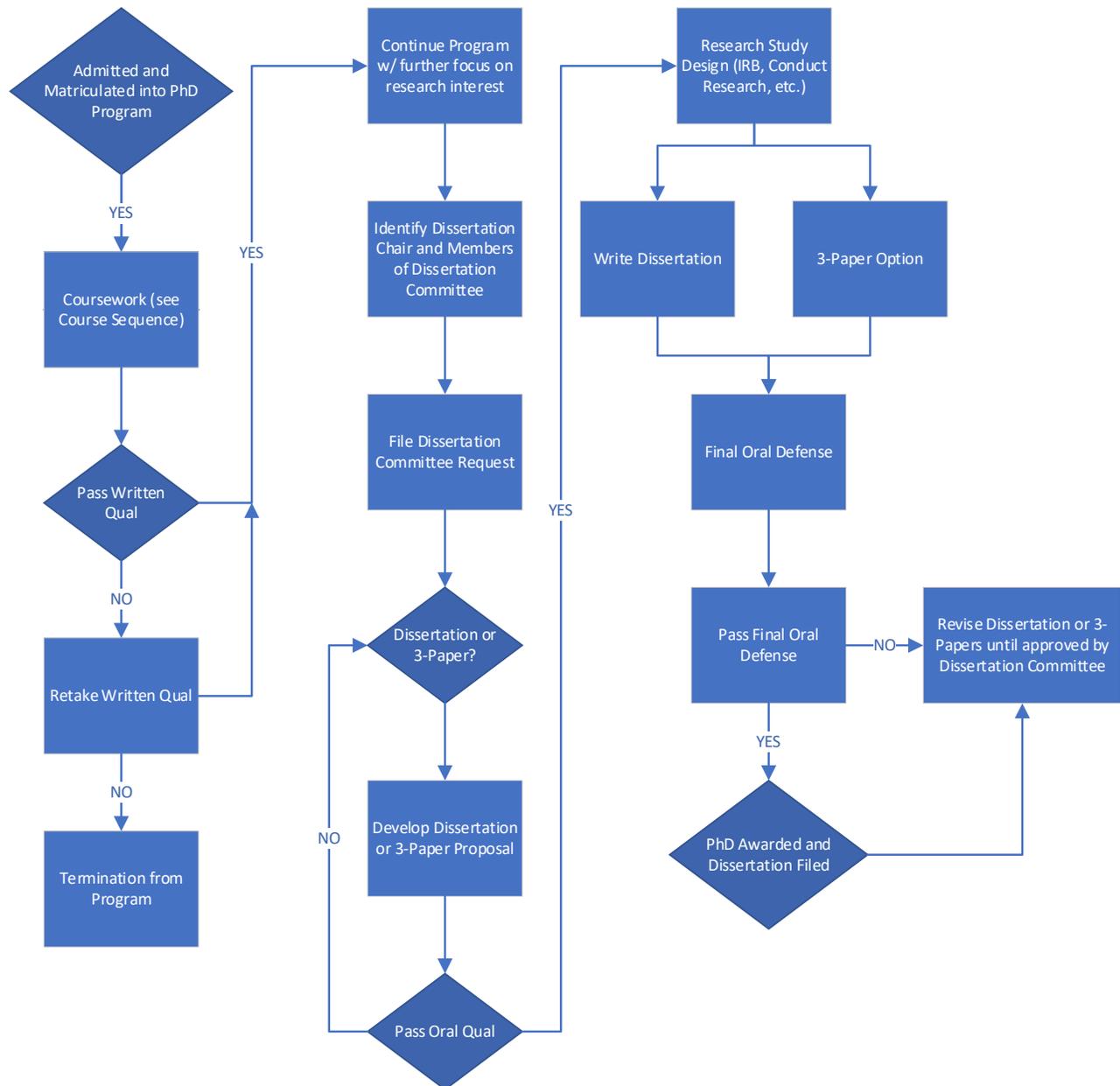
### Procedures for Scheduling the Oral Final Dissertation Defense

- When the Chair is satisfied with the quality of the dissertation, the student should distribute it to the committee members for their feedback.
- After allowing *at least two weeks* for the committee members to read the dissertation, the student should contact them for feedback.
- The student should discuss the feedback with the Chair, make revisions and redistribute the dissertation to the committee *at least two weeks* before the scheduled date for the Oral Dissertation Defense. The Dissertation Committee must agree that the student is ready for the Oral Dissertation Defense.
- If there are conflicting recommendations for revisions from committee members/Chair, a meeting between the student, Chair and relevant committee member(s) is needed to work through conflicts.
- The student, in consultation with the Dissertation Chair, the other members of the Committee and the Director of Student Services, is responsible for scheduling the date and place of the oral dissertation defense. The student should make every effort to choose a date for the final defense that will allow for all certifying members to be physically present. However, if circumstances require it, one member may be present at the final examination via Zoom. The Chair of the doctoral committee must be physically present for the final dissertation defense. If it becomes necessary for a member to participate via teleconferencing, the Chair of the committee as well as the Director of Student Services should be notified in advance so that videoconferencing can be arranged.
- The candidate will be expected to respond to any substantive and/or methodological questions raised during the meeting.
- The Dissertation Committee will evaluate the student's performance on the Final Oral Examination and will determine whether the student passed or did not pass. The student will pass with no more than one "not passed" vote.  
With approval by majority of the voting members of the Dissertation Committee, the Final Qualifying Examination may be repeated once.  
The same Dissertation Committee evaluates a retake of the Oral Qualifying Examination. The student will pass with no more than one "not passed" vote.  
If the student is unable to take the examination on the specified date because of illness or other emergency, he/she must notify the Dissertation Chair as soon as possible, for approval to reschedule examination.
- Certifying members will be responsible for final verification that the completed dissertation meets the criteria set by the School of Nursing and the Graduate Division for an acceptable dissertation.

- Gifts to committee chair and/or members are discouraged.

When Chair determines that the dissertation is ready, the student files his or her dissertation electronically as required by the Graduate Division. Please refer to [Policies and Procedures for Thesis and Dissertation Preparation and Filing](#).

### PhD Academic Progress



### GRADUATION

It is expected that students will complete their doctoral studies within three to five years. Students and faculty alike share in the responsibility for ensuring that all requirements are met and important deadlines observed.

Sequential steps to be accomplished in order to graduate include:

1. Completion of all required coursework including removal of any incomplete grades.

2. Successful completion of the Written Qualifying Examination.
3. Nomination of the Dissertation Committee membership to the Graduate Division.
4. Successful completion of the Oral Qualifying Examination and Advancement to Candidacy.
5. Institutional Review Board approval.
6. Completion of the dissertation.
7. Successful completion of the Final Dissertation Defense Examination.
8. Submission of completed and signed dissertation and accompanying documentation to the Graduate Division.

### Length of Time to Complete Requirements

Below is a chart to help students understand the normative time it takes to achieve certain degree milestones. Students reaching milestones beyond the maximum time may do so at the discretion of the School of Nursing. Inability to make progress in the degree may result in termination from the program.

<b>Degree Milestone</b>	<b>Normative Time</b>	<b>Allowable Time Extension</b>	<b>Maximum Time</b>
Written Qualifying Exam	3 quarters	4-5 quarters	9 quarters
Oral Qualifying Exam and Advancement to Candidacy	8 quarters	9-11 quarters	12 quarters
Final Oral Defense of Dissertation	15 quarters	16-20 quarters	21 quarters

Note that summer is not counted as a regular quarter, even if the student is enrolled. Furthermore, quarters in which students are on an official leave of absence or withdrawn do not count as enrolled quarters. Once a student has passed the normative time for a particular milestone, the student will be invited, along with the advisor, to meet with the PhD Program Director and the Associate Dean of Student Affairs to make a plan for completing the milestones within the allowable time extension.

## **ADVISEMENT**

### Overview

Upon admission, students are assigned doctoral advisers recommended by the Student Affairs Committee in cooperation with the Associate Dean of Diversity, Equity and Inclusion, as well as the PhD Program Director, to provide individual supervision and guide selection of a suitable program of study. The faculty advisor assignment is usually based on similar research interests to those of the student. The student is expected to meet with their advisor prior to the first quarter and at the beginning of each quarter thereafter. In collaboration with the faculty advisor, each student plans a course of study that constitutes a unified program within the framework of doctoral program requirements and the student's research interests and career goals. The faculty advisor assigned upon admission of the student to the program **may or may not** become the student's Dissertation Chair. Students are expected to engage faculty regarding their research interests and solicit commitment of one qualified faculty member as chair of the student's dissertation. After being selected, the Dissertation Chair becomes the student's advisor and mentors the student to direct the student's research. The roles of the Faculty Advisor and the Dissertation Chair are described in detail below.

### Qualification and Selection of Faculty Advisors

Faculty advisors must be School of Nursing PhD faculty. The Graduate Division policies regarding the composition of the doctoral committee can be found in the [Standards and Procedures Guide](#).

### Role of the Faculty Advisor

The faculty advisor plays an important role in orienting the student to the School and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience and monitoring the student's progress in adjusting to doctoral study. The specific responsibilities of the faculty advisor to the student are to:

- Interpret the doctoral program's design, requirements and policies.
- Assist in planning objectives for doctoral study and clarifying career goals.
- Assist in planning the student's program of study in accordance with program requirements, individual research interests and career goals.
- Assist with selection of appropriate cognate courses to create a unified program of study supportive to the student's research interests and career goals.
- Assist the student in selecting a Dissertation Chair
- Monitor student's progress through verification of completion and achievement of appropriate grades in required nursing, statistics and cognate courses as indicated in student's file.
- Communicate with student, Student Affairs Committee Chair and PhD Program Director when the student is not progressing at the appropriate level and assist the student with finding ways to improve.

If a doctoral student wishes to change his/her faculty advisor prior to nomination of the dissertation committee, it is recommended that the student file a [General Student Petition](#) with the Student Affairs Office. The previous advisor, the requested/new advisor, and the Student Affairs Committee must approve the petition. The PhD Program Director will be responsible for final review and approval of the petition.

#### Qualification and Selection of Dissertation Chair

For information on the qualifications of doctoral committee membership, see the [Standards and Procedures Guide](#).

#### Role of the Dissertation Chair

The Dissertation Chair will become the student's faculty advisor unless otherwise requested. The Dissertation Chair has the following responsibilities:

- Assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, including selecting and delineating a research topic; developing a written proposal; carrying out the research as proposed and approved; and developing the dissertation.
- Assist the student in selecting a Dissertation Committee.
- In conjunction with the student, determine his/her readiness to take the Oral Qualifying Examination.
- Serve as Chair of the committee, which administers the Oral Qualifying Examination to the student.
- Evaluate the student's progress toward completion of degree requirements.
- Serve as the Chair of the student's Final Oral Examination Committee.
- Complete and forward the report from the Examining Committee to Student Affairs Office.
- Communicate Dissertation Committee concerns, such as, students who delay their progress, committee's recommendation for delaying student progress, or approving or rescinding the 3-paper option, to the student, the Student Affairs Committee Chair, the PhD Program Director and Director of Student Services.

#### Qualification and Selection of Dissertation Committee

The student selects the Dissertation Committee with input from the Dissertation Chair. The committee consists of at minimum three School of Nursing qualified faculty members. A staff member (e.g., Statistician) may serve on the Dissertation Committee as an "extra" member, in addition to the four required members. The choice of committee members is based on mutual consent between the committee members, the Dissertation Chair, and the student, and is subject to the approval of the Dean of the Graduate Division. The student must file the "[Nomination of Doctoral Committee](#)" form. A list of qualifications for service on a doctoral committee is included with the form on page 2. A list of the School of Nursing's faculty who are eligible to serve on a

dissertation committee is available from the Director of Student Services. Additional members, including those from an institution or clinical agency representing the clinical and research interest, or a staff such as a statistician without professional rank may be nominated as non-certifying members by petition if the Student Affairs Committee and the student agree that additional experts are needed. Both the Associate Dean of Academic Affairs in the School of Nursing and the Associate Dean in the Graduate Division must approve the committee before the student can take the Oral Qualifying Examination. The student, the Student Affairs Office and each committee member will receive, by email, a copy of the approval form generated by the Graduate Division. For specific criteria on which faculty may serve on a doctoral committee, see the [Standards and Procedures Guide for Graduate Study](#).

### Role of the Dissertation Committee

The Dissertation Committee, selected on the basis of experience relevant to the dissertation research, serves in an advisory capacity to the student. The Committee ensures that the dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent researcher. The responsibilities of the Committee are to:

- Advise and, when appropriate, approve the dissertation research plans and the written dissertation proposal. Approval is a Committee decision based upon majority rule.
- Be available to the student for consultation regarding the research and dissertation.
- Read the dissertation and, when appropriate, designate the dissertation to be defensible. The Committee's designation of the dissertation as complete and acceptable is based upon majority rule.
- Members of the Dissertation Committee are members of the student's Final Dissertation Defense Examination Committee.

### Student Responsibilities with Respect to Advisement

The student is responsible for:

- Communicating quarterly with his/her advisor regarding progress, goals and plans.
- Selecting a Dissertation Chair, in consultation with the Faculty Advisor.
- Initiating contact with faculty member whom he/she is considering as Dissertation Chair.
- Selecting, with the approval of the Dissertation Chair, members of his/her Dissertation Committee.
- Initiating contact with faculty members being considered as members of the Dissertation Committee.
- Becoming familiar with and complying with all relevant policies and procedures as set forth by the Graduate Division and the Curriculum Committee of the School of Nursing. Many of the policies are available on the Graduate Division website.
- Reporting problems that delay completion of the degree requirements to the advisor and the Student Affairs Office.
- Timely submission of the Annual Progression Report to the Student Affairs Office, describing issues in progress, and if any, identification of a plan to resolve any identified problems. The report is distributed by the Director of Student Services.

### Student Responsibilities Related to Completion of Degree Requirements

The student is expected to:

- Take an active part in planning his/her individualized course of study, including selecting appropriate cognate courses.
- Submit any petitions required for approval of cognate courses.
- Check transcript at the end of each quarter to be certain that courses are listed correctly and grades are reported accurately. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the appropriate forms or notify the instructor that the grade must be

filed. This includes follow-up on courses taken on other campuses.

- Complete any incomplete coursework by the end of the next full quarter of enrollment or by an earlier, mutually agreed upon deadline.
- Maintain continuous registration or, if that is not possible, request a [Leave of Absence](#) from the Student Affairs Office.
- Maintain a cumulative grade point average of at least 3.0 on a 4-point grade scale.
- Submit via [General Student Petition](#) any request for change in major area of study, or change in advisor or dissertation chair.
- Submit all necessary forms at the appropriate time: Independent Study Petitions, yearly signed progress reports, Nomination of Dissertation Committee, Report on Oral Qualifying Examination and Advancement to Candidacy, and Report on Final Dissertation Defense Examination.
- Submit to his/her dissertation committee, in a timely manner, a proposed dissertation topic and a written dissertation proposal.
- Submit changes of name, address, phone or email in writing to the Advisor, to the Student Affairs Office, and on [MyUCLA](#).
- Participate in program evaluation process via completion of progress reports and surveys requested by the School of Nursing and the UCLA Graduate Division.

## **FACILITIES**

### Instruction Support

The [Center for the Advancement of Teaching](#) (CAT) provides support to doctoral students in several different ways. The CAT provides room scheduling for presentations and meetings. They also provide limited audio/video support including: Laptop and LCD projectors for PowerPoint presentations, or any other audiovisual needs. For room and/or equipment reservations, please contact CAT at 310-825-9149.

### Doctoral Student Lounge

The Doctoral Student Lounge is located on the third floor of the Louis Factor Building (room 3-650). Doctoral students may use this room to study or meet. All doctoral students will need to have their student ID (issued by CHS Security) set up for access to the doctoral lounge from support staff in room A-618 Factor Bldg.

### Alumni-Student Lounge

The Alumni-Student Lounge is located on the second floor of the Louis Factor Building (2-146 Factor Bldg.). This room is available to all students and School of Nursing Alumni during regular business hours.

### Libraries

The [Louise Darling Biomedical Library](#) contains over 450,000 volumes and almost 6,000 current journals. The facilities include group study rooms, study carrels, study area for Health and Life Sciences graduate students, photocopy machines, learning resources facility, and the TLC. The Biomedical Library is located in 12-077 Center for Health Sciences. Medline and other literature search engines are provided with establishing a Bruin Online account.

Graduate Nursing Students may utilize the [Graduate Reading Room \(GRR\)](#), located on the third floor of the Darling Biomedical Library. The Graduate Reading Room is a safe, quiet place to study at all hours of the day and night. Access to the Graduate Reading Room is obtained by swiping the UCLA School of Nursing security badge. Students in the GRR are required to submit their badges for review by the security guards when requested.

### Useful links for Graduate Students

<https://go.grad.ucla.edu> is an indispensable website for grad students. On this website, which requires login and password, students can access the Standards and Procedures Guide, the Electronic Thesis Formatting Guide, as well as useful forms and information.

Doctoral students are urged to familiarize themselves with the Graduate Division [Standards and Procedures Guide for Graduate Study](#). The guide is published online every year and contains information on intercampus exchange, dissertation committee membership, incomplete grades, registration in absentia, leave of absence, probation, academic residency, filing fees and other information pertinent to all graduate students.

## PROCEDURAL INFORMATION

### Student Services

Please see the Director of Financial Aid, Leonie Thomas, when you need forms or have questions regarding procedures. Leonie's email is [leoniethomas@sonnet.ucla.edu](mailto:leoniethomas@sonnet.ucla.edu).

The Students Affairs Office is located Factor 2-147.

### Master Course Schedule

The Sample Course Sequence for each of the three pathways are included at the end of this handbook. Required doctoral courses are generally offered according to the schedule shown on the Sample Course Sequence, which is subject to revision if scheduling problems or curricular changes occur. Students should take note that nursing core courses are offered as scheduled only once each year and plan their completion of the program accordingly.

## EXPLANATION OF LETTER GRADES FOR GRADUATE STUDENTS

The following grades are used to [report the quality of graduate student work at UCLA](#):

A	Superior Achievement
B	Satisfactorily demonstrated potentiality for professional achievement in field of study
C	Passed the course but did not do work indicative of potentiality for professional achievement in field of study
F	Fail
S	Satisfactory (achievement at grade B level or better)
U	Unsatisfactory
I	Incomplete
IP	In Progress
DR	Deferred Report

The grades A, B, and C may be modified by a plus or minus suffix. The grades A, B, and S denote satisfactory progress toward the degree, but a C grade must be offset by higher grades in the same term for students to remain in good academic standing. Courses in which a C grade is received, however, may be applied toward graduate degrees unless otherwise prohibited by the program requirements.

All graduate students at UCLA are required to maintain a cumulative grade point average of 3.0 (a B average). Nursing students may earn a C grade in an individual course, provided their overall grade point average remains at or above 3.0.

PhD students who demonstrate poor performance in core coursework will be reviewed by the Student Affairs Committee for possible dismissal from the program. Poor performance is demonstrated by non-passing grades (either C- or lower in letter grade courses or more than one Unsatisfactory grade in an S/U graded course).

### STUDENT QUESTIONS ABOUT GRADES

If a student has a question about a grade, the student should go to:

1. Lead Faculty
2. Program Director
3. Associate Dean for Student Affairs
4. Dean

If a student has concerns/issues related to their ability to succeed (e.g., sudden financial crisis, illness or family crisis, personal issues/concerns):

1. Faculty Advisor
2. Directors of Student Services/Financial Aid
3. Program Director
4. Associate Dean for Student Affairs
5. Dean

## **POLICY ON ALTERNATE EXAMINATION DATES**

In compliance with Section 92640 of the California Education Code, the University must accommodate requests for alternate examination dates for any test or examination at a time when that activity would not violate a student's religious creed, unless doing so would impose an undue hardship on the department

Accommodation for alternate examination dates are worked out directly and on an individual basis between the student and the faculty member involved. Students should make such requests of the instructor during the first two weeks of any given academic term.

## **ACADEMIC HONESTY**

UCLA is a community of scholars. All members, including faculty, staff and students, are responsible for maintaining standards of academic honesty. Cheating, plagiarism, unassigned collaborative work, multiple submissions without permission of the professor or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings, usually resulting in **suspension** or **dismissal**. All instances of suspected dishonesty will be referred to the [UCLA Office of the Dean of Students](#) for investigation and adjudication. In the meantime, a grade of DR (“Delayed Report”) will be reflected on the transcript for that class, and the student should continue attending classes and submitting assignments.

Every student is responsible for following the [UCLA Student Conduct Code](#). Graduate students who receive a sanction of suspension from the Office of the Dean of Students will be expected to reapply per the policies set forth by the Graduate Division. Graduate and Undergraduate students who are found culpable of violating the Student Conduct Code will be reviewed by the Student Affairs Committee to determine if the student may continue in the nursing program.

## **ACADEMIC DISQUALIFICATION AND DISMISSAL**

### University Policy

A student may be disqualified from continuing in the program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0 for graduate or 2.0 for undergraduate students) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those not meeting the minimum cumulative grade point average) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in [Standards and Procedures for Graduate Study at UCLA](#).

## Appeal Process for Grades and Progression through the Program

Students wishing to challenge a test or clinical grade or a final grade in a course must first speak with the instructor of record, or the course coordinator, within one week of issuance of the grade. If this discussion is unsatisfactory, or the grade prevents progression through the program, the student may choose to submit a written statement regarding his/her concerns to the Student Affairs Committee (SAC). The student may choose to work with his/her advisor or consult the University Ombudsman for help with constructing the appeal. The following guidelines are meant to help the student understand the process and submit a well-thought out appeal.

1. The student should review the course syllabus, the course objectives and other aspects of the syllabus as it relates to the student appeal.
2. The Student should write a letter of appeal, clearly highlighting the concern/issue and the requested remedy. ***Please note that the Student Affairs Committee may not change a grade, as that is the exclusive purview of the faculty of record.***
3. The student should provide any supplemental information that is pertinent to the issue and reinforces his/her appeal.

After submitting the appeal, the chair of SAC, in conjunction with the Associate Dean of Student Affairs and Program Director, will review the appeal and request pertinent information from the faculty of record. Once the information is received the committee will be convened to hear the appeal and make a decision.

The chair of SAC will send the results of that meeting to the student and the faculty advisor of record within one week after the meeting. If the student determines that the final decision of the SAC is not satisfactory, the written appeal may be presented to the UCLA Graduate Division for further determination. See the [Standards and Procedures Guide for Graduate Study](#) for guidelines.

## **APPEAL PROCESS FOR STUDENTS SUBJECT TO DISMISSAL**

Students can be subject to dismissal for failing to maintain the required cumulative GPA, unethical and unsafe behavior and for not earning the requisite grades in the program as stated in the progression policy. Graduate students who are subject to dismissal will be referred to Graduate Division with the recommendation that they be terminated from the program. If the recommendation is upheld and the student is terminated by Graduate Division, the student has 30 days in which to write an appeal to the School of Nursing's Student Affairs Committee, who may either uphold the original decision to recommend termination or overturn it. See the Standards and Procedures Guide for further details.

## **PROFESSIONAL COMMUNICATION**

Behavior and communication that is disrespectful to faculty, staff, Teaching Assistants (TAs), or fellow students are equally disruptive and prohibited. This includes communications that are aggressive or hostile in tone, including emails that demand immediate replies from faculty, TAs, or staff. Students who exhibit a chronic pattern of hostility and intimidation as indicated by the issuance of more than one Anecdotal Note, including (but not limited to) verbal abuse, shouting, profanity, stalking, swearing, sexually suggestive talk, threatening communication of any kind, or any other activity that meets the legal definition of harassment, shall be referred to the Director of Student Services and may be referred to the Office of the Dean of Students to determine if a violation of the [Student Code of Conduct](#) has occurred.

## **DISCLOSURE OF STUDENT RECORDS**

The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy

Act (FERPA). Students are urged to familiarize themselves with UCLA Policy 220, which stipulates their rights and the use of their student information. The policy can be found at <http://www.adminpolicies.ucla.edu/pdf/220.pdf>. To summarize the policy, students have the right to:

- inspect and review their own student records
- request correction of their own student records
- grieve an alleged violation of privacy rights, as specified in the policy
- have personally identifiable information contained in student records not be disclosed without signed and dated written consent that specifically identifies the records to be disclosed, the purpose of the disclosure and the party or class to whom disclosures are to be made.
- file with the US Department of Education a complaint concerning alleged failures by CUAL to comply with the requirements of FERPA.

If a student wishes to inspect his or her own student record, a request should be made in writing to one of the Student Affairs Officers, who will then provide the student with the opportunity to view or photocopy their records within 5 business days. Before the student may view the record, the Student Affairs Officer will remove documents not covered by the policy, e.g. letters of recommendation for admission, parents' financial records, records containing personally identifiable information of another student.

## **COUNCIL ON DIVERSITY, EQUITY AND INCLUSION**

The UCLA School of Nursing's mission is to foster and support an inclusive climate in which faculty, staff and students feel valued and are treated equitably. This involves consideration of the relations among faculty, faculty and staff, and faculty and students and a commitment to the core values of equity, diversity and inclusion.

Please visit the [School of Nursing Equity and Diversity & Inclusion page](#) for more information.

### **DISCRIMINATION PREVENTION OFFICE (DPO)**

The Discrimination Prevention Office serves the UCLA community by providing training and guidance to the UCLA community about issues related to the prevention of discrimination and harassment based on race, ancestry, national origin, religion, age, or other protected categories. The DPO also investigates reports made by students, faculty or staff of suspected discrimination or harassment. Students who feel that they have experienced discrimination may file a complaint by visiting their website at <https://equity.ucla.edu/about-us/our-teams/discrimination-prevention/>.

### **TITLE IX OFFICE/SEXUAL HARASSMENT PREVENTION**

Title IX of the Education Amendments of 1972 prohibits sex or gender discrimination in any educational program receiving federal assistance. The Title IX Office receives all inquiries and reports related to allegations of gender discrimination (which includes pregnancy discrimination, sexual harassment and sexual violence. Students may find information about their services at their website:

<https://www.sexualharassment.ucla.edu/>. Students who have experienced gender-based discrimination, harassment or violence may make a report to that office at [titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu), by phone at (310) 206-3417, or in person at 2255 Murphy Hall.

### **PREGNANCY SUPPORT/ LACTATION ROOMS**

Pregnant and post-partum students will be accommodated to the fullest extent that the law allows. Students who are pregnant or become pregnant while in the program are advised to register with the Center for Accessible Education so that possible pregnancy or lactation-related accommodations in the clinical or classroom can be provided. More information about lactation rooms can be found on the site:

<https://chr.ucla.edu/benefits/support-nursing-mothers-at-work>

**Students will need to provide the UCLA ID to gain access to the room.**

## **STUDENT INVOLVEMENT IN SCHOOL OF NURSING COMMITTEES**

Student input is valued in the governance of the School of Nursing and UCLA. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees within the School of Nursing and the University. Students are encouraged to be actively involved in the School of Nursing and University-wide activities.

### **CURRICULUM COMMITTEE**

This committee shall be composed of ten individuals: the Chair and Vice Chair and two faculty members who teach in the baccalaureate program, two who teach in the Master's Advanced Practice Nursing program, two who teach in the Master's Entry into Clinical Nursing (MECN) program, and two who teach in the Doctoral Program. The Chair and Vice Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair, Vice Chair and at least six of the eight other members must be Academic Senate Faculty. The Associate Dean for Academic and Student Affairs shall serve as an *ex officio* member without vote. The duties of the committee shall be to monitor curricular matters, changes in courses, instruction and degree requirements; to oversee comprehensive and qualifying exams; to recommend cognate courses for doctoral students; and to recommend policies regarding the programs. Student representatives will be elected to the Curriculum Committee each academic year.

### **STUDENT AFFAIRS COMMITTEE**

This committee shall be composed of one Academic Senate Faculty representative from each of the program specialties within the faculty functional units and one non-Academic Senate Faculty representative. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Associate Dean for Academic and Student Affairs shall serve as an *ex officio* member without vote. Student representatives shall not be included. The duties of the committee shall be to select students for admission to the baccalaureate, master's, and doctoral programs, to review student candidates for awards, honors and scholarships, to make decisions and/or recommendations to appropriate funding bodies for recipients of awards, honors and scholarships, and to oversee all matters related to recruitment, progression and retention of students. Student participation is not allowed on this committee pursuant to the University Bylaws.

## **CHANGE IN PERSONAL INFORMATION**

Change in student's name, address, and/or telephone number should be communicated in writing to each the following:

- Student Affairs Office
- Office of the Registrar (name change form available in Student Affairs Office, change address through [MyUCLA](#))
- Student's Advisor or Dissertation Chair

To facilitate contact with alumni, address changes following graduation should be submitted to the Student Affairs Office.

## **CAMPUS SERVICES**

### **Student Health Insurance**

All graduate students are required to purchase medical insurance as part of their registration fees. Students already covered by medical insurance through their employer or through the employment of another family member may request a waiver of this insurance fee on the [Student Health](#) website.

### Student Health Services

The [Student Health Service](#) (SHS) makes available a complete range of preventive, diagnostic, and therapeutic health services at little or no cost to registered UCLA students. In cooperation with UCLA's Center for the Health Sciences and other community health agencies, SHS provides general outpatient health care through its primary health clinic, with referrals to specialty medical and surgical clinics. All registered and enrolled students are eligible to use the facilities provided by SHS. SHS is located in Arthur Ashe Student Health and Wellness Center on central campus between Ackerman Union and the John Wooden Center.

### Health Clearance

All doctoral students who will have direct patient contact while conducting research are required to complete the health clearance process. Students can access health clearance information from the [UCLA School of Nursing](#) website. All health clearance forms must be completed and on file in the Health Evaluations section of the Student Health Service Office. Student Health Service will notify the student by email when the paperwork is complete and the student is cleared. It is the student's responsibility, to verify that his/her file in Student Health Service is complete and provide verification of health clearance. The Health Clearance Coordinator must be contacted at least 5 weeks prior to entry at a clinical site.

### Status as a Licensed Registered Nurse

All doctoral students must maintain current licensure as a registered nurse. Doctoral students are expected to show evidence of a current registered nursing license upon starting the program.

### Insurance

Students may, at the University's sole discretion, be provided a University defense and indemnity for allegations of medical negligence arising out of clinical activities rendered pursuant to a University approved affiliation agreement. Such defense and indemnity, if provided, would be limited to allegations of medical negligence for those clinical activities performed within the State of California that are required as part of their University of California degree requirements. The University may require the student to purchase liability coverage. University students are not considered to be employees of the University of California and any coverage provided by the University is subject to the University's sole determination and consideration of University excess insurance and legal requirements. Students provided a University defense and indemnity must cooperate with University assigned counsel and will not be reimbursed for personal expenses incurred, including travel or lost income resulting from participating in defense of any action. Nothing herein should be construed as a promise to provide defense and indemnification nor should it be construed to discourage students from purchasing their own liability insurance policies.

The University does not provide worker compensation to students.

### Policy Regarding Participation in Commencement Ceremony

The student must successfully defend **and** file his/her final dissertation by the June deadline (usually first Monday in June) in order to participate in School of Nursing Commencement Ceremony or the UCLA Doctoral Hooding Ceremony.

## TEACHING APPRENTICESHIP

The majority of UCLA PhD students undertake the role of a Teaching Assistant at least once during their graduate career. Note that for many students, the financial aid package requires that the student TA each quarter. Becoming a successful TA is a skill, and not unlike other skills, requires practice, preparation, and collection of feedback and suggestions for improvement.

The [Center for the Advancement of Teaching](#) TA Training Program assists TAs at UCLA in improving their teaching and advancing their professional development. They are located in 190 Powell Library Building and available by phone: (310) 206-2622 or via email: [tatp@oid.ucla.edu](mailto:tatp@oid.ucla.edu)

### Campus-wide TA Requirements

The Professional Standards and Ethics Training (PSET) compliance modules are required for all appointed TAs. All new TAs are required to take the online PSET modules by the end of the second week in the quarter first appointed as a TA. Students will be automatically enrolled in the PSET Bruin Learn course when appointed as a TA for the first time via UC Path, regardless of TA appointment rank. Students may take this course at any time

All new TAs are required to take a series of five [Foundations of Teaching workshops](#) by the end of the quarter in which they take the 495 pedagogy course. CAT offers the Foundations of Teaching, a series of five 90-minute workshops designed with new Teaching Assistants in mind, titled: How Students Learn, Creating Inclusive Classrooms, The Nuts and Bolts of Lesson Planning, Active Learning Strategies, Assessment and Grading. These workshops are offered during the TA Conference (see below) and during the Fall, Winter, and Spring quarters.

### Campus-wide TA Conference

Each year prior to the Fall quarter, the OID TA Training Program organizes a day-long conference designed for TAs. The conference consists of a series of workshops, microteaching session, a Faculty & TA Panel, and a Language TA Panel. Both new and experienced TAs can benefit from the enthusiastic and knowledgeable TA workshop leaders. All students are strongly encouraged to attend this conference Fall quarter of Year 1 of your program. Additionally, it is often a course requirement for N495 (Teaching Practicum, see below).

### Departmental TA Training

Many UCLA departments require their TAs to complete a 495 Practicum designed to prepare them for the TA role. The practicum is organized, developed, and taught with select faculty members. School of Nursing requires all PhD students to enroll in Nursing 495 and Nursing 299D during the Fall quarter of their first year at UCLA in preparation for the TA role, as well as teaching in general. Successful completion of N299D and N495 is **required** prior to appointment as a TA.

### TA Responsibilities

An apprentice appointment is for 13 weeks, which includes the week before the quarter, 10 weeks of the quarter, finals week, and the week after finals. Obviously, a teaching assistant's responsibilities are not always the same from week-to-week, so some weeks students may work fewer hours and other weeks they may work more. The 10 hours per week of a 25% appointment (20 hours per week of a 50% appointment) is intended to include time spent in preparation, teaching, office hours, reading, grading, attending lectures by the faculty member in charge of the course, and any other course-related work, such as responding to student emails or holding electronic office hours. If a student has a 50% appointment, the student should work no more than 20 hours per week during this period. Students should work no more than 220 hours during a one-quarter TA appointment.

If circumstances require a TA temporarily to work at a combination of academic appointments totaling more than 50% time, the TA must have the department petition the Graduate Division for an exception. In no circumstance is a graduate student permitted to hold academic appointments totaling more than 75% time.

Students are required to enroll in 12 units in the quarter in which they are serving as TA's. Failure to enroll in 12 units may result in the forfeiture of the TA award and stipend. Therefore, it is imperative that students check their enrollment to be sure they have at least 12 units during the quarter in which they TA. The Nursing 375 Teaching Apprenticeship course in which TA's enroll may count toward one or two units of the required 12.

### **IMPORTANT:**

**A student can hold TA appointments for up to 12 quarters. For students who request to TA beyond 12 quarters, an exception must be approved by Graduate Division, and the student must also: (1) be in good academic standing, (2) have formally advanced to candidacy, and (3) within normative published PhD time to degree.**

**All students who intend to serve as a teaching assistant and who received an undergraduate degree in a country other than the US, must take and pass the [Test of Oral Proficiency \(TOP\)](#).**

### The Collegium of University Teaching Fellows

The [Collegium of University Teaching Fellows \(CUTF\)](#) is an innovative program that creates unique learning opportunities for both graduate teaching fellows and undergraduate students on campus. Through the program, some of UCLA's very best advanced graduate students have the opportunity to develop and teach a lower division seminar in their field of specialization on a one-time only basis. This experience serves as a "capstone" to the teaching apprenticeship, preparing them for the academic job market and their role as future faculty. At the same time, undergraduates enrolled in CUTF seminars have the chance to take courses that are at the cutting edge of a discipline, and to experience the benefits of participating in a small-seminar environment. For more information on applying for this program visit the UCLA Office of Instructional Development website.

## **Course Sequences**

PhD course sequences (BS to PhD, ELM to PhD and APRN to PhD) can be found in this [folder](#).

## **Signature and Confirmation Page**

### **ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION ABOUT UCLA SCHOOL OF NURSING ACADEMIC POLICIES**

Each student is responsible for reading and understanding the content of the UCLA School of Nursing Student Handbook, and acting in accordance within the guidelines and spirit of the provisions outlined therein.

I have read the 22-23 UCLA School of Nursing Student Handbook.

Submission of the online acknowledgement form indicates that I understand the content of the handbook as it applies to my course of study, and agree to abide by the policies and regulations outlined therein.

The date of receipt will be noted in the Student Record.

**[LINK TO ACKNOWLEDGEMENT FORM \(ONLINE\)](#)**