

University of Hawaii at Manoa
School of Nursing & Dental Hygiene
Online PhD Program in Nursing



PhD Guide



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I. Graduation

You are responsible for following the guidelines and timelines in the UHM Catalogue for completing the dissertation defense and for submitting the final dissertation document. The other important date to note in relation to graduation is the “Application for Degree”. That deadline occurs within the first two to three weeks of the semester in which the graduation will occur. Please refer to the calendar in the UHM Catalogue or visit the website at www.catalog.hawaii.edu for the appropriate deadlines for each semester.

Program Description

The Online PhD in Nursing Program will prepare visionary scholars who are capable of;

1. Conducting clinical scholarship to improve the health of a diverse society and
2. Teaching in nursing educational programs (especially those with minority student populations).

Admission

A. Application Forms

To download a copy of the application form to the online nursing PhD program, go to

www.nursing.hawaii.edu/application

To download and/or submit on-line the application form to the Graduate Division, go to Apply Online at

www.hawaii.edu/graduate

B. Deadlines

Application materials are due February 1 for admission in the fall semester

C. Admission Requirements

1. Master degree with a major in nursing from an NLNAC or CCNE accredited program. Not applicable for international students. You may apply if you anticipate graduation from your master's program before enrollment in the doctoral program.
2. GPA of 3.0 or above
3. Current RN license with the state of practice (may be waived for international students)
4. Current CV
5. Three references
6. Statement of research objectives

(Approved GSA 04/26/06; 05/03/06; 10/15/07)

7. Scholarly research paper (electronic copy either word or pdf)
8. Completed SONDH application
9. Completed Graduate Division application
10. Official college/university transcripts
11. TOEFL of 580 or above for international students

D. The Admission Process

1. After the student completes the admission packet the graduate advisor in the School of Nursing, Office of Student Services (OSS) will forward the file to the Online PhD Program. The admission packet will first be evaluated based on GPA, references and ability to articulate research objective. (NOTE: Students are responsible for completeness of documents and submission to OSS and UH Graduate Division).
2. Individual interviews with PhD AD-HOC Committee faculty member to identify research topic and potential compatibility with graduate faculty member.
3. Individual interviews with 2-3 potential graduate faculty advisors for research topic compatibility:
 - i. The ability to articulate your anticipated area of research is very important to the admission process. The purpose of individual interviews with graduate faculty during the admission process is to give you the opportunity to discuss your ideas with faculty who have similar research interests. Please review the list of graduate faculty and research interests in the Research and Teaching section of the web site at www.nursing.hawaii.edu/phdprogram.
 - ii. You will be directed to several graduate faculty members to arrange meetings to discuss your research interest and to determine if there is a match between your research interests and those of the graduate faculty member. Be sure to ask faculty directly if they are willing to be your advisor. You may need to interview more than one faculty

H. Student Progression Forms

To find the forms below go to UH Graduate Division link: www.hawaii.edu/graduate/forms/index

1. Student Progress Form I

Because the SONDH does not require a qualifying examination or a second language completion of Form I indicate the students have met requirements for the program except the dissertation, and have advanced to candidacy. The form should be submitted to the Graduate Chair who will submit it to the Graduate Division for final approval. Be sure that the student keeps a copy of this and all forms that you submitted.

2. Student Progress Form II

Completion of Form II indicates the student has successfully passed the comprehensive examination, the dissertation proposal defense, and obtained Institutional Review Board (IRB) approval. After the form is signed, the Graduate Chair reviews and approves it; the form is then forwarded to the UH Graduate Division for approval.

3. Progress Form III

Completion of Form III documents satisfactory oral defense and meeting of guidelines of the UH Graduate Division. The chair and committee members sign reflecting their judgment of the content of the dissertation and the student's ability to defend dissertation. The form is forwarded to the Graduate Chair who indicates approval before sending form to the UH Graduate Division.

Once complete, please submit a copy of your completed dissertation to the UH Graduate Division and the SONDH Online PhD Program Office.

edition of the APA publication guidelines. Dissertations must also conform to Graduate Division guidelines.

The Dissertation Defense

Once the dissertation is complete, the chair will recommend scheduling of the defense. The student should go to Graduate Division to place a notice at least two-three weeks (four weeks in the summer) prior to the exam date to be published in the University Calendar. The defense must be scheduled on a working day during normal working hours. Four weeks prior to the schedule defense the student should submit copies of the final draft to all committee members. Refer to the Requirements and Procedures for Doctoral Degrees in the UHM Catalog or visit the website at www.hawaii.edu/graduate for university scheduling information.

The dissertation defense is never less than one hour in length. The student will present a summary of the study and committee members will ask questions or for clarification of any section of the dissertation. After the committee members have asked all of their questions, members of the audience may participate.

At the completion of this phase the candidate and the audience will be asked to leave the room. The chair and committee members will reach a decision to pass or fail the dissertation defense. The chair will then invite the student to return to the room to discuss the decision and recommendations.

Approval of the Dissertation

Invariably, there are revisions that are needed to make to the final document following the defense. The chair guides the student through this process. Faculty signatures on the signature page of the dissertation indicate their approval of the form and content of the dissertation. If the student passes, members of the committee sign Progress Form III. The dissertation defense may be repeated once if not passed on the first attempt.

member regarding their decision on being your advisor. Both faculty and students should notify the PhD Program Coordinator or Director after your individual discussions and if more than one faculty member was interviewed, provide your ranked choice of potential advisors. Graduate faculty members will notify the PhD coordinator of their rankings and agreement to work with you. If you have questions, please contact the PhD Coordinator.

4. Following interviews, the AD-HOC PhD Selection Committee will reconvene to rank applicants and recommend selection.
5. The PhD Director will present your application to the Graduate Student Affairs (GSA) Committee regarding your admission and selection of advisor.
6. Once your admission is approved, the Office of Student Services will notify students (with clause) of tentative selection. The student will then need to respond whether they accept or deny the admission. Official letter of admission approval is sent out by UH Graduate Division.
7. Once the student accepts, the PhD program will notify the advisor of the admitted student. The PhD program will send notification to student of their selected advisor.

Progression

A. Academic Advising

The faculty advisor is responsible for academic advising. He/she is the primary mentor throughout the graduate process. The advisor's responsibilities include:

- An understanding of the progression process and the purpose of the PhD program

- “Mentoring” students, holding regular meetings with students
- Assisting with paperwork completion; knowing deadlines and forms; signing progress forms and other forms as required
- Advising and assisting the student’s progression through the program
- Assisting student in scheduling comprehensive exams/reviews and dissertation proposal and final defense meetings.
- Chairing the Comprehensive Exam/Review Committee
- If chair of the dissertation committee, assisting student in determining composition of the dissertation committee
- Overseeing research and writing as appropriate
- Working with the graduate chair, PD and OSS regarding waivers/substitution of classes and other process issues
- Participating in the annual review of progress during the second to the last graduate forum of the academic year
- Assisting students in acquiring funding for the dissertation

The student will need to meet with his/her advisor (in person, by phone, or via e-mail) at least once each semester before the student registers to be sure he/she is on track with their plan of study. An annual progress review with the advisor will help document the student’s progress through the program. The student should write a summary of his/her progress to date including any publications, presentations, results of any N699s or other activities. This review will be presented to the graduate faculty at the yearly progress review held at the last PhD council meeting in the spring semester. It is the student’s responsibility to initiate meeting with his/her advisor to plan this review.

B. Change of Advisor

Recognizing that students’ interests change as they progress through the program, they often decide to change advisors. They may do so at any time during their program and it should be a natural and easy process for them. To do so, the student should notify the PhD Director and submit a memo to the Graduate Chair indicating a desire to change

upon the recommendation of the Graduate Chair from the SONDH (see page 7).

The Dissertation Chair

The chair of the dissertation committee serves as the supervisor of the research and must be a full member of the graduate faculty in the student’s field of study. It is the responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation. A handbook on instructions for preparation of the dissertation can be obtained from Graduate Division or on the Web Site (<http://www.hawaii.edu/graduate>).

Selection of Dissertation Committee Chair

The dissertation committee chair may be the student’s advisor. However, the student may decide to select someone else who seems to be more appropriate for his/her area of research. The committee chair is the most important person on your dissertation committee and the one with whom the student will work very closely through the remainder of their dissertation program. While the other committee members each have something important to contribute, the chair directly supervises the student’s dissertation at all stages.

The Dissertation

According to the Graduate Division Manual (August, 2003, p. 46), “The dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research...The document may not have been published previously, and the research must be successfully defended in an oral examination”. Furthermore, “...each thesis or dissertation submitted to the Graduate Division must be a unique product with the degree candidate as the sole author and with due acknowledgment of the contributions of collaborators.”

APA Guidelines

The content and style of both the dissertation proposal and the dissertation itself must conform to the most current

Procedure for the Defense:

- All committee members and the student must participate.
- The Chair asks the student to leave the room so committee members can make final preparations if necessary.
- The Chair invites the student to enter the room.
- The student presents his/her dissertation proposal.
- Committee members ask questions, seek clarification, and offer suggestions.
- The student summarizes suggestions to strengthen the dissertation and proposes measures to address issues.
- If the committee approves, members sign Progress Form II after IRB approval is obtained. In some cases the committee may sign Form II and the chair will hold it until IRB approval is obtained.
- After the Form II is submitted the student should register for Dissertation Research (800) during the next registration period.
- If the committee disapproves, members indicate what must be done for the student to progress.

Students who decide to complete their comprehensive exams and proposal defense in the same time period must provide drafts of their proposal to their committee members prior to the comprehensive examination.

G. The Dissertation

Dissertation Course (N800)

Once all required classes are completed, the comprehensive exam passed, the proposal defense passed, the student has IRB approval, and Form II has been submitted and approved, he/she may register for N800.

The Dissertation Committee

The dissertation committee advises the student on the research and writing of the dissertation, conducts the final examination (the defense of the dissertation), and approves the dissertation. The committee is put together by the chair and the student and is appointed by the Graduate Dean

and identify a new advisor who has agreed to serve as the new advisor. If the student initiates the change, he/she should have the courtesy to notify the present advisor prior to the change process.

The faculty may also institute this change if they recognize a change in the student's research focus.

C. Waivers/Substitutions

Waivers or course substitution can be initiated by the student or faculty. A request is sent in writing to the student's advisor who approves/disapproves and forwards the form to the PD, faculty teaching/or who have taught the course, the OSS, and the graduate chair who forwards the recommendation to the graduate division. The student should include a syllabus and transcript or similar documentation of courses to be waived.

D. Selection & Composition of the Dissertation Committee

A student who has been advanced to the dissertation stage is responsible for forming a dissertation committee. In Nursing members of the committee, approve comprehensive exam and student proceeding to proposal defense, must review the student's research proposal and indicate their approval by signing Student Progress Form II. The student must keep the committee informed of the scope, plan, and progress of the thesis or dissertation research and manuscript.

Committee Composition:

The committee consists of at least five members of the graduate faculty. The chair and the majority of the committee should be from the student's field of study. One member *must be* outside of nursing and a full member of the regular UH graduate faculty. Please refer to the Graduate Programs website (<http://www.hawaii.edu/graduate>) for a description of the roles and functions of members of the committee.

One member can also be a non-affiliated member of the committee as long as they have a doctoral degree (DrPH, PhD, MD, JD, DPHARM, ETC). The member can be affiliated with another university or be associated with the clinical setting. The process for accepting a non-affiliated member into a graduate student dissertation committee would be as follows: the nursing graduate chair sends a memo for approval to the SONDH DEAN who approves the request and sends approval to GRADUATE DIVISION including a copy of the CV of the potential out of state non-affiliated member candidate. If approved/disapproved, the UH Graduate Division notifies the graduate chair and the student. Members may petition for remote committee participation by completing UH Graduate Division forms at <http://www.hawaii.edu/graduate/download/forms/miscellaneous/ptrtdc.pdf>

If the student changes any member of the committee a form must be completed and can be downloaded from UH Graduate Division <http://www.hawaii.edu/graduate/download/forms/miscellaneous/ptrtdc.pdf> for that purpose.

Criteria for Committee Selection:

- a. Have your research topic clearly identified.
- b. Consider expertise of potential committee members.
- c. Discuss possible committee members with your committee chair/ advisor.
- d. Ask your chair/ advisor if this faculty has graduate faculty status. This information can be found in the University of Hawaii Catalog under the appropriate department heading.
- e. Selection of committee members is very important, as you want harmonious interactions among members of your committee.

E. Comprehensive Examination

After completion of **all coursework**, the comprehensive examination can be scheduled by the student and advisor.

Procedure:

When essentially all course work is completed, students will:

- I. Select the dissertation chair and committee members with input from the chair
- II. Approach committee members to serve on the committee
- III. Discuss level of readiness for the dissertation proposal defense with the committee chair.
- IV. Negotiate and determine the date of the proposal defense

Time Line for Students:

1. 4 weeks before the defense the student will:
 - submit copies of the proposal to all committee members
 - reserve an appropriate conference room and equipment necessary for the Proposal Defense
 - notify all committee members of confirmation of the location, date, and time of the Proposal Defense
2. 2 weeks before the defense the student will:
 - contact each committee member to discuss potential questions/problems
3. Proposal Defense date:
 - be prompt and be prepared

Time Line for Committee Members:

1. 4 weeks before the defense, faculty will:
 - review the proposal to determine the student's readiness to proceed
 - hold date and time for the defense
2. 2 weeks before the scheduled examination, faculty will:
 - notify the committee chair if there are concerns regarding the student's readiness
3. Proposal Defense date:
 - be prompt and be prepared

proposal. When the advisor determines the student is ready, the student negotiates a date and time for the Proposal Defense when all committee members can be present. In some cases and with the approval of the advisor, the student may proceed with the proposal defense immediately following passing the comprehensive exam. The student and advisor are required to notify and schedule the proposal defense with all committee members.

Purpose:

While the Graduate Division does not describe the proposal defense, it is a written and oral presentation of the student's proposed plan (usually the first three chapters) for his/her dissertation to the student's doctoral committee. The purpose of the proposal defense is to provide the student the opportunity to demonstrate depth and breadth of proficiency in content, design, and methodology for the proposed dissertation research.

During the defense, committee members provide feedback and approve the plan for the proposed research, often with recommendations for revisions. If the proposed research involves the use of animal or human subjects, you must submit the completed dissertation proposal to the appropriate Institutional Review Board (IRB).

Although committee members usually sign Progress Form II at the proposal defense, the committee chair may retain Form II until you receive IRB approval. Students may not proceed with the dissertation until IRB approval is received. "It is the students' responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member in their field who is willing to work with the student and chair the committee." (Graduate Manual, 2003, p. 42)

Composition:

This committee (see page 6-7) is composed of members of the graduate faculty who will be the dissertation committee. The committee is selected any time after a student advances to candidacy meets all other programmatic requirements and passes his/her comprehensive examination.

When the advisor determines the student is ready, the student negotiates a date and time for the Comprehensive Review when all committee members can be present. The expectation is that the student will have written and submitted two publishable papers as evidence of his/her comprehensive grasp of the field. According to Dr. Chinn, the PhD Consultant in 2002, "...most doctoral students have published or submitted papers for publication by the end of their courses, and then the comprehensive examination builds on that prior work, and moves their work further in the direction of the actual dissertation, sometimes forming a substantial foundation for, and portion of the dissertation document. It serves as a kind of bridge between that which has been achieved in courses, and the anticipated achievement of the dissertation." (p.2)

Purpose:

The purpose of the Comprehensive Exam/Review is to enable the student's committee to assess the readiness of the student to progress to the dissertation stage. During the Comprehensive Exam/Review, the committee has both the opportunity and obligation to require the student to demonstrate broad knowledge of the field of study and sufficient depth of understanding within the student's area of specialization and research. The two papers submitted by the student to the committee before the Comprehensive Exam/Review serve as the vehicle by which breadth and depth proficiency are assessed.

The two scholarly papers must fit with the student's research topic and conceptual framework and be approved by the advisor. The committee members are sent both publishable scholarly papers before the scheduled comprehensive exam. Members are to identify two questions from the papers. On the day of the exam, students are expected to conduct a 20-minute PowerPoint presentation based on the two scholarly papers and then, answer questions developed by their committee based on the scholarly papers.

Composition of Committee Members:

The oral comprehensive exam is conducted by the graduate faculty or a sub-committee. In the case of Nursing it is

usually composed of members of the dissertation committee (see pages 6-7).

Students, who fail the comprehensive exam, will have the option of retaking a new exam. Students who fail the exam twice will not be permitted to remain in the program.

Scoring Criteria:

The criteria for passing the comprehensive exam include:

- I. Soundness of logic and rationale in developing ideas
- II. Significance of the work to the discipline of nursing
- III. Soundness of methodological approaches used or described
- IV. Adequacy of documentation
- V. Demonstrate breadth and depth in the field

The student will be evaluated using the review criteria above. Scores will be “pass or fail”. A majority vote is required to pass. If a student does not pass the comprehensive examination, the student may petition to repeat it once. (Graduate Division Manual p. 38)

Procedure:

When all course work is completed, students will:

- I. Select the dissertation chair and committee members with input from the chair
- II. Approach committee members to serve on the committee
- III. Discuss level of readiness for the comprehensive exam the committee chair
- IV. Negotiate and determine the date of the exam

Time Line for Students:

1. 4 weeks before the comprehensive exam the student will:
 - forward or submit copies of the two papers to all committee members
 - reserve an appropriate conference room and equipment necessary for the exam

- notify all committee members of confirmation of the location, date, and time of the Comprehensive Exam
2. Comprehensive Exam date:
 - be prompt and be prepared

Time Line for Committee Members:

1. 4 weeks before the comprehensive exam, faculty will:
 - review the two ‘publishable’ papers
 - determine the student’s readiness to proceed
 - hold date and time for the defense
2. 2 weeks before the scheduled examination, faculty will:
 - notify the committee chair if there are concerns regarding the student’s readiness
3. Comprehensive Exam date:
 - be prompt and be prepared

Procedure for the Comprehensive Exam:

- All committee members and the student must participate
- The Chair asks the student to leave the room so committee members can make final preparations if necessary
- The Chair invites the student to enter the room
- The student gives a 20-minute PowerPoint presentation of his/her two scholarly papers
- Committee members ask questions
- Student orally answers the questions
- The student may proceed with the preparation for the dissertation proposal
- If the committee disapproves, members indicate what must be done for the student to progress
- The student has another opportunity to take the examination

F. The Proposal Defense

Students passing the comprehensive exam with a majority vote may proceed with the preparation for the dissertation