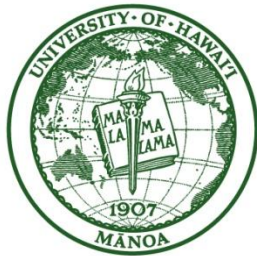


University of Hawaii at Manoa
School of Nursing & Dental Hygiene
Online PhD Program in Nursing



2012- 2013 PhD Guide



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I. PhD Guide

The PhD guide is intended to provide general information. The information found within this guide reflects UHM PhD program's policies and are in agreement with the policies and procedures of the UHM Graduate Division. The School of Nursing and Dental Hygiene and the Graduate Division makes no representation and accepts no liability for the accuracy, correctness or completeness of information found on this PhD guide. Students and faculty are advised to contact the appropriate offices for the most up-to-date information.

<http://manoa.hawaii.edu/graduate>

II. 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).

III. Admission

- A. **Application Forms. Applicants must complete two (2) applications: one to the Online PhD Program and one to the Graduate Division.**

To download a copy of the application form to the online nursing PhD program, go to http://www.nursing.hawaii.edu/sites/web41.its.hawaii.edu/www.nursing.hawaii.edu/files/documents/PhD%20Application%20Instructions%20%20%26%20Forms%2009-19-11%28sal%29_ah.pdf

To download and/or submit on-line the application form to the Graduate Division, go to "Apply Online" at <http://apply.hawaii.edu>

- B. **Submission Deadlines**

All application and documentation materials must be submitted by the January 2nd deadline to be considered for admission in the Fall semester of the same year.

- C. **Admission Requirements**

1. Educational Qualifications

Preferred Educational Qualifications: RN License and Master of Science in Nursing from an NLNAC or CCNE accredited program (not applicable for international students).

Minimum Educational Qualifications: RN License, Bachelor of Science in Nursing from an NLNAC or CCNE accredited program (not applicable for international students) and Masters Degree in a related health field.

2. GPA of 3.0 or above (on a 4-point scale).
3. Current RN license with the state of practice (may be waived for international students).
4. Current CV.
5. Statement of research objectives.
6. Scholarly research paper (electronic copy either word or pdf).
7. Completed SONDH application.
8. Completed Graduate Division application.
9. Official college/university transcripts.
10. TOEFL of 580 or above for international students.

NOTE: Graduate students may apply if anticipating graduation from their master's program before enrollment in the doctoral program.

D. The Admission Process

1. After the applicant 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 and clarity of the statement of research objectives. (NOTE: Student applicants are responsible for the completeness of all documents and meeting submission deadline requirements to OSS and UH Graduate Division).
2. After the submission deadline, qualified applicants will be individually interviewed by a PhD ad hoc committee faculty member to identify a research topic and determine potential advisor compatibility.
3. Individual interviews with 2-3 potential graduate faculty advisors to determine compatibility between the students' research topic and faculty research expertise will be held:
 - i. The ability to articulate the applicants' 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 provide the applicant the opportunity to discuss 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 <http://www.nursing.hawaii.edu/nursing-bios.html>
 - ii. Applicants will be directed to meet with several faculty holding regular graduate division appointments to discuss research interests. The purpose of these meetings is to determine if there is a match between the applicant's research interests and those of the graduate faculty member. It is recommended to directly ask the faculty if they are interested in being an advisor. It is suggested that the student interview more than one faculty member regarding their research interests and decision in selecting an advisor. Both faculty members and applicants should notify the PhD Program Coordinator with a ranked list of potential advisors or advisees. Please contact the PhD Coordinator with any questions.
4. Following the interviews, the PhD AD-HOC Committee will reconvene to rank qualified applicants and recommend selection.
5. The PhD Director will present the application to the PhD Committee and make a recommendation in terms of admission and selection of the advisor.
6. The Office of Student Services will notify students of the decision of the PhD Committee. If the applicant has been selected for admission, the student will then need to respond whether they accept or reject the admission. The official letter of admission approval is mailed to the applicant by UH Graduate Division.
7. Once the applicant accepts the admission, the PhD program will notify the advisor of the admitted student. The PhD program will also notify the student of their selected advisor.

IV. Progression

A. Academic Advising

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

- "Mentoring" students, holding regular meetings with students to oversee and guide progression through the program.
- Assisting with paperwork completion; advising on deadlines and forms; signing progress forms and other forms as required.
- Working with the Graduate Chair, PhD Program Director and OSS regarding waivers/substitution of courses and other process issues.
- Advising and assisting the student's progression through the program.
- Advising and overseeing the development of the dissertation proposal.
- Assisting student in scheduling comprehensive exams/reviews and dissertation proposal and final defense meetings.
- Chairing the Comprehensive Exam/Review Committee.
- If chairing the dissertation committee, assisting student in determining composition of the dissertation committee.
- Overseeing research and writing as appropriate.
- 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 electronically (e.g., email, Skype, Google Hangout)) at least once each semester before the student registers to be sure he/she is on track with their plan of study. The PhD Student/Advisor Progression Plan is negotiated at each meeting. A copy of the plan is attached in this guide.

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 committee meeting in the spring semester. It is the responsibility of the advisor to schedule the annual progress review with the student and report student progress to the graduate faculty.

B. Change of Advisor

Recognizing that students' interests change as they progress through the program, it is possible to change advisors. The student may change advisors at any time during their program and it should be a natural and easy process. To do so, the student should first consult with their current advisor. Then the student should speak with a potential new advisor. When consensus is achieved between the student, the former and new advisors, the student will notify the PhD Director in writing.

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

C. Grading Policy

Effective fall 2011, DON graduate students are required to have a minimum grade of 80% (B-) to pass a nursing course. The student must achieve a grade 80% or higher in order to receive credit for progression. Obtaining a grade of less than 80% will require the student to repeat the course. Failure to receive progression credit twice in the program will result in dismissal from the program.

<u>Grade</u>	<u>GPA</u>	<u>Percent</u>
A+	4.0	97-100
A	4.0	94-96
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-89
B-	2.7	80-83
<hr/>		
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
D-	0.7	60-63
F	0.0	<59

D. Waivers/Substitutions

Introduction: The University of Hawai'i at Mānoa (UHM) Department of Nursing strives to assure that each student receives a comprehensive doctoral education that meets the criteria and standards of the University. It is essential that the appropriate coursework be taken to meet the criteria for sufficient education to prepare the student to attain a doctoral degree.

Definition:

The term "*waiving of a course*" means that a determination has been made that a required course that is on a pathway does not need to be taken, because the student has successfully completed an equivalent course elsewhere that meets all conditions noted below, and these credits are therefore being transferred into the program.

The term "*substitution of a course*" means that a determination has been made that a required course on the student's program pathway is being replaced with another course, usually due to the fact that the required course is no longer being offered at UHM, or a hardship situation exists.

Policy on Course Waivers or Substitution:

All UHM policies regarding waiving or substitution of coursework in the graduate program will be adhered to by the Department of Nursing graduate program. During the first semester of enrollment in the doctoral program, the student should confer with his/her advisor and review the course pathway for the program. Any requests for course waivers or substitutions will be identified at that time.

This policy is Effective August 2010.

Course waiver policy:

Only those courses taken within the past seven years may be waived, if all other criteria are met.

The prior course that is the basis for the waiver request:

- a. Must have at least the same number of credits as the course that is being considered for the waiver
- b. The student must have received a grade of B or higher in the course, OR a grade of Pass - if the course was only offered for a Pass / Fail grade at the former university (as indicated in the course catalogue).

Courses may not be waived on the basis of prior experience.

Course waiver procedure:

When a student decides that s/he wishes to have a course waived, after conferring with his/her advisor and receiving approval to proceed, s/he should make the request to the PhD Program Director. The student will present the PhD Program Director with the following materials:

- (a) A copy of the syllabus for the previously completed coursework AND a transcript for the course which illustrates the grade received
- (b) A copy of the syllabus for the UHM Department of Nursing program course that is being considered for waiver
- (c) A completed copy of the UHM Graduate Division *Petition to Substitute or Waive a Course* form <http://manoa.hawaii.edu/graduate/files/forms/substitute.pdf>

The PhD Program Director will convene a review committee that will be comprised of the following: (1) PhD program director; (2) Graduate program chairperson; and (3) the student's advisor. This committee will review the submitted materials for each course, and compare to the program course that is being considered for waiver, and a decision will be made by this group.

The Graduate Chairperson will (1) enter the decision on the *UHM Graduate Division Petition to Substitute or Waive a Course* form; (2) forward the original completed, signed form to the UHM Graduate Division, and a copy to the Department of Nursing PhD program office and another copy to the Office Student Services.

The PhD Program Director will notify the student about the decision regarding the course waiver and if the request was approved, the student's program pathway will be revised accordingly.

Substitution of a course policy:

In the event a required program course is no longer being offered, or an extenuating hardship condition exists, the student's advisor and the PhD Program Director will work with the student to identify a means for addressing the issue, while meeting the graduation requirements for the Program. Alternatives may include: (1) developing an independent study based on the discontinued course; (2) substituting another course (in the case of a hardship situation).

Substitution of a course procedure:

The student will discuss their program pathway with the advisor, and determine if there is a need to substitute a course in their program. If the decision is to proceed, then the advisor will meet with the Graduate Program chairperson and the PhD program director, and the issues will be discussed and a course of action will be agreed upon.

If the decision to substitute a course is affirmed, then (1) the decision will be communicated to the student, (2) the UHM Graduate Division *Petition to Substitute or Waive a Course* form will be completed <http://manoa.hawaii.edu/graduate/files/forms/substitute.pdf> and a copy of the original completed, signed form will be forwarded to the UHM Graduate Division, and a copy will be delivered to the Department of Nursing Office Student Services as well as the PhD

program Office. The Program Director will record the change to the student's course pathway for the program.

E. Selection & Composition of the Dissertation Committee

A student who has advanced to the dissertation stage is responsible for forming a dissertation committee. In The Department of Nursing, members of the committee approve the student's comprehensive exam and student proceeding to proposal defense, review the student's research proposal and sign 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 the School of Nursing and a full member of the regular UHM graduate faculty. Please refer to the Graduate Division website for a description of the roles and functions of the chair and committee members.

<http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members>

In some cases, Affiliate graduate status may be sought from the Graduate Division for qualified individuals from another university or associated clinical setting as long as they have a doctoral degree (DrPH, PhD, MD, JD, DPHARM, etc.) and peer reviewed publications.

The approval process of an affiliate committee member is as follows:

- a. CV (inclusive of peer reviewed research publications) of the qualified committee member is required by the PhD program director.
- b. The PhD program director nominates the qualified individual for affiliate status.
- c. The PhD faculty votes on approving the nomination.
- d. The nursing graduate chair sends a memo for affiliate status approval with a copy of the CV to the Graduate Division.
- e. If approved/disapproved, the UH Graduate Division notifies the graduate chair and the committee member.
- f. The graduate chair delivers copy of approval from Graduate Division to the PhD program office.

If the membership of the committee changes, the Petition to Revise Thesis or Dissertation Committee Form must be completed (accessible from the UH Graduate Division website: <http://manoa.hawaii.edu/graduate/files/forms/remote.pdf>)

Useful steps in selecting committee members include:

- a. Identify the topic for the dissertation.
- b. Consider the expertise of potential committee members.
- c. Discuss possible committee members with the committee chair/ advisor.
- d. Ask the chair/ advisor if potential committee members have graduate faculty status. This information can be found in the University of Hawai'i Catalog under the appropriate department heading.

<http://manoa.hawaii.edu/graduate/content/select-eligible-committee-members>

F. Comprehensive Examination

The comprehensive examination will occur after all the coursework is completed and the student has written two publishable papers in their research topic area. Enrollment in

N699 “Proposal Development” is not considered a part of the student’s coursework. When the advisor determines the student is ready, the student negotiates a date and time for the Comprehensive Examination when all committee members can be present.

Purpose:

The purpose of the Comprehensive Exam is to enable the student’s committee to assess the readiness of the student to progress to the dissertation stage. An oral comprehensive exam is conducted by the graduate faculty or a sub-committee. For the School of Nursing, it is usually composed of members of the dissertation committee (see page 6).

At the Comprehensive Examination, students are expected to conduct a 45 minute session consisting of presentation and discussion based on the two scholarly papers and then, answer questions developed by their committee based on the scholarly papers. During the Comprehensive Exam, 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 serve as the vehicle by which breadth and depth proficiency is assessed.

The two scholarly papers of publishable quality and fit with the student’s research topic and conceptual framework must be approved by the advisor. The committee members are sent both scholarly papers before the scheduled comprehensive exam. Members are requested to identify and provide two questions from the papers to the Committee Chair/ advisor. The student is encouraged to contact committee members prior to the exam. Although committee members are asked *not* to disclose their specific questions, they can give some guidance on areas they think the student should review for the exam.

Scoring Criteria:

The criteria for passing the comprehensive exam include:

1. Soundness of logic and rationale in developing ideas.
2. Significance of the work to the discipline of nursing.
3. Soundness of methodological approaches used or described.
4. Adequacy of documentation.
5. 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. Students who fail the exam twice will not be permitted to remain in the program.

Procedure:

When all course work is completed, students will:

1. Decide whether to elect their advisor as committee chair or designate a new committee chair.
2. Select the committee members with input from the committee chair.
3. Approach committee members to serve on the committee.
4. Discuss level of readiness for the comprehensive exam with the committee chair.
5. Determine modality of comprehensive exam (Distance or Face-to-Face).
6. Negotiate and determine the date/time of the exam with chair and committee members (Please review instruction template for committee members for the comprehensive exam). The student must contact the PhD Program to schedule the comprehensive exam. If the student will be requiring Elluminate assistance,

they are required to schedule the equipment and/or technical assistance through the PhD Program office prior to scheduling the comprehensive date.

Time Line for Students:

1. 4 weeks before the comprehensive exam the student will:
 - Contact PhD Program to schedule comprehensive exam.
 - Schedule a Collaborate session if needed.
 - Schedule Collaborate training sessions for participants if needed at least one week prior to comprehensive exam date.
 - Reserve an appropriate conference room and equipment necessary for the exam.
 - Confirm the location, date, and time of the Comprehensive Exam with all committee members.
 - Complete comprehensive exam template information and send out to committee members.
 - Forward or submit copies of the two publishable papers to all committee members.
2. Comprehensive Exam day:
 - Make sure all committee members have copies of the necessary materials.

Time Line for Committee Members:

1. Four weeks before the comprehensive exam the committee members will:
 - Review the two 'publishable' papers.
 - Determine the student's readiness to proceed.
 - Agree to a date and time for the defense.
2. Two weeks before the comprehensive exam the committee members will:
 - Notify the committee chair if there are concerns regarding the student's readiness.
3. 1 week before the comprehensive exam the committee members will:
 - Submit at least two questions relevant to the two publishable papers to the committee chair.
4. Comprehensive Exam day
 - 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 45 minute presentation and discussion of the two scholarly papers.
- Committee members ask questions.
- Student orally answers the questions.
- The student then steps out of the room while the committee discusses the results.
- A majority of the committee must vote "pass" in order for the student to pass.
- The Chair invites the student to return to the room.
- A student who fails the final exam may repeat it once. The graduate chair shall report the results of the repeated exam to the Graduate Records Office via a copy of Form II. A student who fails any portion of the comprehensive exam twice will be dismissed from both the graduate program and the Graduate Division, unless recommended otherwise by the graduate chair.

G. The Proposal Defense

Students passing the comprehensive exam may proceed with the preparation for the dissertation proposal. When the advisor determines the student is ready, the student negotiates a date and time for the Proposal Defense. All committee members must be present at the proposal defense. If the distance modality is required, the PhD program office must be notified. The PhD program office must be included in scheduling the date and time of the Proposal Defense.

In some cases and with the approval of the chair, the student may proceed with the proposal defense immediately after the successful completion (i.e., pass) of the comprehensive exam. In this case, the student is required to schedule the comprehensive exam and 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 dissertation plan (the first three chapters) 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.

Process:

During the defense, committee members provide feedback and approve the plan for the proposed research, Recommendations for revisions are often given. If the proposed research involves the use of animal or human subjects, the completed dissertation proposal must be submitted 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 IRB approval is received. Students may not proceed with the proposed dissertation project until IRB approval is received.

Composition:

This committee (see section E) is composed of members of the graduate faculty. The committee is selected any time after a student advances to candidacy, and meets all other programmatic requirements and passes his/her comprehensive examination.

Procedure:

When all course work is completed, students will:

1. Select the dissertation chair and committee members with input from the committee chair.
2. Approach committee members to serve on the committee.
3. Discuss level of readiness for the dissertation proposal defense with the committee chair.
4. Determine modality of proposal defense (Distance or Face-to-Face).
5. The student must contact the PhD Program to schedule the proposal defense if an Elluminate session and assistance is required.
6. Negotiate and determine the date/time of the proposal defense with chair and committee members.
7. Complete proposal defense template information and send out to committee members.
8. Send committee members the dissertation proposal (i.e., the first three chapters of the dissertation).

Time Line for Students:

1. Four weeks before the defense the student will:
 - Contact PhD Program to schedule a Collaborate training session for participants if needed at least one week prior to the date of the defense schedule date/time with committee members.
 - Reserve an appropriate conference room and equipment necessary for the Proposal Defense.
 - Notify all committee members and confirm the location, date, and time of the Proposal Defense.
 - Send out template information of proposal defense to committee members.
 - Forward or submit copies of the dissertation proposal (first three chapters) to all committee members.
2. Two weeks before the defense the student will:
 - Contact each committee member to discuss potential questions/problems.
3. Proposal Defense day:
 - Make sure each committee member has all of the necessary materials.

Time Line for Committee Members:

1. Four weeks before the defense:
 - Review the proposal to determine the student's readiness to proceed.
 - Hold date and time for the defense.
2. Two weeks before the scheduled examination:
 - Notify the committee chair if there are concerns regarding the student's readiness.
 - Submit questions to the Dissertation Chair.
3. Proposal Defense day:
 - Be prompt and be prepared.

Procedure for the Proposal 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 the 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.
- The student then steps out of the room while the committee discusses the results.
- The Chair invites the student to return to the room.
- **If the committee approves, members sign Progress Form II. If substantive changes are needed, the revised proposal will be reviewed. Progress Form II will be signed once the revised proposal is approved by the committee members** and 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 (N800) 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 exam and Proposal defense in the same time period must provide a draft of their proposal (i.e., the first three chapters of their dissertation) to their committee members prior to the comprehensive examination.

NOTE: Please review the instruction template(s) for Committee Members for the Comprehensive Exam and Proposal Defense.

H. Time allowed for completion of degree
<http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree>

Effective fall 2011, any doctoral student who has not completed his/her degree after seven years will be placed on probation; no request for extension is necessary. The probation notice will be rescinded if the student completes the degree within ten years. Students who do not complete the degree within ten years are subject to dismissal.

Also, effective fall 2011, a doctoral student who has not advanced to candidacy after five years will be placed on probation (e.g. a student who began the program in spring 2007 and has not filed Form 2 by fall 2011 will be placed on probation). The probation notice will be rescinded if the student advances to candidacy prior to seven years. If the student has not filed Form 2 within seven years the student shall be dismissed. Approved leaves of absence do not count toward these time limits.

If at the end of year ten more time is needed for completion of the doctoral degree due to circumstances beyond a student's control, and the student has completed all degree requirements except the dissertation, an extension may be requested. Similarly, if more time is needed for advancement to candidacy due to circumstances beyond the student's control, an extension may be requested. To request an extension, the Graduate Chair must submit a petition to the Graduate Records Office. If the program does not file for an extension, the student will be dismissed. The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension.

Please note about Summer and Leaves: While students can graduate during the summer, for purposes of tracking and progress the Graduate Division does not "count" summer as a term, thus a student who fails to finish a degree during a spring term, can use summer as a grace period for completing a degree without sanction. Similarly, a student who is on probation or facing dismissal for fall may use the summer to improve his or her grade point average if permitted by the program.

A leave of absence "stops the clock" on the seven year limit, but no leaves will be granted once the student has passed seven years simply to avoid probation. Time away from the program is counted toward all time limits unless an official leave has been granted.

Students enrolled prior to spring 2007, the basic policy remains the same; doctoral students are required to complete all degree requirements within seven years. Students who have not requested an extension may be placed on probation once they pass seven years (e.g., a student who began the program in fall 2004 and has not graduated by summer 2011 could be subject to probation.). Students who have requested an extension will be placed on probation once they pass ten years.

I. 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 N800 course is taken every semester (this may include summer extension if the chair is an 11 month faculty) until successful defense of the dissertation.

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 student in consultation with their Chair and is appointed by the Graduate Dean 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://manoa.hawaii.edu/graduate/>).

Selection of Dissertation Committee Chair

The dissertation committee chair holds a regular full graduate status and 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 person with whom the student will work very closely through the remainder of their dissertation activities. 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, "The thesis or the dissertation will be a scholarly contribution to knowledge and present research conducted by the student under the supervision of the thesis/dissertation committee chair. The student must be the sole author of the manuscript, co-authored thesis or dissertation is not permitted. In addition, the dissertation should exhibit originality in the sense that it does not duplicate someone else's work." <http://manoa.hawaii.edu/graduate/content/thesis-dissertation>

Content and Style of Dissertation Proposal and Dissertation

The SONDH requires the content and style of both the dissertation proposal and the dissertation itself must conform to the most current edition of the APA publication guidelines. The Graduate Division also provides style and policy guidelines for dissertations at <http://manoa.hawaii.edu/graduate/content/style-policy>

The Dissertation Defense

Once the dissertation is complete, the chair will recommend scheduling of the defense. The student should go to Graduate Division website to download the Final Oral Examination for Doctoral Dissertation Defense Form (<http://manoa.hawaii.edu/graduate/files/forms/FinalOralDefense.pdf>) to place a notice at least 2 - 3 weeks (4 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 scheduled 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 <http://manoa.hawaii.edu/graduate/> for university scheduling information.

If committee member(s) are participating via the distance modality, a completed UH Graduate Division remote committee participation form *must be submitted* to the Graduate Division at least 10 working days prior to the dissertation defense. Download the form at: <http://manoa.hawaii.edu/graduate/files/forms/remote.pdf>

The dissertation defense is one hour in length. The student will present a summary of the study and committee members will ask questions or request 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 student 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

There may be revisions that are needed to make to the final document following the dissertation 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 student failing the dissertation defense may repeat it only once with the approval from both the graduate program and the Graduate Division. A student failing for a second time is dismissed from both the graduate program and the Graduate Division.

Form IV is to be signed by the chair and a majority of the committee, including any committee member(s) who may have been physically absent at the defense. All those who sign must have read and must approve the manuscript in its entirety. Form IV must be submitted after the defense or no later than three weeks prior to the dissertation due date listed on the Graduate Division website.

V. Student Progression Forms

To access the student progression forms below go to the Graduate Division link:
<http://manoa.hawaii.edu/graduate/content/forms>

A. Doctorate Form I –Pre-Candidacy Progress

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 are submitted.

http://manoa.hawaii.edu/graduate/files/forms/doctorate_form1.pdf

B. Doctorate Form II-Advance to Candidacy

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.

http://manoa.hawaii.edu/graduate/files/forms/doctorate_form2.pdf

C. Doctorate Form III –Dissertation Evaluation

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

http://manoa.hawaii.edu/graduate/files/forms/doctorate_form3.pdf

D. Doctorate Form IV –Dissertation Submission

This form replaces what was formerly the signature page. It is to be signed by the chair and a majority of the committee, including any committee member(s) who may have been physically absent at the defense.

All those who sign must have read and approve the manuscript in its entirety. By signing this form, committee members indicate approval of the content and the form of the finalized manuscript.

It is preferable to submit a single copy of this form with all approval signatures. In the event that approval signatures need to be obtained by mail, multiple copies of this form with separate signatures may be submitted in lieu of a single copy.

Submit this form along with the final digital or printed copy of the manuscript, by the due date indicated in the Academic Calendar. Do NOT physically attach the form to the manuscript.

http://manoa.hawaii.edu/graduate/files/forms/doctorate_form4.pdf

E. Other forms can be downloaded from the Graduate Division website at

<http://manoa.hawaii.edu/graduate/content/forms>

- a. [Petition to Revise Thesis or Dissertation Committee;](#)
- b. [Petition for Remote Committee Participation,](#)
- c. [Graduate Application for Degree,](#)
- d. [Petition for Leave of Absence,](#)
- e. [Petition to Transfer Credits,](#)
- f. [Petition to Substitute or Waive Courses](#)

VI. Graduation

The student is 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 Catalog or visit the website at www.catalog.hawaii.edu for the appropriate deadlines for each semester.

VII. Contact Information

Dr. Sandra LeVasseur, PhD Program Director,
Phone 808-956-0894 Email: sandraal@hawaii.edu

Aeza Hafalia, PhD Coordinator
Phone 808-956-8401 Email: aeza@hawaii.edu

Office of Student Services
University of Hawaii at Manoa
2528 McCarthy Mall, Webster 201
Honolulu, HI 96822
Phone: (808) 956-8939
Fax: (808) 956-5977
Email: nursing@hawaii.edu

Attachment: [Delegation of Adviser Authority](#)

School of Nursing and Dental Hygiene PhD Program

DATE: __/__/__

TO: PhD Program Office
RE: Delegation of Adviser Authority

The following DON faculty have been delegated authority to provide supervision on my behalf for

_____ for the period from __/__/__ to __/__/__:
name of PhD student

Name of Faculty Designee	Description of Supervision Responsibilities	Contact Information	Designee Signature

Signatures:

_____ DATE: __/__/__
Major Advisor

_____ DATE: __/__/__
Graduate Chair

*If a 9-month faculty is willing to be available to their doctoral students during the summer break, they may continue to work and the students and this form does not need to be completed.

Advisor to notify student of coverage arrangements

Advisor to submit this Form to the PhD Program Office after all signatures are obtained

Attachment: [PhD Student – Adviser Progression Plan](#)

<u>PhD Student:</u> <u>Advisor:</u> <u>Date of 1st contact:</u>

PhD Student/Adviser Progression Plan

The purpose of this Form is to provide a profile of the student/faculty partnership activities related to the advising relationship. Complete the body of the table with bullets and phrases; longer narratives or addendums may be appended. Resize the row heights as needed.

Getting Started: Student and advisor – meet once during 1st month and subsequently as negotiated throughout the semester.

Time Period	GOAL/Activity	Accomplishments	Next Steps	Communication Mode/Time