I. Overview of the Doctor of Philosophy in Nursing Program

The University of Iowa College of Nursing PhD program prepares scholars to move nursing science forward and helps students build on their knowledge base relevant to nursing and contribute to the body of nursing knowledge. The program strengths include student participation with nursing and interdisciplinary faculty engaged in research teams, focused coursework, involvement in presentation and publication of research based knowledge, and interdisciplinary learning experiences. Graduates of the program are prepared for careers as researchers, college and university faculty members, consultants, and as nursing leaders in the profession.

The Doctor of Philosophy program in nursing requires a minimum of 74 semester hours of graduate credit. Students may enter the program after earning a B.S.N. or a Master's degree. Applicants with advanced degrees outside of nursing may apply and will have an individualized curriculum plan developed based on their transcript review.

II. Program Outcomes and Student Progression:

The University of Iowa, College of Nursing Doctor of Philosophy (PhD) Program prepares scholars to advance nursing science and contribute to transdisciplinary efforts to improve health outcomes. Graduates of the program are prepared to be leaders who engage in the three roles highlighted by the American Association of Colleges of Nursing (AACN). These roles are: develop the science; steward the discipline; and educate the next generation of nurses.

PhD graduates of this program will:

- Master in-depth knowledge in a substantive area of nursing;
- Conduct original research that generates new knowledge;
- Disseminate research results and articulate implications for policy, practice and the profession;
- Assimilate evolving roles and responsibilities of a nurse scholar.

We expect that students will progress through the program in a timely fashion as follows: BSN-PhD students in 6-7 years and MSN-PhD students in 4-5 years. In order to guide and document student progress, a progression table, “PhD Student Progression Report/Faculty Advisor Guide,” has been developed. This guide should be started at beginning of a student’s program of study and will be used, along with other documents, at the student’s annual reviews which are held in the spring of every year. This document can be found in the Office of Student Services (MSN, DNP, PhD) ICON site. ICON can be accessed via this link https://icon.uiowa.edu/.

III. The Curriculum Consists of Coursework in the Following Areas:

- **Basic Core**: Applied Epidemiology (3 sh)
- **Advanced Core**: Foundations of Nursing Science I (3 sh); Social Determinants of Health and Health System Inequities (3 sh), Health Policy, Law & Advocacy (3 sh); Designing Research (3 sh); Intermediate Statistics (3 sh); Seminar: Research Scholarship Role Development (3 sh); Elective(s); Clinical Specialization Courses (6 sh)
- **Advanced Research Methods**: Foundations of Nursing Science II (4 sh); Quantitative Research/Lab (4 sh); Qualitative Research/Lab (4 sh); Advanced Statistics (6 sh); Research Practica I (1 sh); Research Practica II (1 sh),
- **Content Focus**: Advanced Seminar in Health Research (3-6 sh); Cognates (6-9 sh)

**Dissertation**: Minimum of 11 sh

Principles of Scholarly Integrity (under revision):

IV. Office, Keys, and Mail Slots
A. Doctoral Student’s Office

The Doctoral Student office area is located in room 30 NB. A photocopier/printer will be available in this area for doctoral students exclusively. It may be used for copying/printing that pertains to coursework only. There will be lockers available. A kitchen area will be designated for doctoral students and will be open during Student Services office hours.

B. Mail Slots

Doctoral student mailboxes are located on the fourth floor near the elevator.

V. PhD Advising

All PhD students are assigned a Faculty Advisor as well as an advisor in Student Services at an Admission & Progression meeting. The advisor is a faculty member with expertise in the student’s focal area of interest, typically with a funded program of research. Students and faculty meet on a regular basis throughout the program. The schedule of meetings is negotiated between the students and the advisor. Faculty advisors discuss with their students course selection, timing of courses, research practicums, the comprehensive examination and the dissertation process. A student’s faculty advisor may be a member of the student’s comprehensive examination committee and the dissertation committee, but this is not required. The Director of the Doctoral Program may change a student’s advisor at the request of the student and/or faculty advisor. Additional student support is provided by Student Service staff to assist in orientation to the Graduate College policies, resolution of progression hurdles, and assisting students in meeting important deadlines and complying with College requirements such as licensure, HIPPA, or criminal background check. The PhD student Progression Report/Faculty Advisor Guide is expected to be used as a guide for the student’s progress. See Section II for more information.

VI. PhD Student Collegiate Involvement

In addition to your individual plan of study, all students are expected to participate in College of Nursing activities that contribute to the student’s professional and academic experiences.

VII. Programs of Study

Template plans of study may be found at the site below. http://www.nursing.uiowa.edu/academic-programs/phd/plans. Individual student plans of study can be found by contacting the Graduate Programs Office.

A. BSN to PhD

The BSN to PhD is designed as an accelerated pathway for outstanding BSN graduates, who have an identified and focused research and scholarship interest, to complete the PhD. For persons who enter with a bachelor's degree in nursing, the program consists of a minimum of 74 semester hours including 2 specialization courses (see below). Students who enter the Doctoral Program in Nursing without a Masters degree can earn a Masters of Science in Nursing degree (MSN) after having completed 33 semester hours.

Clinical Master's Specialization Courses

Students should identify their area of master’s specialization and discuss with their advisor courses appropriate for meeting this specialization.

Qualifying Exam, Portfolio, Project, or Thesis

If the student wants to obtain an MSN, the student will discuss with their advisor an appropriate project to complete.

Application for MSN Degree

The student will need to follow the graduation guidelines and deadlines specified by the College of Nursing and the Graduate College. Refer to the Graduation Forms section of the MSN portion of the Handbook for more information. Also, consult with the Graduate Programs Office related to the forms and deadlines prior to or at the beginning of the semester you plan to complete the requirements for the MSN. A student will not need to step-out or reapply upon completion of the graduation documents; a seamless transition
will be made with the MSN notation added to the transcript at the end of the specified semester.

B. PhD
Students entering the program with a master’s degree must complete a minimum of 74 semester hours following the bachelor’s degree. The master’s transcript(s) will be reviewed to determine which courses could be counted in the PhD plan of study. The curriculum with consist of the advanced core, research focus and dissertation.

C. Residence Requirement
Students may complete their program of study either full or part time. However, students must meet the Graduate College Residence Requirement as follows. All doctoral programs will contain a minimum of 72 semester hours of graduate work. Of those 72 semester hours, at least 39 must be earned while registered in The University of Iowa Graduate College. After completing 21 semester hours of graduate work under Graduate College registration and in compliance with the Graduate College policy for time limits on academic credit, i.e., courses ten years or older may not be counted toward the degree, students must complete an additional 18 semester hours to be taken as follows: (1) enrollment as a full-time student (9 semester hours minimum) in each of two semesters, or (2) enrollment for a minimum of 6 semester hours in each of three semesters.

VIII. Financial Assistance
Insofar as state gift and federal funds permit, it is the policy of the College to provide financial assistance whenever possible

A. Graduate Assistantships
Research is available to graduate students on a competitive basis. A quarter-time assistantship requires approximately ten hours of time a week. Tuition and fees are reduced to resident rates. Appointments to assistantships are for a fixed period, either one semester or one academic year.

B. Nurse Fellowships (NRSAs) for Doctoral Students
National Research Service Awards (nurse fellowships) are available on a competitive basis to individual registered nurses with active licenses for predoctoral research training in specified areas of nursing and in the biomedical and behavioral fields important to nursing. Students enrolled in the PhD program are expected to submit a proposal during the first year of doctoral study. Applicants for predoctoral study must have a baccalaureate and/or a master's degree in nursing. Predoctoral stipends are available. Recipients of fellowships must agree to engage in research, teaching, or a combination of both, after completion of their studies under the award, one month of service for each month of support in excess of 12 months.

C. Tax information (subject to modification by direction of University officials)
1. The University is required by law to withhold federal and state income tax on salaries, wages, and other compensations paid. The tax is regularly deducted from payments made to graduate assistants, research assistants, research associates, research technicians, and the like.
   - Tax is withheld from payments to all research assistant appointments and postdoctoral fellows on grants and contracts. Tax is withheld from payments to all new appointments as research assistants and postdoctoral fellows. Tax is withheld from payments to all University-supported research assistants and postdoctoral fellows.
   - Amounts paid as scholarships, traineeships or fellowships used for tuition and related expenses, and not as payment for teaching, research, or other services rendered by the recipient are exempt from the withholding of taxes unless the recipient is a nonresident alien. Then special percentage withholding (currently 14 percent) must be deducted, unless there is a tax
treaty with the home country with articles pertaining to fellowships. Such amounts are also
excluded from Federal Form W-2.

- Scholarship or fellowship grants are not tax exempt to the extent such payments are for
teaching, research, or other services that must be performed by the students as a condition for
receiving the qualified scholarship.

2. The category definition FT5200: Fellow, scholar, trainee will be used for nursing students
pursuing progress as candidates for undergraduate or graduate degrees.

3. Each individual taxpayer bears the responsibility for filing appropriate income tax reports.

4. Letter:

All students who are in good standing on the PhD objective are required, as an integral part of their
graduate training, to participate regularly in the research and service activities of the department.
This participation requirement applies to all such students whether on support or not and regardless
of the source of support, if any. Consequently, students on assistantship appointments may choose
to seek refund of withholding on these payments, but should understand that the Internal Revenue
Service makes the determination about the validity of any such claim and that interpretation of
applicable tax codes may vary among tax districts. At the request of an individual student, the
College will provide a standard letter which (a) indicates the sources and amounts of payments the
student has received, and (b) describes the participation requirement for graduate students on the
PhD objective. The letter covers matters of record and fact. Faculty and staff members in the
College cannot--indeed are not permitted--to give tax advice to any individual student or to any
group of students, or to offer any assurances about the taxability of payments from any particular
source or for any particular purpose.

Note: As each individual case is unique and tax laws change, please contact the University of Iowa Payroll
Department at 319-335-2381 as well as your personal tax consultant regarding specific questions and
clarification.

IX. Graduate Assistantships (Research Assistantship)

Graduate Assistants at UIOWA are represented by the United Electrical, Radio and Machine
Workers of America, Local 896 (COGS) The COGS agreement is available at
http://www.uiowa.edu/hr/relations/bargaining/index.html

A. Research Assistantship (RA)

Research assistantship activities are intended to give the student direct and continuing experience in
the actual research process from formulation of the study through collection and analysis of data
and preparation of a scholarly report. These activities also are intended to facilitate the research
progress and productivity of the faculty member with whom the student is working. The time
involvement will vary substantially during the course of the year. No formal time records are
maintained; the student is expected to see that the commitment to this activity is satisfied.
Research assistantship activities are distinct from academic work for credit. Assistantship activities
are to be distinguished from work on the MSN thesis, or on the PhD dissertation, even though in
many cases these activities are closely related.
B. Selection and Assignment of Students to RA Positions

1. Information about how to apply for an assistantship is placed on the Office of Student Services (MSN, DNP, PhD) ICON site early spring semester each year. Applications need to be returned to the Office of Nursing Research by the date indicated in the letter. Assignments for the upcoming academic year are made late spring semester for the following year.

C. Orientation of Students to RA Positions

Orientation of RAs is conducted yearly. The Associate Dean for Research meets with students to review benefits and expectations of RAs.

D. Renewals and Terminations of Assistantships

1. Renewals (Reappointments)

   Appointments to assistantships or traineeships are for a fixed period, usually one academic year. Renewal of an appointment for a subsequent period depends on the collective judgment of the faculty concerning the student's performance, progress, and professional conduct. It is to be emphasized that all renewals are contingent on the continued availability of state, federal, and project funds for student support.

2. Terminations During the Term of an Appointment (See Section III-12.4 of the University Operations Manual)

   a. A graduate student on an assistantship, fellowship, or traineeship may be dismissed during the term of that appointment because of loss of student status.

   b. A graduate student also may be dismissed from an assistantship or traineeship appointment during the term of the appointment, without necessarily losing student status, for 1) any reason sufficient to dismiss a faculty member during the term of an appointment (see University Operations Manual) or 2) failure to follow or implement properly and adequately reasonable instructions of the supervisor when such instructions are within the proper scope of the supervisor's duties.

E. Expectations for Research Assistants in the College of Nursing

RAs and the faculty they are assigned to should meet at the beginning of the semester to review and negotiate activities and performance expectations. The RA assignment may include expectations as outlined below. Note that not every activity is relevant to all cases; expectations should be tailored, in negotiation with faculty, to fit a given assignment. Faculty have similar written expectations that guide faculty in negotiating workload with Research Assistants (RAs) in the College of Nursing. If you have any concerns with your assignment, please contact Dr. Sandra Daack-Hirsch, Director of the PhD Program.

1. Research activities:

   a. Literature review and synthesis:
      
      NOTE: The RA should not pay for photocopying. Discuss use of copy card or faculty’s area copier number with the faculty member.

   b. Instrument development

   c. Subject identification, selection and/or recruitment

   d. Data collection

   e. Data entry

   f. Data analysis

   g. Preparing/writing:

      1) Portions of grant applications
2) IRB application
3) Research protocols
4) Portions of manuscripts
5) Presentations

2. Weekly (or other regularly scheduled) planning meetings
   RA and faculty should meet routinely to plan evolving research activities

3. Attendance at and participation in research team meetings

4. Attendance at Office of Nursing Research Luncheon Research Colloquia,
   local/regional/national conference (note level of participation and sources of support)

5. Time investment
   RAs should discuss with faculty expectations regarding the RA’s time investment. For a 25%
   RA appointment, RAs are expected to invest 10 hours per week averaged over the period of
   their appointment (See COGS agreement at:
   http://www.uiowa.edu/hr/relations/bargaining/index.html

6. Authorship issues and possibilities

7. Ethical issues and human subjects training
   Information on required training is available at the Human Subjects Office website under
   “Certification” at: http://research.uiowa.edu/hsoc

8. On Campus Expectations
   For an academic year appointment, Graduate RAs are expected to report to work 3 days before
   the beginning of the semester and stay on campus until the last day of the semester. This does
   not apply to winter or summer sessions.

F. RA Evaluations
   The Research Office sends evaluations to the RAs and the faculty supervisor each year.
X. PhD Research Practicum Courses and Forms

A. Research Practicum I:

THE UNIVERSITY OF IOWA
College of Nursing
NURS:7803

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Research Practicum I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites:</td>
<td>Ph.D. standing</td>
</tr>
<tr>
<td>Corequisites:</td>
<td></td>
</tr>
<tr>
<td>Requirements:</td>
<td></td>
</tr>
<tr>
<td>Recommendations:</td>
<td></td>
</tr>
<tr>
<td>Semester Hours:</td>
<td>1 semester hour (minimum of 90 contact hours)</td>
</tr>
<tr>
<td>Special Grading:</td>
<td>Instructor has the option of using S-U grades for graduate level students</td>
</tr>
<tr>
<td>Repeatable:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Course Description
This is the first of two practica that serve as a system of apprenticeship by which the student is mentored through selected aspects of the scientific processes, methodologies, analysis and dissemination of results. The investigator may or may not be a nurse, but the project should be relevant to the student’s area of study.

Course Objectives
Through participation in discussions and assigned activities, the student will be able to:
1. Engage in the research process through active participation and immersion.
2. Collaborate with a researcher and/or a research team.

Class Activities:
The outcome of the practicum will be a product negotiated by the faculty and student. Students will summarize their objectives for the practicum experience with the researcher and their research team document learning activities experienced during the research practicum for inclusion in their student record.
B. Research Practicum II:

THE UNIVERSITY OF IOWA
College of Nursing
NURS:7804

Course Title: Research Practicum II

Prerequisites: Ph.D. standing

Corequisites:

Requirements: Ph.D. standing

Recommendations:

Semester Hours: 1 semester hour (minimum of 90 contact hours)

Special Grading: Instructor has the option of using S-U grades for graduate level students

Repeatable: Yes

Course Description

This is the second of two practica that serve as a system of apprenticeship by which the student is mentored through selected aspects of the scientific processes, methodologies, analysis and dissemination of results. The investigator may or may not be a nurse, but the project should be relevant to the student’s area of study.

Course Objectives

Through participation in discussions and assigned activities, the student will be able to:

1. Engage in the research process through active participation and immersion.
2. Collaborate with a researcher and/or a research team.

Class Activities:
The outcome of the practicum will be a product negotiated by the faculty and student. Students will summarize their objectives for the practicum experience with the researcher and their research team and document learning activities experienced during the research practicum for inclusion in their student record.
C. Research Practicum I and II Summary Document:

University of Iowa College of Nursing
NURS:7803 & NURS:7804 PhD Research Practicum Summary

Student Name: __________________________

Course Number: ________________________

Semester: ______ Year: _________

Summary of Student Participation in the Research Experience:

Summary of the Product:

Comments of Sponsor:

Faculty Sponsor:

Date:

Signature____________________________________

This form must be submitted to The Graduate Programs Office during Final Exam Week.
XI. Transfer of Credit/Equivalency Evaluations for PhD Core Courses
A. Policy

POLICY

Transfer of credit/equivalency evaluations for PhD core courses

PhD students are required to take their PhD core courses through the College of Nursing. However, occasions may arise when students may need to take an equivalent course offsite. Such requests represent extreme situations and should be considered an exception to the rule. To evaluate the equivalency of coursework outside the CON and/or from another institution, the following steps need to be followed:

1. The Student will initiate the process and work with her/his Faculty Advisor to identify potential courses and obtain:
   a. Course syllabus- including course description, credit hours, course objectives, and required textbooks
   b. Additional information re: course assignments, teaching methodology, etc. may also be requested.
   c. Complete the petition for equivalency and obtain signatures from Faculty Advisor and PhD Program Director.

2. The Faculty Advisor will need to:
   a. Review course syllabus for face/content validity to decide whether or not course appears to be equivalent.
   b. Contact current course faculty within the College of Nursing for internal evaluation to identify equivalency or discrepancies needing to be addressed.
   c. Meet with the PhD Program Director.
   d. Complete the post hoc Course Evaluation with the Student

3. The PhD Program Director
   a. Meets with the Faculty Advisor
   b. Assures petition for equivalency is in accordance with current UI Graduate School requirements
   c. Grants final approval.
   d. Assures petition is in the student’s file and Faculty Advisor completes post hoc evaluation

NOTE: Student, Faculty Advisor, and Director of the PhD Program signatures are required prior to course registration. Alternative coursework within the University is preferred, followed by CIC partners.
B. Transfer of Credit/Equivalency Evaluation Form

PhD Program
Transfer of credit/equivalency evaluation

Student Name:

Faculty Advisor:

CON Course Title/Number:

Circumstance requiring equivalency evaluation:

Equivalent course proposed:
Institution:
   Course Title/Number:
   Course Syllabus (attach syllabus)

Approval granted:
Student ___________________________ Date: _____________
Faculty Advisor: ___________________________ Date: _____________
Director of PhD Program: ___________________________ Date: _____________

cc: Graduate Programs Office
   Student Academic File

Course Evaluation:
XII. PhD Independent Study Policy and Procedure

Students may obtain through independent study (NURS:7800 Doctoral Independent Study) those learning experiences which are not provided by established courses and which are related to and relevant to their educational goals. In some circumstances it may be used to meet basic degree requirements upon recommendation of the major advisor.

The identification of content, purpose, intent and plan for implementation must be discussed and approved by the faculty advisor.

When registering for NURS:7800 Independent Study, the student must register for the section number properly. The faculty sponsor must furnish you with an instructor number.

The faculty sponsor is responsible for the quality and level of learning experience and for grading the study. The faculty member should be a full-time assistant, associate or full professor.

PROCEDURE

1. Student will discuss with major advisor any independent study plans before registration and prior to making arrangements with faculty sponsor.

2. Faculty sponsor or co-sponsor will provide periodic conferences with student as needed.

3. Student must register for the section number which is the same as the faculty sponsor's instructor number.
A. Plan for NURS:7800 PhD Independent Study

Student Name: __________________________________________ UID: ____________________________

for _______________________________ semester for ______ s.h. credit

PURPOSE IN UNDERTAKING INDEPENDENT STUDY:

PLAN (describe in brief what is to be included, as nature and intent or clinical practicum, investigative study, written papers, conferences, seminar, etc.)

Faculty Sponsor: __________________________________________

__________________________  ____________________________
Signature                     Date

This form must be submitted to The Graduate Programs Office at the time of registration.
XIII. Comprehensive Examination *(The section is under review and revision. Please see the College of Nursing Graduate Program Office and your advisor/chair for guidance.)*

A. Purpose

The purpose is to assess the student's preparation for research and scholarly activity. The exam will test the student's ability to think critically and imaginatively, and to synthesize knowledge in nursing (both core and focus areas) and in the cognate area (both content courses and research methods). Successful completion of the examination will result in the student being admitted to candidacy for the degree.

B. Eligibility

The examination is taken after successful completion (or near completion) of the essential course work and upon recommendation of the student's advisor. This time will usually be during the fifth or sixth semester in the program. A student must be registered in the Graduate College at the time of the comprehensive examination, which must be passed not later than the session prior to the session of graduation.

C. Scheduling the Examination

1. The student intending to take the comprehensive examination assumes responsibility for declaring this intent to her/his advisor and the Graduate Program Office at least two months prior to the examination. At that time the student will advise the Graduate Program staff of the examination committee chair and members. The student will pick up the Comprehensive Exam written and oral grading sheets from the Graduate Programs Office.

2. The student immediately contacts the examination committee members and arranges the date of the exam, including when the two-week written exam will be completed and the date of the oral component.

3. The Graduate Program Office will fill out and submit the Request for the Comprehensive Examination which must be forwarded to the Graduate College at least two weeks in advance of the examination, and must include the date and time. The request will be accompanied by a Doctoral Plan of Study Summary Sheet which is prepared by the Graduate Program Office in consultation with the student’s advisor. The Doctoral Plan of Study Summary Sheet requires the Graduate Program Office staff to perform a transcript review indicating successful completion of essential coursework in the student’s focal area and indicating coursework remaining to be completed to be eligible to graduate. This is signed by the student’s advisor, the Associate Dean for Academic Affairs, and submitted to the Graduate College for approval/signature by the Graduate College Dean, along with the Request for Comprehensive Exam. Department and student copies of the Doctoral Plan of Study Summary Sheet are returned to the Graduate Programs Office. After this point, the Graduate Programs Office must be notified of any changes to the Doctoral Plan of Study so that the appropriate document can be submitted to the Graduate College.

4. It is the student's obligation to make arrangements for a meeting time for the oral portion of the examination, and notify the members of the committee and the Graduate Program Office of the date and time. The Graduate Programs Office well make arrangements for the room.

D. Examination Committee

The examination committee will be composed of five members and is typically chaired by the student's advisor. The committee will be selected by the student with approval of the advisor and the Graduate College if any member is not a tenure-track University of Iowa faculty member. At least 4 of the faculty members must be members of the University of Iowa tenure-track faculty. At least two of the faculty members are from the College of Nursing. For most students, the comprehensive examination committee will be the same as the dissertation committee.
E. Exam Structure

The examination will consist of both a written and oral part. If a Chair has any reservations about the exam, the Chair should discuss their concerns with the Director of the Doctoral Program immediately.

1. Written Part

The written part will be a take-home exam in which the student responds to three questions related to the student’s course content.

The student's PhD examining committee will compose the examination. The chair will solicit questions from each of the members or from other specialists in relevant areas. It is the responsibility of the Chair to edit the questions and provide a copy of the final questions to committee members and the student. The student's examination shall consist of 3 questions, each of which may represent a single area or more than one course content area.

Each student has two weeks in which to complete the written examination. During this period of time the student should not consult with faculty, students, or outside individuals. It is expected that the work is solely that of the student.

Written answers to each of the questions should be typewritten and no more than 10 pages per question, 1.5 spaced, minimum of Arial 11 font. The 10 pages are exclusive of tables and appendices. At the end of the two weeks, it is the student’s responsibility to copy and disseminate the exam to each committee member.

In most cases, every member will read and grade the answers; however, a committee member may, after seeing the questions, disqualify her/himself with respect to grading a content area or areas. If a member disqualifies her/himself, the student is informed as to who will not be grading.

See page 58 for the Written Grading Sheet with instructions.

2. Oral Part

The oral examination is scheduled for two weeks after the completion of the written examination. The purposes of the oral are: a) to clarify and validate the answers to the written examination, and b) to engage in preliminary discussion of the dissertation. It is the responsibility of the chair of the committee to provide instructions to the committee on the format for the oral examination. In general, the following guidelines will be adhered to: time limitation of 2 hours; focus on content (not editing) in written exam; use of questions/discussion that validates the student understands what she/he wrote on the written exam; ask for preliminary information on dissertation direction but does not substitute for dissertation proposal meeting. It is the student’s responsibility to pickup the Report of Doctoral Comprehensive Exam form from the Graduate Programs Office prior to the oral examination and returning the copy with the Committee signatures to the Graduate Programs Office following the exam.

F. Grading

Each examination question on the written area shall be read and graded by all committee members. (In the case of disqualifications, each question must be read at minimum by two faculty members on the Committee.)

In the interim between the written and oral exams the student shall not be provided with evaluative feedback. The oral exam is viewed as an integral part of the process, and judgment as to overall performance and the final outcome should be withheld until the completion of the oral exam.

Immediately following the oral examination, the committee decides on an overall grade. All committee members at the oral exam will grade the oral exam even though they did not grade all or part of the written. The final grade will reflect performance on each of the three written questions and on the oral.

Final grades will be one of the following:
a. **Satisfactory:** The student is graded as passing in all written parts and on the oral. The student has passed the exam and is not required to take any more comprehensive examination and is advanced to candidacy.

b. **Reservations:** The student fails one part or is borderline in several.
   A letter will be sent to the student and to the Graduate College specifying reservations to be met and the deadline for removal. The student does not necessarily have to take the examination again, but must make up the deficiency in a manner and within a time specified by the exam committee in order to be advanced to candidacy. The student may be required to make up deficiencies through another examination, additional course work, and/or readings or assigned research papers. The chair of the student's committee will place in the student's file the determination as to whether or not the student has satisfactorily removed the reservations. If the student does not remove the reservations within the specified time, the comprehensive exam will be recorded as Unsatisfactory. A copy of all correspondence will be sent to the Graduate College. The chair must notify the Director of the PhD program of this outcome.

c. **Unsatisfactory:** The student fails two or more parts.
   The student receiving an unsatisfactory may retake the examination no sooner than four months after the first examination. The committee will decide whether all parts or just the failed parts should be reexamined. The time and manner of the second examination will be determined by the committee and will be stated in writing and given to the student. The student who twice fails the examination or who declines to take it a second time after failing once shall be dismissed from the program. The chair must notify the Director of the PhD program of this outcome.

G. **Feedback to the Student**

Following the oral exam, the student shall be notified by the committee chair as to the decision, and the student will receive in writing a statement of reservations, if there are any.

See page 60 for the Oral Grading Sheet with instructions.

H. **Change in Procedure**

Any part of the rules stipulated above may be waived or modified for a given student through an appeals procedure. Only very unusual circumstances should prompt a proposed modification. The following procedures shall be followed to modify the PhD comprehensive exam system. (Note: this refers to major modifications, such as not having an oral examination. Small modifications are up to the committee chair.)

Procedure to appeal the process: The student shall propose the modification in writing with a rationale and submit to the Chair of the Comprehensive Examination Committee, who will be responsible for circulating the proposed modification to the Graduate Faculty at least one week before a graduate faculty meeting. Acceptance of the proposed modification requires a majority vote of the faculty present.

I. **Comprehensive Exam Advisor/Chair**

Often the student’s academic advisor is also the chair of the student's comprehensive examination committee and chair of the dissertation committee. The student should discuss with his or her advisor the most appropriate faculty member to chair the Comprehensive Exam. If the student and/or advisor feel that the student’s Comprehensive Exam chair should be changed, the student should discuss this with Director of the Doctoral Program.
Use this form to grade the written exam.

Directions:
1. The Chairperson is responsible for distributing the Nursing PhD Comprehensive Examination Written Grading Sheet to each of the committee members when the student turns in his or her exam.
2. Bring this form with you and turn it in to the chairperson at the oral exam.
3. Upon completion of the oral exam, the Chairperson collects and turns all forms into the College of Nursing Doctoral Program Coordinator (37 CNB).
4. These forms will be reviewed by the Director of the PhD program and members of the PhD Admissions and Progression committee as needed for the purposes of program evaluation or in the case of a student disputing the outcome of the exam.

NOTE: THE COMMENTS ON THESE PAGES WILL BE GIVEN TO THE STUDENT AFTER THE ORAL EXAM AS THEY APPEAR ON THE PAGE.

Question 1.
Grade (Choose One):

Satisfactory  Reservation  Unsatisfactory

Provide rationale for grade:
**Question 2.**
Grade (Choose One):

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Reservation</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Provide rationale for grade:

---

**Question 3.**
Grade (Choose One):

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Reservation</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Provide rationale for grade:
Use this form to grade the oral exam and document overall performance results.

Directions:
1. The Chairperson will complete this page based on the comments of the committee after the oral exam
2. Upon completion of the oral exam, the Chairperson turns this form into the College of Nursing Doctoral Program Coordinator (37 CNB)
3. This form will be reviewed by the Director of the PhD program and members of the PhD Admissions and Progression committee as needed for the purposes of program evaluation or in the case of a student disputing the outcome of the exam

Oral Examination
Grade (Choose One):

Satisfactory Reservation Unsatisfactory

Provide rationale for grade:
Overall Performance Options and Implications  (Choose One):

**Satisfactory:** The student is graded as passing in all written parts and on the oral. The student has passed the exam and is not required to take any more comprehensive examination and is advanced to candidacy.

**Reservation:** The student fails one part or is borderline in several.

A letter will be sent to the student and to the Graduate College specifying reservations to be met and the deadline for removal. The student does not necessarily have to take the examination again, but must make up the deficiency in a manner and within a time specified by the exam committee in order to be advanced to candidacy. The student may be required to make up deficiencies through another examination, additional course work, and/or readings or assigned research papers. The chair of the student's committee will place in the student's file the determination as to whether or not the student has satisfactorily removed the reservations. If the student does not remove the reservations within the specified time, the comprehensive exam will be recorded as Unsatisfactory. A copy of all correspondence will be sent to the Graduate College. The chair must notify the Director of the PhD program of this outcome.

**Unsatisfactory:** The student fails two or more parts.

The student receiving an unsatisfactory may retake the examination no sooner than four months after the first examination. The committee will decide whether all parts or just the failed parts should be reexamined. The time and manner of the second examination will be determined by the committee and will be stated in writing and given to the student. The student who twice fails the examination or who declines to take it a second time after failing once shall be dismissed from the program. The chair must notify the Director of the PhD program of this outcome.
XIV. Timeline from Comprehensive Exam to Dissertation Defense

A. Continuous Registration Policy

The Continuous Registration Policy became effective as of Fall, 2003. It is available on the Graduate College website at: http://www.grad.uiowa.edu/manual-part-1-section-xii-doctors-degrees#1.12.1.

The Continuous Registration after Completion of the Comprehensive Examination Policy is as follows:

The student is required to register each semester (not including summer or winter interim) after passing the doctoral comprehensive examination until the degree is awarded. If a student fails to register, he or she may not be readmitted to doctoral candidacy unless the readmission is approved by the advisor, the departmental executive, and the Graduate College dean.

All registrations should accurately reflect the amount and type of work undertaken, the use of University facilities, and the amount of consultation with the faculty. In order to maintain continuous registration, a doctoral student may register (1) for required and/or elective courses, research, and thesis hours to complete the plan of study, or (2) for Doctoral Continuous Registration (GRAD:6002). Doctoral Continuous Registration requires a 1.s.h. tuition and fees payment. If a temporary lapse in a student’s academic program is required due to military service, medical leave, maternity leave, or a personal/family leave, a student may petition the Graduate College to be allowed to register for PhD Postcomprehensive Registration (GRAD:6000) which allows for the assessment of a special minimum fee. If a petition is granted, it is to be understood that a student will not make significant use of university resources, or engage in significant consultation with the faculty. Registration in a Guided Independent Study course or in a course for which tuition and fees are not assessed (Cooperative Education Internship, for example) will not satisfy the continuous registration requirement.

B. Final Exam (Dissertation Defense) timeline

The final exam (Dissertation Defense) may not be held until the session after passing the comprehensive exam; however, a student must pass the final exam no later than five years after passing the comprehensive exam. Failure to meet this deadline will result in reexamination of the student to determine his or her qualifications for taking the final exam. In the final semester, doctoral students may register for Doctoral Final Registration (GRAD:6003), which requires a 2 s.h. tuition and fees payment, or appropriate course work.

XV. Dissertation Research and Defense

Once you have passed the comprehensive examination, you can register for dissertation credits. Completing the dissertation includes nine key steps: 1) preliminary planning, 2) forming a PhD dissertation committee, 3) developing a proposal, 4) conducting a proposal meeting, 5) completing the research, 6) conducting the oral defense, 7) formatting the approved final dissertation, 8) submitting final document to the Grad College, and 9) publishing manuscripts based on the dissertation.

1. Preliminary Planning. Three key items must be accomplished in this period.
   - **Reviewing Graduate College Requirements.** Prior to beginning the dissertation, students should review the Graduate College requirements related to the dissertation at: http://www.grad.uiowa.edu/theses-and-dissertations.
   - **Selecting a PhD Dissertation Chair.** The first issue to clarify is whether the student’s advisor or a different graduate faculty member will be the Chair of the student’s dissertation committee. In most cases they are the same. However in some cases where interests have evolved, the advisor and chair may be different people. Typically one’s dissertation Chair is a faculty member whose research is well-aligned with that of the student.
   - **Selecting a PhD Dissertation Format.** The College of Nursing has two approved formats for the Dissertation: a traditional dissertation and a three-paper dissertation. A flowchart depiction
of the nine steps is provided in Figure 1, highlighting key differences between traditional and three-paper dissertation.

The student and PhD Dissertation Chair should determine which dissertation format is best suited to the student’s pedagogical needs and planned research. The format chosen impacts the proposal and final document format. The discussion to decide which dissertation format to use should include an assessment of the student’s preparedness within their proposed content area, including their course work, grant writing, research experiences, and prior papers or presentations. A student with significant background within a particular content area may be well positioned to successfully complete a three-paper dissertation. Students still developing expertise in their content area may be better suited to a traditional dissertation. Other considerations in choosing the format include qualitative or mixed-methods versus quantitative approach.

**Traditional Dissertation Format.** This format typically has five chapters: Chapter 1 provides an introduction and establishes the problem significance, Chapter 2 provides an in-depth literature review, Chapter 3 describes the planned methods for the study, Chapter 4 summarizes the results and Chapter 5 discusses the study’s findings. This formatting option provides students with the following:
- a standard and common approach to addressing a research problem.
- an opportunity for in-depth exploration and examination of the scientific literature in a comprehensive Review of the Literature.
- an opportunity for in-depth presentation of qualitative data, analysis and interpretation.

**Three-Paper Dissertation Format.** This formatting option provides an opportunity to increase the opportunity for students to publish papers from their dissertation work in a timelier manner and to form a coherent body of research in a particular scholarly area. The three papers must represent a single coherent research topic, not a series of unconnected topics. However, the three papers must be distinct. They may either address three separate research aims, or if they address only one, they must differ in some significant fashion, such as in theoretical perspective, approach, methodology, sample, and/or dataset. At least one paper must be data based. The other two may be a literature synthesis, conceptual/theoretical or methodological paper. At the Dissertation Proposal Meeting and/or at the time of the Dissertation Defense, at the discretion of the PhD Dissertation Committee, up to two of the three papers may have been previously written, submitted, and/or published by the student if they meet the following criteria:
- the student is first author on the paper, unless there are compelling circumstances for second authorship;
- the student clearly indicates his/her contributions to the paper for a coauthored paper. (The coauthors should be listed in an acknowledgement at the end of the dissertation chapter);
- the work was completed while the student was enrolled in the Ph.D. program; and
- the PhD Dissertation Committee agrees that the papers are consistent with the criteria for a three-paper dissertation.

If the Dissertation Committee allows a previously published or in press article to be part of the dissertation, the student must clarify and follow the journal’s guidelines and policies for reproduction of the article in the student's dissertation. The PhD Dissertation Committee is under no obligation to accept previously published, accepted, or submitted papers as meeting the requirement of the dissertation. For the papers to be accepted as part of the dissertation, at the time of the Dissertation Defense, the Dissertation committee must agree that the papers are of potential publishable quality in a scholarly, peer-reviewed journal approved by the student's Dissertation Committee.
2. **Forming a PhD Dissertation Committee.** The PhD dissertation committee guides and evaluates the student's dissertation. The specifications regarding the formation of the PhD dissertation committee are the same for both dissertation formats. The following steps are required:

- **Selecting PhD Dissertation Committee Members.** In consultation with the Dissertation Chair, the student needs to identify and form a Dissertation Committee. It is the student’s role to formally invite the Dissertation Committee members.

- **Ensure Appropriate PhD Dissertation Committee Composition.** The PhD dissertation committee is comprised of five graduate faculty members (i.e., tenure track) holding professorial rank (Assistant Professor or above). Consider inviting at least one committee member from a discipline other than nursing. The student and the chair of the PhD Dissertation Chair select the membership of the PhD Dissertation Committee. If a proposed PhD Dissertation Committee member is outside the University of Iowa or is not a graduate faculty member at the University of Iowa (e.g. CON clinical track faculty or UIHC staff), the student must obtain the individual’s curriculum vitae and meet with the Graduate Programs Office in order to obtain approval from the Graduate College. This approval must be obtained prior to scheduling the proposal meeting.

3. **Developing a Proposal Document** The student will work closely with the PhD Dissertation Committee chair to develop the proposal document. The format of this document varies with the two options. Both types of dissertation format must conform with the Graduate College guidelines for the written dissertation can be found at: [http://www.grad.uiowa.edu/theses-and-dissertations](http://www.grad.uiowa.edu/theses-and-dissertations)

3A1. **Traditional Dissertation Format.**
- **Chapter 1** includes an introduction and establishes the importance of the topic, a short review of background and problem to be addressed, a clear purpose that includes specific aims, questions, or hypotheses. Conceptual and operational definitions are often specified.

- **Chapter 2** includes the background, typically an in depth literature review and synthesis that establishes what is known, identifies gaps in science to be addressed in the study and the theoretical framework that guides the study, if appropriate.

- **Chapter 3** describes the planned methods for the study, including design, sample, measures, intervention (if appropriate), procedures, data collection and analysis.

3A2. **Three-Paper Dissertation Format**
- **Chapter 1** provides a brief introduction and establishes the importance of the topic. This focused review should provide a cohesive synthesis of the background and problem. In addition, the purpose and specific aims, questions, or hypotheses to be addressed in the proposed research should be described. It is appropriate for this chapter to be 10-15 pages in length for this format.

- **Chapters 2-4 Plan.** Chapters 2, 3, and 4 each describe a planned paper, which may be subject to change depending on how the research unfolds. For the proposal document, an overview of each paper is provided for these three Chapters. The overview of each paper should include purpose and scope of the paper, methodologies to be employed, and discussion of how the paper is integrated to represent a coherent body of research. For the data-based papers, a 1-2 page outline and summary similar to Figure 2 may be useful. Also included should be the student’s suggestions and rationale of journals to which each paper will be submitted for publication.

4. **Conducting the PhD Dissertation Proposal Meeting.** The PhD Dissertation Proposal Meeting, for both dissertation formats includes the student and the PhD Dissertation Committee and is held to approve the student’s proposed research project.

- **Logistical Arrangements.** It is the student’s responsibility to contact members of the committee and arrange the date, time and location of the Proposal Meeting. The student will ensure that all members of the PhD Dissertation Committee receive the final written proposal at least two weeks prior to the scheduled proposal meeting.

- **Conduct of PhD Dissertation Proposal Meeting.** The Committee meets privately before the defense begins to overview the process and focus of the defense. The student is then invited to join the committee to discuss the proposed research. Some PhD Dissertation Committees
choose to have a brief (10 minute) presentation by the student on the background of the problem and proposed research. For the three-paper format, a discussion of the planned papers is also required in the presentation. The committee chair then leads a discussion of each section of the proposal document so that committee members may raise questions or concerns. The goal of the discussion is agreement among the committee members on what the student will do to complete their proposed dissertation research. It is recommended that the PhD Dissertation Committee Chair or designee (who should NOT be the student) take notes of the discussion and key points so the student is able to focus on the discussion.

- **Expected Outcomes of the PhD Dissertation Proposal Meeting.** The expected outcome of the proposal meeting is an agreement among the PhD Dissertation Committee members and the student on the proposed dissertation research. If the PhD Dissertation Committee members do not agree on the proposed research, another PhD Dissertation Proposal Meeting may be necessary. If the PhD Dissertation Committee members do agree on the proposed research, it is recommended that this meeting should be documented by the Dissertation Chair. This memo should be sent to committee members, the student and a copy should be placed in the student’s file. The content of the memo should outline any substantive changes to the proposal document and agreed on by each PhD Dissertation Committee member within two weeks of the proposal meeting. If agreement cannot be reached between the student and PhD Dissertation Chair or other committee members, then the director of the PhD program should be consulted.
Memo of Agreement from [Dissertation Chair] Dissertation Proposal meeting

[Date of memo]

On [date of proposal meeting], [name of student] met with [name of chair plus members] for the purpose of the dissertation proposal defense. It was determined that the following changes were required for successful completion of the proposal.

[Below is an example of the kind of modifications the committee may suggests. This is not a comprehensive list.]

1. Redo Specific Aims and include a table explaining the aims, variables and analysis proposed.
2. Add a section that talks about the relationship of XXX to XXX.
3. Elaborate further on the XXX
4. Put together a table that includes the conceptual definitions
5. Put together a table with justification for potential demographic variables to be included in the analysis

[Dissertation Chair name]

The signature’s below represent agreement that the aforementioned changes include all needed changes and those changes have been successfully completed (See attachments).

__________________________________ [chair]

__________________________________ [member]

__________________________________ [member]

__________________________________ [member]

__________________________________ [member]

(Note a copy of this memo should be sent to each committee member, the student and also placed in the student’s folder).
5. Completing Research. Once the proposal is agreed on, the student must secure IRB approval and then begin data collection. Students continue registering for dissertation hours or continuous enrollment hours until the dissertation is successfully defended. Note that the student can start registering for dissertation credits during the semester that the student has completed the comprehensive exam. The minimum number of dissertation credits is 11; there is no maximum. A completed Dissertation Chair Approval form is due in the Student Services Office prior to enrollment in dissertation hours.

Completion of the dissertation involves implementing the data collection, data analysis, and interpretation as described in the proposal document as well as preparing the results and discussion sections. The three-paper format requires completion of preliminary final drafts of three manuscripts. The traditional format requires completion of Chapter 4: Results. Both format options include Chapter 5, “Discussion and Implications for Research, Education, Practice and Policy”. The time to complete the dissertation varies and the deadline for completion is negotiated between the student and the PhD Dissertation Chair.

6. Conducting the Dissertation Defense. The Dissertation Defense (also referred to as Final Examination by the Graduate College) is an oral presentation and defense of the dissertation. If a Chair has any reservations about the defense, they should discuss their concerns with the Director of the PhD Program as soon as possible and prior to the defense date.

After Comprehensive Examination: The dissertation defense may not be held until the semester after satisfactorily completing the comprehensive examination. The student must pass the final dissertation defense no later than five years after satisfactorily completing the comprehensive examination. The dissertation defense may not be held until after the dissertation is accepted for first deposit by the Graduate College.

- **During Academic Year and On-Campus**: The dissertation defense should be scheduled during the academic year, i.e., between the beginning of regular registration for the fall semester and the close of examination week in the spring semester. Only in very unusual circumstances will the faculty consider requests for exceptions to this rule. The dissertation defense is administered on campus.
- **Student Responsibilities Arranging a PhD Dissertation Defense Meeting**: The student must:
  - notify the Student Services Office when the PhD Dissertation Defense meeting date is determined four to five weeks prior to the date.
  - The Student Services Office will submit a formal request to the Graduate College. The request for the PhD Defense Meeting must be submitted at least three weeks in advance of the date set for the defense to allow for public notice of the defense.

6a. Student Responsibilities – Circulating PhD Dissertation Document. The student is responsible for providing a copy of the dissertation to the committee members at least two weeks in advance of the PhD dissertation defense meeting, and for informing members of the time, date, and place of the defense. The copy may be either hard copy or electronic, per the preference of the faculty member. See format for each dissertation option described in section 7.

6b. Attendees. The PhD dissertation defense meeting is open to the public; anyone is welcome to attend. Similar to the PhD dissertation proposal meeting, the PhD dissertation committee meets in private prior to the defense meeting. The student and guests are then invited to join the committee for the student’s defense of the dissertation.

This meeting typically begins with a 15-30 minute presentation of the dissertation research by the student. Then the PhD Dissertation Committee is invited to ask the student PhD candidate questions. The defense includes critical questions about the purpose, method, and results presented in the dissertation, and questioning on areas of knowledge consistent with the context of the dissertation. An oral defense of the dissertation evaluates the candidate's ability to communicate the specific research project and the implications of the research.

6c. Grading and Reporting of the PhD Dissertation Defense. At the completion of the defense, the student and guests are again asked to step out while the PhD Dissertation Committee discusses the defense.
The Dissertation Defense is evaluated by the PhD Dissertation Committee, with each member indicating a Satisfactory or Unsatisfactory rating. The overall report will be regarded as Unsatisfactory if there are two unsatisfactory ratings from two members. A brief written evaluation of the candidate’s performance is prepared by the PhD Dissertation Chair and is placed in the student's file. The PhD Dissertation Committee’s overall decision is conveyed to the student by the PhD Dissertation Committee Chair immediately following the Committee’s deliberations, who is also responsible for reporting the results of the defense to the College of Nursing Graduate Programs Office within 24 hours. The report of the defense, signed by all PhD Dissertation Committee members, is due in the Graduate College within 48 hours after the defense. Successful defenses are noted publically by an announcement in the College. In the case of an Unsatisfactory decision in the final defense, the candidate may not present herself/himself for reexamination until the next semester. The PhD dissertation defense may be repeated only once.

7. Formatting the Approved Final Dissertation

Traditional: This format consists of five Chapters, as outlined by the Graduate College.
- Chapters 1, 2 & 3 are the revised versions based on the feedback provided in the PhD proposal meeting, and incorporate any changes required related to updates of the literature, changes in tense of the verbs, and changes related to implementation.
- Chapter 4 presents the results of the study.
- Chapter 5 is the discussion of the results and as such should synthesize the knowledge that has been gained by the study, link the results to previous literature, discuss the limitations of the study, future research directions, and implications for education, practice and/or policy, as appropriate.

Three-Paper. This format integrates three publishable papers into the standard Graduate College five-chapter dissertation format.
- Chapter 1 provides the overview of the research as laid out in the proposal.
- Chapters 2, 3, and 4 are the three papers, which may include an analytical review of the literature or a meta-analysis, a methodology paper, and a data based paper or multiple data based articles with the literature review integrated into each paper. At the discretion of the Dissertation Committee, one of the three papers may be a detailed discussion of the conceptual model for the dissertation research. The length of these three chapters, which are intended to be potentially publishable papers, to the extent possible, should conform to page-length constraints required by the specific scholarly journal(s) identified by the student and approved by the Dissertation Committee. Therefore, these three chapters may be expanded or supplemented by appendices, as necessary, particularly if there is additional data, analyses, or Tables that are not allowed due to journal restrictions.
- Chapter 5, the concluding chapter, should summarize and integrate the major findings. This concluding chapter should synthesize the knowledge that has been gained by the research as presented in the thee papers, discuss the limitations of the body of research, and enumerate future research, and implications for education, practice and/or policy, as appropriate for the dissertation type.

8. Submission to Grad College. Regardless of format, the final written report of the dissertation must meet the standards defined by the Graduate College. Thus, for both the Traditional Dissertation format and the Three Paper Dissertation format pagination must be continuous, there must be a common table of contents, and one integrated bibliography must serve for the whole document. Graduate College guidelines for the written dissertation can be found at: http://www.grad.uiowa.edu/theses-and-dissertations

9. Publishing the PhD Dissertation. Approved electronic dissertations will be forwarded to ProQuest for digital archiving; the doctoral abstracts will be published in Dissertation Abstracts International. Once published, any other publications (e.g. manuscripts) cannot use sections of the dissertation in total without breaching copyright. Thus, students can opt to delay publication of the dissertation by the Graduate College for one to two years (referred to as a period of embargo), at or before the final deposit deadline. This is an important step to allow time for publishing the papers in a three-paper dissertation. Students are encouraged to publish the dissertation within a year.

There must be no presumption that serving on a Dissertation Committee constitutes grounds for co-authorship of a student’s paper, even if the committee member provides significant feedback on a paper. Eventual authorship on papers should be negotiated between the student, his/her advisor, and the Dissertation Committee members. Dissertation Committee members may be named as co-authors on
submitted papers if they have made a substantial contribution to the paper consistent with academic standards and journal submission requirements. Journal requirements vary, but at a minimum, all authors must have contributed substantially to conception and design or analysis and interpretation of the data, contributed to drafting or revision of content, and approved the final version.

Flowchart and Comparison Table:

<table>
<thead>
<tr>
<th>Dissertation Steps</th>
<th>Traditional Dissertation</th>
<th>Three-paper Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preliminary Planning</td>
<td>Review Graduate College Requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select a Dissertation Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select a Dissertation Format</td>
<td></td>
</tr>
<tr>
<td>2. Form a PhD Committee</td>
<td>Select Committee Members</td>
<td>Ensure Appropriate Committee Composition</td>
</tr>
<tr>
<td>3. Develop a Proposal</td>
<td><strong>Chapter 1:</strong> Introduction establishing importance of topic &amp; specific aims</td>
<td><strong>Chapter 1:</strong> Introduction establishing importance of topic &amp; focused literature review</td>
</tr>
<tr>
<td>Document</td>
<td><strong>Chapter 2:</strong> In-depth literature review</td>
<td><strong>Plan for Chapters 2, 3 and 4:</strong> Planned chapters with brief outline of Introduction and completed approach summary table for each data-based paper; Suggested journals for papers.</td>
</tr>
<tr>
<td></td>
<td><strong>Chapter 3:</strong> Methods</td>
<td></td>
</tr>
<tr>
<td>4. Conduct Proposal</td>
<td>Logistical Arrangements</td>
<td></td>
</tr>
<tr>
<td>Meeting</td>
<td>Conduct of the Meeting</td>
<td>Expected Outcomes of Proposal Meeting</td>
</tr>
<tr>
<td>5. Complete Research</td>
<td>Data collection</td>
<td></td>
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<td></td>
<td>Data analysis</td>
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<tr>
<td></td>
<td>Preparation of written document of all components per format (#7)</td>
<td></td>
</tr>
<tr>
<td>6. Conduct Oral Exam</td>
<td>Schedule defense with committee during Academic Year and On-Campus Students are responsible for arranging meeting Graduate Programs Office will submit a formal request to the Graduate College Circulate dissertation document to committee</td>
<td></td>
</tr>
<tr>
<td>7. Format Approved</td>
<td><strong>Chapters 1, 2 &amp; 3:</strong> Revised to incorporate any changes required related to updates of the literature, changes in tense of the verbs, and changes related to implementation.</td>
<td><strong>Chapter 1:</strong> Provide the overview of the research as laid out in the proposal.</td>
</tr>
<tr>
<td>Dissertation</td>
<td><strong>Chapter 4:</strong> Present the results of</td>
<td><strong>Chapters 2, 3, and 4:</strong> Each of the three papers (e.g., an analytical review of the literature or a meta-analysis, a methodology paper, and a data-based paper or multiple data-based articles</td>
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</table>
Chapter 5: Discussion of the results and as such should synthesize the knowledge that has been gained by the study, link the results to previous literature, discuss the limitations of the study, future research directions, and implications for education, practice and/or policy, as appropriate.

Chapter 5: The concluding chapter, should summarize and integrate the major findings, synthesize the knowledge that has been gained by the research as presented in the three papers, discuss the limitations of the body of research, and enumerate future research, and implications for education, practice and/or policy, as appropriate.

<table>
<thead>
<tr>
<th>8. Submit to Grad College</th>
<th>Meets the standards defined by the Graduate College and expected by the dissertation committee.</th>
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<tr>
<td>9. Submit for Publication</td>
<td>Identify papers to be published from dissertation. Write and submit papers for publication ASAP.</td>
</tr>
</tbody>
</table>
Data-based Manuscript Planning Table

For each data-based paper, include a brief summary of the purpose of the paper and an outline of the literature to be reviewed in the Introduction.

For data-based papers, you may copy and paste the following table into your Chapter MS Word document or you may prefer just write out a description of the following:

- Specify the design, recruitment plan, and outcome variables for which data will be collected.
- Describe the data collection and analysis procedures.

Also, for each manuscript include a list of potential journals with rationale to which you will submit, identifying at least two journals for each manuscript.

<table>
<thead>
<tr>
<th>Manuscript</th>
<th>Hypothesis</th>
<th>Design</th>
<th>Variables/Outcome measure(s)</th>
<th>Data collection</th>
<th>Data analysis</th>
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XVI. Graduation Information
In order to facilitate your graduation we have listed the pertinent paperwork below. This information is available in the Graduate Programs Offices. The forms requiring departmental executive signature should be processed through the Graduate Program Associate.

All forms must be completed by the deadlines posted each semester. Final responsibility for meeting graduation requirements resides with the student. If you have filed these forms previously, all must be refilled by the deadline listed except the Plan of Study; a Graduate College Plan of Study should be refilled only if it has changed. This form will be completed and submitted by the Graduate Programs Office.

Graduate College Academic Calendar is available at http://www.grad.uiowa.edu/deadlines

NOTE: The student must be enrolled in the Graduate College during the session in which the degree is to be conferred. In the final semester, doctoral students may register for Doctoral Final Registration (GRAD:6003), which requires a 2 s.h. tuition and fees payment, or appropriate course work. Guided Independent Study course work, Ph.D. Postcomprehensive Registration (GRAD:6000) and courses for which tuition and fees are not assessed may not be used to satisfy the final registration requirement of the Graduate College.

Graduation Forms*
APPLICATION FOR DEGREE - Completed on-line via ISIS

REQUEST FOR FINAL EXAMINATION (request for dissertation defense) - submitted to the Graduate College, Gilmore Hall by this deadline and at least 3 weeks prior to defense. Submit names of committee members; official thesis title; and date, time, and place of defense to the Graduate Program Associate at least one month prior to your defense.

The Graduate Programs Office will reserve a room once date and time is provided.

REPORT OF FINAL EXAMINATION (report of defense) - signed form submitted to the Graduate College, Gilmore Hall upon completion of defense and by the deadline. This form remains in your student file in 30 NB until the day of defense.

RETURN SIGNED FORM TO GRADUATE PROGRAM OFFICE IMMEDIATELY AFTER COMPLETION OF DEFENSE, WHO WILL THEN FORWARD TO GRADUATE COLLEGE.

*Graduation information and documents are located in the Office of Student Services (MSN, DNP, PhD) ICON site under Graduation Information and Documents.