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**Note:**
The PhD Handbook is updated periodically. For the latest version, please visit the College of Nursing and Health Sciences website at: [www.cnhs.umb.edu](http://www.cnhs.umb.edu) and go to PhD Nursing program page.
Introduction
This handbook provides important information about the PhD program in Nursing. It includes policies and procedures established by and specific to the PhD program in Nursing.

This handbook is designed to supplement the University’s Graduate Handbook and Graduate Studies Catalog that contain material related to student rights, academic policies, registration, tuition, fees, financial aid, campus facilities, and course offerings. A full listing of University graduate requirements can be found in the Graduate Studies Catalog, primarily in the “Regulations, Procedures, and Degree Requirements” section. Students are responsible for being familiar with these requirements. Rules and procedures pertaining to the code of student conduct, confidentiality of academic records, resolution of problems, human subjects’ protection, faculty conduct, and student governance are not reproduced in this handbook.

Although the handbook is not a contract, every effort is made to ensure the accuracy of the information in this handbook, and the program reserves its right to make necessary changes.

The PhD program in Nursing at the University of Massachusetts Boston (UMass Boston) provides study options in four tracks:

- BS-to-PhD Health Care Policy
- MS-to-PhD Health Care Policy
- BS-to-PhD Population Health
- MS-to-PhD Population Health

Program Goals
The health care policy and the population health tracks at UMass Boston prepare graduates to respond to the need for effective and humane policy that will guide health care at the local, state, and national levels. Faculty and students engage in research and policy analysis relevant to the health and health care of individuals and families from diverse populations and/or urban communities. The program focuses on the intersection of nursing, health policy, and population health, and prepares its graduates for leadership roles as policy analysts, researchers and educators who:

- Analyze the historical, sociological, economic, political and nursing perspectives of population health problems and existing proposed health policies.
- Evaluate and critique health policies that influence the access, quality, and cost of healthcare services.
- Conduct theory-guided qualitative, quantitative, and mixed methods research that advances knowledge of and informs innovative solutions to population health problems and health policies.

- Influence the development of innovative solutions to population health problems and health policies at local, state, national and international levels.

**Course Requirements**
The suggested course sequence for both full-time and part-time students is presented in Appendix I. Students are encouraged to meet with the program director or her designate each semester to review course work completed and plan for future course work.

**Collaboration with UMass PhD Programs**
The PhD Nursing Program at UMass Boston collaborates with the PhD Nursing programs at the other four UMass campuses. Previously, we collaborated exclusively with UMass Lowell’s PhD program in Nursing and Health Promotion which focuses on disease prevention and higher-level wellness for individuals, families and communities. Because of the collaborative nature of the PhD program in Nursing, some of the required courses are taught on one campus or the other. Students may be required to travel from one campus to the other or the courses may be taught through distance learning technologies. Students also may enroll in courses at any of the UMass campuses for elective credits. Finally, access to faculty and students at UMass PhD programs who have similar research interests or expertise is encouraged. This collaboration enriches and expands the program within the UMass system. When registering for courses at other UMass campuses, students need to fill out an Intercampus Registration Form (available online at [http://www.umb.edu/registrar/forms](http://www.umb.edu/registrar/forms)). The form is delivered to the registrar’s office for processing. When registering for NU 701 L Philosophy of Science course UMass Boston, students need to register at both UMass Boston and UMass Lowell campuses. Students will need to register on WISER first and then complete the Intercampus Registration Form. The completed form should be submitted to the Attention of Lisa Lavely at the Registrar’s Office. Students will pay for the course at the UMass Boston campus. Currently NU 701 L is offered by online with 4 in-class session sat UMass Lowell campus usually first Saturday of every month from 1-4pm.

**Transfer Credit Policy**
University policy states that applicants/students who have completed graduate coursework at other accredited institutions may transfer those credits towards the completion of a graduate degree at UMass Boston up to the equivalent of six (6) credits from courses that meet the following requirements: 1) the student received a grade of B or higher; 2) the course was not used to fulfill requirements for another degree; and 3) course credit must have been earned no more than seven (7) years prior to the student’s matriculation at UMass Boston. The director of the PhD program in Nursing and the PhD program committee determine what credits are eligible for transfer based on a review of
the official transcript and course syllabus at the time of admission to the program. Once enrolled in the PhD program, students can also request transfer credit. Requests should be made to the director and include a copy of the student’s transcript and a copy of the course syllabus. Transfer credit decisions for either core or elective courses are made on a course-by-course basis.

**Course Waiver Policy**
A student may seek a waiver from a required course in the PhD program in Nursing if s/he has completed a course with substantially equivalent content at another institution or in another College at UMass Boston. If a course waiver is granted, the student will receive no credits towards degree requirements and must take additional courses to complete the credits required for the PhD degree. Normally, a maximum of 3 courses may be waived.

Course waivers will be decided on a case-by-case basis, through negotiation between the student seeking the waiver and the faculty member who teaches the course. All waived courses require written approval of the faculty member and the director. Waivers are completed in triplicate: one copy for the student, the faculty member, and the program director. Appeal of a denied waiver may be made to the PhD program committee.

**Electives**
Electives should enhance the student’s competency to complete the dissertation requirement and may have either a content or methods focus.

Courses offered by the College of Nursing and Health Sciences at UMass Boston, any of the campuses within the UMass system, or other PhD or Master’s programs on either campus that are at the 600-level or above can be taken as electives. Each course will appear on the student’s transcript with the course title and grade.

Students may take graduate level courses at other universities with the approval of the director of the PhD program. The student must make the request in writing and submit a copy of the course syllabus. Only six (6) credits from other universities may be applied to this program.

**BS-to-PhD obtaining NP Certification Concurrently with PhD**
Students enrolled in the PhD Program in Nursing who wish to pursue additional course work to apply for Advanced Practice certification (NP or CNS) after completion of the PhD, will be allowed to take up to 2 NP courses (e.g. Advanced Health Assessment, Advanced Pathophysiology, or Advance Pharmacology) for their elective requirements
within the PhD curriculum at the discretion of their faculty advisor. Students are encouraged to discuss this option with their faculty advisor as early as possible during their PhD coursework. The policy is addressing the issue of “double dipping” while in the nursing PhD program. Students will have a 6-credit limit on courses that may be applied to another program while matriculated in the PhD Program in Nursing.

**Independent Study**

Students may complete an independent study to fulfill required or elective credits. Independent study credits vary from one (1) to three (3) depending on the scope of the project. The independent study should consist of study and work at the graduate level with a specified written product. The faculty member who agrees to work with the student in independent study must be a recognized expert in the content area. The student and faculty member must agree to the UMass Boston number of credits, scope of the work and the amount of supervision required (for example, weekly or biweekly meetings). **A written agreement, signed by the student and the faculty member, must be approved by the program director.**

**Policy/Population Health Internship (6 credits)**

The semester prior to the internship students receive a packet of information with details on their internship. The health policy internships are designed to provide students with the knowledge and skills of working on the legislative side of the healthcare system. The population health internships are designed to provide students with knowledge and skills relevant to nursing research and population health. Students with substantial prior public policy/population health work experience may substitute additional coursework for the internship with the approval of the program director. The internship course requirements may be fulfilled by one of two options:

*Completing an Internship*

The student will identify a policy/population health internship that meets standards specified in the NU 743 Internship course syllabus with faculty support. The internship for both tracks includes a minimum of 240 hours of work. Settings for the health policy include government agencies, health policy think tanks or consulting firms, or health advocacy groups. Settings for the population health internship include but are not limited to: research institutions, community-based health organizations, and departments of public health. The 240-hour internship may be completed in one or two semesters or in a manner negotiated by the student, the internship agency, and the faculty member. The student must complete a project pre-approved by the internship agency and faculty and prepare a project report. The project report will be presented at a seminar to faculty and students of the program.
Students must submit a written internship proposal to the faculty the semester prior to registering for internship credits. The proposal must identify the organizational setting, the student’s role and responsibilities (including time commitment), the type and nature of the policy issue or population health problem, and the agency member who will oversee the project and attest to the nature and extent of the student’s work.

Prior and Independent Learning

A student who believes that s/he has previously or independently achieved the knowledge and skills outlined in the objectives of the NU 743 Internship course may prepare a portfolio of their work and request that it be evaluated prior to the start of the course. The student will be required to:

- Register for the course.
- Prepare a portfolio of relevant work that provides evidence of knowledge and skills that satisfy course objectives.
- Provide documentation that this is the student’s work or what portion of the work can be attributed to the student.
- Make a written request to the faculty member for evaluation, explaining the basis for the request.
- Attend the NU 743 Seminar in the spring semester and present a project report at a seminar for faculty and students of the program.

The portfolio will be reviewed by the faculty member who supervises the internship. If the student’s prior or independent work meets the course objectives, s/he will receive credit and a grade for the course once s/he has completed attending the NU 743 seminar. If the supervising faculty member determines that the student has only partially met the course objectives, the supervising faculty will offer the student the opportunity to fulfill unmet course objective(s) through structured independent work. If the portfolio review indicates that the student’s prior or independent work does not meet course objectives, the student will be required to complete an internship.

Regardless of the option chosen, students must participate in the internship seminar that will focus on the review and analysis of political, ethical and technical issues that arise in public policy work or population health-related areas.
Preceptorship Agreement

If the student is pursuing the first option “completing an internship”, the student is responsible for securing his/her internship placement. All internship experiences must be approved by faculty member before students make a commitment:

- **population health track** students must seek approval by Prof. Suzanne Leveille
- **health policy track** students must seek approval by Prof. Jane Cloutterbuck

Once a viable placement is identified and approved, a Preceptorship Agreement is drafted to be signed by UMass Boston and Intern Site Institutions. The student, also known as the “PhD Student Intern” is responsible for providing information regarding the internship site, contact information of the Preceptor and Authorizing Official for the Intern Site to the CNHS Student Placement Office. The student must also present a proof of valid student health insurance plan. The Preceptorship Agreement is the contract that legally binds both UMass Boston and Intern site institutions. The student is required to obtain both Preceptor and Authorizing Intern Site Official’s signatures and return one signed copy of the Preceptorship Agreement to UMass Boston, prior to beginning his/her internship experience at the Intern Site. A pdf email attachment of the Preceptorship Agreement, containing all authorizing signatures is acceptable. Once these steps are completed, both UMass Boston and the person signing for the Internship Site will be in possession of fully signed copies of the Agreement.

Extension to the Preceptorship Agreement

If the internship experience needs to be extended beyond the regular semester session (January-May) in order to complete the course requirements, the student can apply for extension by requesting an Amendment to the Preceptorship Agreement, with the approval of the course instructor and the preceptor. The process for obtaining signatures on the Amendment is identical to the process of obtaining signatures on the initial Preceptorship Agreement and will require both: 1) proof of valid student health insurance plan; 2) Preceptor and Authorizing Official signatures on file.

Comprehensive Examinations

The comprehensive examination is designed to determine the student’s ability to think critically and analytically, and synthesize and apply the content of their course work in addressing PhD program goals of the track in which the student is enrolled. Successful completion of Comprehensive examinations admits the student to candidacy for the PhD degree. The comprehensive examination consists of two parts, one written and one oral. To be eligible for the examinations, students must be in good academic standing and must have fulfilled any incomplete required course work prior to the examination date.
Students will be eligible to begin the process of developing an outline for the written component of the exam after completing 30 credits of course work. Required courses to be completed within the 30-credits requirement are specified in the curriculum plan.

The process is outlined below:

**Examination Process**

1. Students select a chair/primary reader(s) for each of the two papers: one conceptual paper and one methodological paper. Additional readers will be assigned by the director of the PhD program.
2. In most cases the student’s advisor/mentor will serve as the chair/primary reader. While this is not required, the primary reader should have expertise related to the student’s area of research interest and be a member of the faculty of the College of Nursing and Health Sciences.
3. Prior to meeting with the chair/primary reader, students must submit a detailed outline of the paper(s). Outlines must be submitted at least 1 week prior to meeting with the chairs. Outlines must clearly indicate where the two papers will differ. One revision of the proposed outline to be submitted to the chairs for final approval is acceptable.
4. Students will work independently after the meeting(s) with their chair(s).
5. Students have a maximum of three months to complete the papers. One hardcopy and an electronic copy of each paper must be submitted to the PhD program Office by dates determined by the faculty chair(s) and student.
6. Papers should be of publishable quality in terms of organization, format, clarity of writing, and critical thinking. No specific writing format is required, although APA 6th edition is preferred. The student’s original analytic thinking is emphasized over extensive compilations and summaries of other literature.
7. Once both papers have been submitted, the chair and other committee members will normally have 2 weeks to review each paper. If one or both papers are found in need of revisions, the student will (normally) have an additional 2 weeks to make revisions and resubmit after notification by the committee chair(s).
8. Students are expected to make a presentation of no more than 15 minutes for each paper. Slides and/or handouts are recommended. The remaining time of the Comprehensive examination will be devoted to questions and answers.

The Comprehensive Exam form needs to be completed and filed in the student file, which will include information regarding agreed topic for the exam, primary and secondary readers and dates for the oral defense. The form is available at the Graduate Program Office with the program manager.

**Guidelines for written component**

The student will write and submit two written papers that should be suitable for publication. The papers will reflect the student’s ability to think critically and analytically, as well as his/her ability to synthesize the published literature about the topic. The topics for the papers will be related to the student’s area of research inquiry.
Each paper should be no longer than 20 pages in length and written in accordance with guidelines (6th edition) issued by the American Psychological Association (APA, 2009).

I. The first paper will be a conceptual paper: a concept analysis, policy analysis, integrative review or state of the science paper on the identified area of inquiry. The specific topic will be determined by the student in consultation with his/her PhD advisor/mentor (chair and primary reader).

II. The second paper will be a discussion of methodological issues relevant to the student’s area of research interest, including possible designs, measures and analytical processes that can be applied to this area.

**Guidelines for oral component**

The oral component of the exam will focus on questions relevant to the two written papers as well as questions regarding overall objectives of the PhD program. Questions will be developed by the examining readers.

**Honor System**

The examinations will be administered on the honor system. Students are not allowed to consult anyone (other students, faculty, outside professionals, etc.) in completing the examination. Papers are to be entirely the student’s work, without additional assistance. Any violation of this rule will constitute basis for dismissal from the program.

**Results of the Comprehensive Examination**

Possible outcomes of the exams include: pass; conditional pass; and fail. In the case of a conditional pass, additional work may be required, (to be determined by the committee) but it is not anticipated that the student will be expected to retake the entire exam. In the case of a failed exam, the student, at the discretion of the faculty readers, may have the option to retake the comprehensive exam once, the following year. Failure to pass the comprehensive exam twice will constitute grounds for termination from the program.

**Progression**

Successful completion of the comprehensive exam advances the student to doctoral candidacy. The examination is to be passed before the student enrolls in NU791, Integrating Theory and Policy in Dissertation Research. Papers required for the written component of the exam should guide and inform the substantive content and methodology used in preparation of the dissertation proposal (requirements of NU791).

**Dissertation**

The PhD dissertation is an original body of work in which the candidate demonstrates an in-depth understanding of a policy or population health topic/issue that is relevant to the
health and health care of individuals and families from diverse populations and/or urban communities. The dissertation should demonstrate the candidate’s ability to effectively incorporate theoretical, conceptual, and methodological content in addressing a substantive policy and/or population health issue.

Although dissertation planning may begin early in the program, the dissertation process normally begins after the student has passed the comprehensive examination and has been admitted to candidacy. A Dissertation Tracking Form Stage 1 needs to be completed, signed by the program director and sent for approval to the Office of Graduate Studies for approval by the Dean of Graduate Studies.

**Dissertation Timeline**

1. Student successfully completes comprehensive exams.
2. NU791 – may be taken concurrently.
3. Student candidate receives paperwork for selecting committee members.
4. Student identifies committee members – paperwork is sent to graduate studies.
5. When chairperson determines, proposal is sent to committee members (allow 3 to 4 weeks to read).
6. When chair agrees, after polling committee members, schedule proposal hearing at least 3 weeks in advance.
7. If hearing is successful – student proceeds to conduct dissertation study.
8. IRB application is completed and approval is obtained.
9. When chairperson determines, final draft of dissertation is sent to committee members (allow 3 to 4 weeks to read).
10. When chairperson determines, after polling committee members, schedule defense 2 to 4 weeks in advance.
11. A notice of the date for dissertation defense is posted at the College and University-wide 2 to 4 weeks in advance.

**The Dissertation Committee**

As soon as possible after the student has been admitted to candidacy, the graduate program director of the candidate’s program shall recommend a dissertation committee to the Dean of Graduate Studies. The candidate selects a dissertation committee and chair. The committee must have a minimum of three (3) and no more than five (5) members. At least two (2) members, including the chair, should come from the College of Nursing and Health Sciences. Ordinarily, the dissertation committee shall also include a member who is external to the candidate’s program. The external member may come either from within the University or outside the University. When there is uncertainty about whether a nominee is sufficiently independent of the candidate's program to serve as the external member, the Dean of Graduate Studies shall determine the nominee’s eligibility. The graduate program director will be responsible for any additional nominations that may be necessary. On a case by case basis, graduate program directors
may appeal to the Dean of Graduate Studies to approve a dissertation committee consisting of three faculty members within the candidate's program. If the student believes that it is appropriate for a faculty member outside the College of Nursing and Health Sciences to chair the dissertation, the student must request written approval from the program director and the PhD program committee. The candidate must submit the names of the committee members and chair to the program director (Stage 2 of the dissertation tracking form). The program director reviews the submission and, if approved, forwards the form to the Office of Graduate Studies for review and approval. CVs for every external member of the committee must accompany the form.

Qualifications of Chairs and Members of Dissertation Committees

Qualifications of faculty to chair dissertation committees:
1. To qualify to chair a dissertation committee, a faculty member must have:
   A. A doctoral degree; and
   B. A record of scholarly publications and/or professional achievement within a period of five years prior to the formation of any dissertation committee that the faculty member chairs.
2. Individual programs may establish additional criteria for eligibility of faculty to chair dissertation committees.
3. Individual programs are to provide graduate students each year with the names of faculty who are qualified to chair dissertation committees.

Qualifications of faculty and/or outside professionals serving as members of dissertation committees:
1. Members of dissertation committees must have an appropriate terminal degree (typically a PhD or EdD but in some instances a degree such as a JD, MD DBS, or MBA may be appropriate); and
2. A record of scholarly publications and/or professional achievement within a period of five years prior to the formation of the dissertation committee.
3. Individual programs may establish additional criteria for eligibility of faculty to serve on dissertation committees.

The Dissertation Proposal
The dissertation research proposal may be submitted anytime after the committee has been approved by Office of Graduate Studies (OGS). All dissertation work follows the format of the American Psychological Association Manual for Publication, (6th Edition) and any relevant OGS guidelines. Although the length of the proposal will vary with the candidate and the topic, the proposal must include the following elements:
- 300-400 word abstract.
- Introduction that clearly states the problem, establishes its significance, states the research questions to be examined or the hypotheses to be tested.
• Clear statement of the conceptual-theoretical-empirical structure that will guide the research.
• Critical review of the literature that synthesizes the current research on the problem, explores related bodies of knowledge that contribute to the understanding of the problem, and explores the theoretical framework of the study.
• Qualifying description of the methodology including research design, the study population and sample, a plan to access the study population, human subjects considerations, data collection methods, and the plan for data analysis.
• Work plan that identifies needed resources, indicates how they will be obtained, and presents a realistic timeline for data collection and analysis.
• References.

The candidate should work closely with the chair of the committee. Together they will decide when to forward the draft proposal to the entire committee for review. The candidate and the chair will review the committee members' recommendations and make necessary adjustments to the proposal. The chair will schedule a proposal hearing. Three weeks prior to the scheduled hearing, the final draft of the proposal will be delivered to all committee members. All members of the committee are expected to attend the proposal hearing in person or via teleconference.

Following the hearing, the committee meets in an executive session and makes one of three determinations regarding the proposal: 1) A= approve; 2) AR= approve with revisions; 3) N= do not approve. Each member initials their vote on the Dissertation Tracking Form (Stage 3). In the case of approval, the candidate may proceed with the dissertation, after IRB approval. In the case of approval with revisions, the candidate need only resubmit the revised proposal to the chair and any other specified committee members. Once revised, the chair forwards two (2) copies of the approved proposal to the program director with a letter stating that all revisions have been satisfactorily completed. The program director forwards one copy to Office of Graduate Studies and Research, along with the dissertation tracking form.

The University requires that the approved dissertation proposal be sent to Office of Graduate Studies and Research at least seven months prior to the final oral defense of the completed dissertation. This means that the proposal hearing must take place no later than early September of the year the student plans to complete his/her degree.

Human Subjects
Any study that involves human subjects must comply with relevant University and Federal requirements. The campus Institutional Review Board (IRB) must approve all research involving human subjects. Only after the dissertation proposal has been accepted by the committee may the student submit the required documents to the IRB. Data collection, subject recruitment, or consenting of potential subjects cannot start until IRB approval has been obtained. Forms and information about Human Subjects review
can be obtained from the Office of Research and Sponsored Programs (ORSP) website, along with forms and timelines.

All research and research-related activity proposed by any member of the UMass Boston community that involves human subjects in any way must be reviewed by the university’s IRB. This requirement is based upon the university’s assurance given to the Federal Department of Health and Human Services that UMass Boston researchers—faculty, students, administrators, staff—are aware of and follow all federal rules and regulations concerning the protection of human subjects in research as contained in the Code of Federal Regulations, Title 45, Part 46 (45 CFR 46).

UMass Boston has contracted with the University of Miami to provide free online training through the Collaborative IRB Training Initiative (CITI) for members of the UMass Boston community on issues related to the protection of human subjects in research. The CITI modules span a variety of areas including the assessment of risk, informed consent, and research involving special populations such as children or prisoners. The required modules can be completed in more than one sitting at the researcher’s convenience. At the completion of the training, CITI notifies UMass Boston that the training has been completed and the researcher’s name is added to a dynamic database monitored by the university’s IRB administrator, Kristen Kenny.

To register for the CITI training, log on to http://www.citiprogram.org and click on the red link to “Register Here.” Select “University of Massachusetts Boston” from the “Participating Institutions” drop down list and submit. Students will then be asked to select a username and password. Follow the registration prompts until the main menu is reached, reach the main menu, and select one of 2 basic courses on protection of human subjects, the Biomedical track or the Social Behavioral track to begin the training. The selection of the track should reflect the primary research activities of the student. Of note, if the student is conducting research at other institutions as part of their academic program or training, they should determine the training requirements of these respective institutions in deciding which course to take. For example, students working on research projects in the academic medical centers will likely be required to take the Biomedical human subjects training.

Questions concerning UMass Boston policy and procedures relating to research with human subjects, or questions concerning the CITI training and how to register for the training should be directed to Kristen Kenny, IRB Administrator at (617) 287-5374 or kristen.kenny@umb.edu.
The Dissertation
The candidate will work closely with the chair and other appropriate committee members throughout data collection, data analysis and final writing phases of the dissertation. The candidate should expect some repeated iterations of the dissertation to accommodate the committee chair’s and members’ input and guidance designed to enhance the overall conceptual and methodological quality of the dissertation. Students register for dissertation credits for 3 consecutive semesters, after they have completed all other coursework. No grade is assigned for the dissertation while it is in process. The students receive a “Y” grade which stands for “year-long course” each semester they are registered for dissertation credits. Once they defend successfully, the chair submits a Change of Grade Form for all dissertation credits to the Registrar’s Office.

The Dissertation Defense
A dissertation defense will only be scheduled after the committee members agree that the dissertation is sufficiently complete to undergo defense. Three weeks prior to the scheduled defense, the final draft of the dissertation must be delivered to all committee members. The University requires that no defense be scheduled less than seven months after submission of the approved proposal to Office of Graduate Studies (OGS).

Final copies of the revised dissertation and completed signature page must be provided to the program director and the OGS before the candidate can be certified for the PhD degree. The final dissertation manuscript must conform to Guidelines for the Preparation of Theses and Dissertations at the University of Massachusetts Boston. For most updated version of the guidelines as well as an update on deadlines go to: http://www.umb.edu/academics/graduate/info_for_graduate_students/graduating_from_umass_boston/theses_dissertations. The program has designated the Publication Manual of the American Psychological Association (6th Edition) as the appropriate format for organization, tables, illustrations and references.

The candidate must pay particular attention to deadlines and the timing of the dissertation defense to allow enough time for a completed manuscript to be filed prior to Commencement in June or December. Ordinarily, this means that all dissertation work must be completed by mid-March of the year in which the candidate plans to graduate and a defense scheduled no later than the end of March to comply with April 10th deadline to submit a revised dissertation copy to OGS. For December graduation, these dates are respectively early and mid-November, to comply with December 1st graduation date. The deadline for candidates to submit a copy of their defended and revised dissertation, approved in full for content by the program, to the OGS via the UMass Boston ProQuest/UMI ETD website is April 10th, for June 2014 graduation and December 1st for December 2013 graduation. After the initial submissions, candidates
will work with a format editor from OGS to submit their final dissertation copies by
December 20th and May 15th, respectively.

New Policy: On July 1, 2010 the OGS adopted a new Electronic Thesis and Dissertation
(ETD) submission site. In conjunction with ProQuest /UMI, UMass Boston has developed
a process by which all theses and dissertations will be submitted electronically, eliminating
the need for multiple printed copies of the document and the search for acid-free archival
quality paper. For the initial submission, students should turn in an electronic copy of
their thesis/dissertation via the UMass Boston-ProQuest/UMI ETD website
http://www.etdadmin.com/cgi-bin/school?siteId=283.

The ETD submission process streamlines the review and approval process and enhances
communication with the T&D (Thesis and Dissertation) Format Editor, Sara Leahy
(sara.leahy@umb.edu). The most significant improvement will be that an ETD will make
graduate students’ research immediately available with publication occurring near the
point of submission rather than many months later.

ETDs give broader exposure of graduate student research through the Internet. Before
theses and dissertations were available electronically, not many were read. Electronic
access multiplies the number of times works are read by a factor of ten or more. Research
is accessible to any potential reader at any time. ETDs also allow students to use new forms
of creative scholarship with interactive elements, multimedia, hyperlinks, etc.

All graduates are required to use the ETD submission site. For more information visit the

Financial Support and Research Assistantships
Every effort will be made to secure financial support for students enrolled in the
program. The Office of Graduate Studies provides financial support through Graduate
Student Assistantships. In addition, various funding options are available in the form of
faculty research grants, and program grants. For example, the Department of Education
provides money to assist students who specifically demonstrate financial need. Funding
of dissertation projects through individual student grants is encouraged. Students are
expected to complete their Financial Aid paperwork every year.

PhD students may receive financial support in the form of research and teaching
assistantships (RA/TA). Their assignments require a commitment of 4.5 (0.25 fte) to 18
(1.0 fte) hours per week, depending on the percentage of assistantship held, for 19 weeks
each semester. Students serving as RAs or TAs receive a 100% tuition waiver, and
Educational Operations fee waiver pro-rated according to the percent of assistantship
held, and an annual stipend pro-rated based on the percent of assistantship held. Graduate assistants who elect the health insurance coverage will receive a pro-rated credit toward the cost of the insurance according to the percent of their effort. [Note: Fees or tuition charges for courses offered by the College of Advancing Professional Studies (CAPS) are typically not waived –i.e. all online courses. An exception will be made for PhD required courses offered only online and without a classroom section. Please, inform the program manager if charges for such courses appear on your billing statement.] Any questions about the assistantship benefits should be directed to the PhD program manager.

Students and faculty will be surveyed at the end of each academic year to determine needs and interests for research assistantships. Every effort will be made to accommodate requests of faculty and students. Satisfactory completion of research assistant responsibilities is required for support to continue each subsequent semester. Students should consult with the Financial Aid Office regarding eligibility for further need-based assistance.

Although we strive to assure that research assistantships provide valuable learning experiences for students, some assignments may consist of routine tasks such as library searches, copying, etc. Faculty supervisors and students will develop a written agreement about the nature of the work expected. Students and faculty supervisors should clarify:

- Weekly schedule or other mutually agreed upon time commitment to the assistantship duties. Supervisors are expected to be flexible in consideration of the other demands on graduate students; students are expected to be responsible in providing an acceptable level of effort on their work assignments.
- Nature of the work or specific responsibilities, including any deadlines for specific tasks which need to be met.
- To whom the student reports and the nature of the reporting (for example, weekly phone contact; bi-weekly meeting; written memos, etc.)
- Type of supervision to be provided to the student by whom, how often, and when.
- Research presentations/conference attendance and travel that the student may be involved in during their assistantship

To continue to qualify for any university assistantships, students must be in good academic standing, with a GPA of at least 3.0. In addition, PhD Nursing students may not have any incomplete grades on their transcripts for longer than 1 year (according to University policy).
In addition to paid Assistantships, the Office of Graduate Studies provides First-Year Fellowships of $1000 per semester to new full-time PhD students (enrolled in 9 credits or more per semester) and who maintain good academic standing.

**Academic Progress**
The College of Nursing and Health Sciences specifies that a student must make satisfactory progress toward completion of a degree within the Statute of Limitations for the degree.

*Statute of Limitations*
Each PhD Nursing student must complete all degree requirements within eight (8) calendar years of entering the program.

*Full- and Part-time Status*
Full-time students are expected to take at least nine (9) credit hours per semester. Full-time continuous students should complete all their course work by the third year of study. The university considers graduate students engaged in dissertation research to be full-time students, regardless of the number of dissertation credits for which they register, providing the program director certifies they are working full-time on research.

Part-time students must carry at least six (6) credits per semester in the fall and spring. Part-time students should complete their coursework in four or five years.

A student may take up to 15 credits during the fall and spring semesters and up to 9 credits in the summer. Any student who wishes to register for more than the maximum credit load must secure written permission from the program director and approval from the Office of Graduate Studies.

*Academic Advising*
Normally, the program director serves as academic advisor to all students. An individualized course of study for the entire program is developed and placed on file in the director’s office. Each semester the plan will be reviewed with the student and revisions will be placed on file. Students taking courses need to meet for academic advising at least once per semester during the designated time by the university calendar periods. Registration holds will be placed on each student and released after advisement is received.

Once a year, usually by mid-March students need to complete and submit the Doctoral Student Progress Report form to the PhD program advisor/director. This form is mandatory for continuing students to receive advising in Spring semester for the
following academic year and lifting the advising hold. It outlines accomplishments, courses taken, goals for the upcoming year as agreed and signed by both advisor and student. The form is available at the Graduate Program Office with the program manager and on the PhD Program wiki as an online Google form.

**Required Grade Point Average**

A cumulative average of 3.0 is required to remain in the program. Students may earn grades lower than B in non-nursing courses; however students are required to receive a grade of B- or better in all nursing courses.

A student who fails to earn a grade of B- or better in any nursing course will be referred to the PhD program committee and will be placed on probation. The student must retake the course or negotiate with the faculty member about remedial work that results in achieving a change to a grade of B- or better. Failure to achieve a grade of B- through re-taking the course or remedial work will result in dismissal from the program. If that student receives a grade less than B- in any additional courses, the student will be dismissed from the program immediately.

**Incomplete**

A grade of “Incomplete” is not given automatically. A student must request a grade of “Incomplete” and receive approval from the instructor. The program requires that the student and faculty member complete an “Incomplete Grade Form,” which will specify the incomplete work and an agreed upon time frame for completion. Both the student and the faculty member must sign the form and retain a copy. A third copy is filed with the program director.

In most cases, the incomplete work from the fall semester should be finished before the start of the spring semester. Incomplete work from the spring semester should be completed prior to the start of the fall semester (Note: this is more stringent than university policy that allows up to one calendar year). Students with incomplete work in more than one course will not be allowed to enroll in courses until all incomplete work has been satisfactorily completed.

University policy allows that a student obtain credit for an “Incomplete” by finishing the work of the course before the end of the calendar year from the time of enrollment in that course. The initiative to arrange for the removal of an “Incomplete” rests with the student. At the end of this period, if a grade is not submitted, an “F” for failure will automatically be recorded. A grade of “F” is grounds for immediate dismissal from the program.
Academic Review
At the end of each semester, the director and the PhD program committee will review each student’s transcript and assess the adequacy of each student’s progress in achieving university and program objectives. The committee will prescribe a course of action to be completed in order for the student to return to good standing in the program. The program director will inform the student in writing that s/he is not meeting minimum academic standards and what the committee prescribes as corrective action.

Leave of Absence
The University requires that a student seeking a leave of absence (LOA) must petition the director who will provide justification for the request to the dean of Graduate Studies. An approved LOA extends the statute of limitations for degree completion by the length of the leave. The university requires that each matriculated graduate student maintain continuous registration until the degree has been formally awarded. If the student does not register for courses or dissertation credits during any semester, the student must pay a $203 (or current fee) per semester, referred to as the program fee, in order to maintain continuous registration.

Communication with Students
Program information will be communicated to students via email, program website, PhD wiki, and student on site mailboxes. Student mailboxes are located in the Doctoral Student Office, Science Building, 3rd floor, room 301-45. Students will need to activate their student e-mail account, which is automatically generated upon matriculation in the program. Students can find their email address by logging into WISER and going to their "Personal Portfolio" and viewing their "Email Addresses". All students receive a default email account. This is the email address through which the university and the PhD Program will convey important notices and messages. Students can have mail sent to this default account automatically forwarded to another email (such as AOL, hotmail, Yahoo, or a work email). Students should contact the IT Service Desk to obtain instructions on how to set up email forwarding. The email system and its Web interface is managed jointly by Information Technology and the Office of the Registrar. Questions regarding an account should be directed to IT Service Desk at 617-287-5220, or ITservicedesk@umb.edu, or by visiting the IT Service Desk on the third floor of the Healey Library on campus (mail drop: 090-03-007). Information can also be found on the following website: http://www.umb.edu/it/getting_services/email.

Students are expected to check their university e-mail on a frequent and consistent basis to ensure that they are up-to-date with all official communications generated by the program, the College of Nursing and Health Sciences or the university.
PhD Wikispace
A virtual resource space (Wikispace) was created for PhD Nursing students as a common shared repository and a platform for discussions. Students should use the PhD program website and PhD Wiki discussion board and database to obtain information about the program, curriculum and course schedule, news and events, PhD program calendar, faculty and research, students and alumni, as well as student resources such as forms, handbook, student newsletter and funding opportunities. The information available on the PhD wiki is secured; it is restricted from the general public and is accessible only to PhD Nursing students and the program’s director and manager. PhD program manager will send invitation to all new students to join as members. Students need to accept the invitation to join. Returning users can log in with their UMB student email and password at: http://cnhs-phd.wikispaces.umb.edu. The PhD Wikispace contains the PhD Calendar, including Scholarly Dialogues and First-Year Student Seminar Schedules, Announcements, Conferences, Funding Opportunities, Student Profile and Forms.

Space Resources
A space on the third floor of the Science Building, the Doctoral Student Office is set aside for the exclusive use of PhD and DNP students. The Doctoral Student Office (S 301-45) stores nursing and policy journals and provides a space for doctoral students to study, meet, and socialize. The Doctoral Office is furnished with five desktop computers and a network printer, a small conference table, and book shelves. The computers provide internet access and are equipped with software including the Microsoft Office 2007 suite of programs and statistical software packages (SAS, SPSS and STATA). EndNote software is also available on three machines. To access the Doctoral Student Office, please contact PhD program manager to obtain the code for the electronic lock on the door.

In addition, doctoral students may also request use of other rooms available in the college for meetings. Doctoral seminars and faculty seminars are held in various rooms within the college, including the Fuld Conference room, as well as in classrooms, conference rooms, and lounges throughout the campus. Small group work typically occurs in faculty offices and the conference room within the college.

Students with Disabilities
Any individual with a physical or mental impairment that substantively limits some major life activity and needs accommodation must provide documentation of the disability to the director of the Ross Center for Disability Services. The director of Disability Services will determine whether or not accommodation is needed. Once this determination is made, the director of Disability Services will consult with faculty on appropriate accommodations. Students with disabilities are encouraged to register with Disability Services (CS 2-2010) or to call 287-7430.
## Appendix I
Health Policy PhD Curriculum (admitted with a baccalaureate degree in nursing): Full Time Study
Revised: April, 2013

<table>
<thead>
<tr>
<th>Year 1</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU760 Biostatistics I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU616 Evidence Based Practice I</td>
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<td></td>
</tr>
<tr>
<td>NU703 Health Economics</td>
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<tr>
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</tr>
<tr>
<td>NU730 Clinical Knowledge for Cancer Nursing Research I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU733 Scientific Basis for Cancer Nursing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU770 Biostatistics II</td>
<td>3</td>
<td></td>
</tr>
<tr>
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<td>NU731 Clinical Knowledge for Cancer Nursing Research II</td>
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<td></td>
</tr>
<tr>
<td>NU741 Health Policy I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU724 Mixed Methods Research</td>
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<td></td>
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<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU742 Health Policy II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU750 Contemporary Disciplinary Knowledge</td>
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<td></td>
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<tr>
<td>Elective* (methods course)</td>
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<td></td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
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### Comprehensive Examination

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<tr>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU791 Integrating Theory &amp; Policy</td>
<td>3</td>
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</tr>
<tr>
<td>NU720 Secondary Data Analysis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU705 Health Disparities: Access, Quality and Health Policy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NU607 Evidence-Based Teaching Practices</td>
<td>3</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU743 Health Policy Internship</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<tbody>
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<td><strong>Fall Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>NU 899 Dissertation (9 credits total)</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>NU899 Dissertation Continues to Dissertation Defense**</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>6</strong></td>
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</table>

### Overall Total Credits **81**

* At least one elective must be a research methods course.
**Each student must pay a matriculation fee for ongoing dissertation work after all courses in the plan of study have been completed.
Appendix II
Health Policy PhD Curriculum (admitted with a master’s degree in nursing): Full Time Study
Revised: February, 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>1</td>
<td>NU703</td>
<td>Health Economics</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>NU760</td>
<td>Biostatistics I (online)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NU701</td>
<td>Philosophy of Science</td>
<td>3</td>
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<tr>
<td></td>
<td>NU705</td>
<td>Health Disparities: Access, Quality and Health Policy or Other Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>NU772</td>
<td>Health Care Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NU770</td>
<td>Biostatistics II</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>NU750</td>
<td>Contemporary Disciplinary Knowledge</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Elective*</td>
<td></td>
<td>3</td>
<td></td>
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<table>
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<th>Course Title</th>
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<tr>
<td>2</td>
<td>NU714</td>
<td>Health Policy I</td>
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<td>Secondary Data Analysis</td>
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<td>NU724</td>
<td>Mixed Methods Research</td>
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<td></td>
<td>NU607</td>
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<td>Spring Semester</td>
<td>NU742</td>
<td>Health Policy II</td>
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<td>NU743</td>
<td>Health Policy Internship</td>
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<tr>
<td></td>
<td>Elective*</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Spring or Summer</td>
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<td>Comprehensive Examination</td>
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<th>Year</th>
<th>Fall Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>3</td>
<td>NU791</td>
<td>Integrating Theory and Policy</td>
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<td>Total Credits</td>
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</tr>
<tr>
<td>Spring Semester</td>
<td>NU899</td>
<td>Dissertation (9 credits total)</td>
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<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
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<th>Course Title</th>
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<tbody>
<tr>
<td>4</td>
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<td></td>
<td>Dissertation Defense**</td>
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<td></td>
<td>Overall Total Credits</td>
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* At least one elective must be a research methods course.
**Each student must pay a matriculation fee for ongoing dissertation work after all courses in the plan of study have been completed.
Appendix III
Population Health PhD Curriculum (admitted with a baccalaureate degree in nursing): Full Time Study
Revised: February, 2013

| Year 1 | Fall Semester | NU760 | Biostatistics I | 3 |
|        |               | Gero601 | Research Methods and Experimental Design | 3 |
|        |               | NU703  | Health Economics | 3 |
|        |               | NU701  | Philosophy of Science | 3 |
|        | Spring Semester | NU730 | Clinical Knowledge for Cancer Nursing Research I | 3 |
|        |               | NU733 | Scientific Basis for Cancer Nursing | 3 |
|        |               | NU770 | Biostatistics II | 3 |
|        |               | NU616 | Evidence Based Practice I | 3 |
|        | **Total Credits** |  |  **12** |

| Year 2 | Fall Semester | NU731 | Clinical Knowledge for Cancer Nursing Research II | 3 |
|        |               | NU734 | Context of Cancer Nursing Care | 3 |
|        |               | NU741 | Health Policy I | 3 |
|        |               | NU724 | Mixed Methods Research | 3 |
|        | Spring Semester | NU644 | Global Health | 3 |
|        |               | NU750 | Contemporary Disciplinary Knowledge | 3 |
|        |               | NU780 | Epidemiology | 3 |
|        |               | Elective* | 3 |
|        | **Total Credits** |  |  **12** |

| Year 2 | Spring or Summer | NU791 | Integrating Theory & Policy in Dissertation Research | 3 |
|        |                  | NU720 | Secondary Data Analysis | 3 |
|        |                  | NU705 | Health Disparities: Access, Quality and Health Policy | 3 |
|        |                  | NU607 | Evidence-Based Teaching Practices | 3 |
|        | **Total Credits** |  |  **12** |

| Year 3 | Fall Semester | NU743 | Internship in Population Health | 6 |
|        |               | Elective* | 3 |
|        |               | Elective** | 3 |
|        | **Total Credits** |  |  **12** |

| Year 4 | Fall Semester | NU 899 | Dissertation (9 credits total) | 3 |
|        | Spring Semester | NU899 | Dissertation Continues to | 3 |
|        |               | NU899 | Dissertation Proposal Seminar *** | 3 |
|        | **Total Credits** |  |  **6** |

| Overall Total Credits | 81 |

* At least one elective must be a research methods course.
**At least one elective must be a population health course.
***Each student must pay a matriculation fee for ongoing dissertation work after all courses in the plan of study have been completed.
### Appendix IV

Population Health PhD Curriculum (admitted with a master’s degree in nursing): Full Time Study

Revised: April, 2013

| Year 1 | Fall Semester | NU760 Biostatistics I | 3 |
| | | NU703 Health Economics | 3 |
| | | NU701 Philosophy of Science | 3 |
| | | NU705 Health Disparities: Access, Quality and Health Policy | 3 |
| | Total Credits | 12 |
| | Spring Semester | NU770 Biostatistics II | 3 |
| | | NU780 Epidemiology | 3 |
| | | NU750 Contemporary Disciplinary Knowledge | 3 |
| | | NU644 Global Health | 3 |
| | Total Credits | 12 |

| Year 2 | Fall Semester | NU741 Health Policy I | 3 |
| | | NU720 Secondary Data Analysis | 3 |
| | | NU724 Mixed Methods Research | 3 |
| | | NU607 Evidence-based Teaching Practices | 3 |
| | Total Credits | 12 |
| | Spring Semester | NU743 Internship in Population Health | 6 |
| | | Elective* | 3 |
| | | Elective* | 3 |
| | Total Credits | 12 |

**Spring or Summer Comprehensive Examination**

| Year 3 | Fall Semester | NU791 Integrating Theory and Policy | 3 |
| | | Elective** | 3 |
| | Total Credits | 6 |
| | Spring Semester | NU899 Dissertation (9 credits total) | 3 |
| | Total Credits | 3 |

| Year 4 | Fall Semester | NU899 Dissertation Continues to | 3 |
| | | NU899 Dissertation Defense*** | 3 |
| | Total Credits | 6 |

**Overall Total Credits**: 60

---

*At least one elective must be a research methods course.*

**At least one elective must be a population health course.**

***Each student must pay a matriculation fee for ongoing dissertation work after all courses in the plan of study have been completed.*