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**FACULTY DIRECTORY**

Please see the following link for faculty:

http://www.nursing.uci.edu/faculty.asp

**NURSING STUDENT AFFAIRS**

The School of Nursing Student Affairs Office is a primary resource for student information, advice, and assistance. Academic Counselors advise current and prospective students on admission and academic policies, processes, and requirements at the School and University level. Students may meet with staff in person, on the phone or by email. Academic Counselors will review and provide expert counseling on most of your paperwork during your program of study, including petitions for part-time study, leaves of absence, and waivers of coursework. Academic Counselors are available to discuss any issue related to your matriculation as a graduate student at UC Irvine. They can also refer students to appropriate and extensive campus resources at UCI to support student success and wellbeing, including assistance with learning skills, psychological support, financial aid, housing, student disability issues, available tutoring, or other resources.

**LOCATION:**

Student Affairs is located in 272 Berk Hall. Berk Hall is Building Number 802 on the campus map.

**OFFICE HOURS:**

Monday through Friday: 9:00 am to 12:00 and 1:00pm to 4:00pm

Closed from 12:00 to 1:00 pm for lunch

**WEBSITE:**

http://www.nursing.uci.edu

**EMAIL:**

Graduate Programs Email Address: gnsao@uci.edu

**COUNSELING STAFF CONTACT INFORMATION:**

Megan Enciso, Director of Student Affairs
(949) 824-3650
**FREQUENTLY ASKED QUESTIONS**

*Where can I purchase course books?*

Required and recommended texts for courses in the Ph.D. program may be purchased at the UCI Bookstore and/or through online vendors. Both required and recommended texts are course-specific and can be found in individual course syllabi.

*Where can I park on campus?*

All students must purchase a parking permit in order to park on campus at UCI. UCI Transportation Services offers a number of options to students interested in purchasing permits; visit [http://www.parking.uci.edu/](http://www.parking.uci.edu/) for more information. Long-term parking permits can be purchased at the Transportation Services office or through its website. Short-term, one-day permits can be purchased at parking kiosks located throughout campus or at the Transportation Services office.

*Where will classes be held?*

Room assignments will be determined one week prior to the start of each quarter and students will be notified by email.

*Do I have access to UCI libraries?*

Yes. All students have access to the libraries at UCI Medical Center and on campus. The library has a list of all incoming students. You will be assigned a UCInetID number in the fall to facilitate remote access to library resources. **Do NOT lose your UCInetID.**
INTRODUCTION

Purpose of the Student Handbook

Welcome to the University of California, Irvine, Sue & Bill Gross School of Nursing, Doctor of Philosophy (Ph.D.) in Nursing Science program.

This handbook will provide you with essential information about the Ph.D. program. We urge you to carefully review this document and others provided to you by the University to strengthen your understanding of our philosophy, mission, policies, and procedures. This handbook is prepared in conjunction with the policies expressed in the UC Irvine (UCI) General Catalogue (http://catalogue.uci.edu/), and both serve as excellent resources for students.

Program Description

The UC Irvine Sue & Bill Gross School of Nursing offers a course of study leading to the Doctor of Philosophy (Ph.D.) degree. The purpose of the Ph.D. in Nursing Science is to advance the scholarly discipline through development of theory and empirical research, to contribute to the growing body of knowledge in the field, and to create the future academic leaders of the profession. The graduates of the UC Irvine School of Nursing Ph.D. Program will be equipped to advance science as well as to address the critical shortage of nursing faculty with Ph.D. degrees.

Mission of the School of Nursing

Our mission is to advance the science of health and healthcare through innovative research, teaching, and clinical practice, and educate nursing professionals who promote and enhance population health across the lifespan.

Vision of the School of Nursing

Our vision is to transform the nursing profession by preparing pioneers in research, education, and translation to clinical practice to build innovative, inter-professional models of compassionate community-based health care.

School of Nursing Philosophy

The philosophy of the Sue & Bill Gross School of Nursing is aligned with the academic goals expressed by UC Irvine and emanates from the mission and goals of both UC Irvine and the University of California; our philosophy applies to both graduate and undergraduate programs.
Nursing is interdisciplinary and collaborative in its art and its science. Together with other health professionals, the professional nurse addresses health care needs of individuals, families, and groups from diverse backgrounds. Health care needs range across the health-illness continuum from health promotion and wellness to intervention, treatment, rehabilitation, restoration, and palliation in response to illness.

Professional nursing practice can occur in any environment and includes research, clinical practice, education, and leadership roles. Nursing practice is guided by a set of ethical principles that include a commitment to service and quality health care for all people regardless of their culture, race, gender, or social status. Each person with whom nurses interact possesses a unique set of biological, behavioral, socio-cultural, and spiritual characteristics. It is the responsibility of the professional nurse to understand and respect these characteristics and their role in the well-being of the individual. It is the right and responsibility of the individual, family, or group to make autonomous health care decisions and to collaborate with nurses and other health care professionals in their care.

Nursing research and scholarship provides the evidence for nursing practice and is both basic and applied. Professional nurses evaluate the evidence when considering care alternatives. They participate in research to advance scholarly nursing practice that is founded on scientific principles.

Nursing students are unique individuals with diverse backgrounds and life experiences that enrich the educational environment for all students. Nursing students require substantive backgrounds in the theory and practice of nursing as well as in related disciplines including the biological, social, behavioral, medical, pharmaceutical, and biomedical sciences. They also require guidance to achieve increasingly complex levels of socialization, critical thinking, written and oral expression, and research skill based on their educational level. Nursing students have the responsibility to actively participate in their learning. The University provides multiple support systems which students have the responsibility to access when needed. Faculty have the responsibility of structuring the teaching and learning environment to facilitate student learning taking into consideration individual learning styles and personal professional goals.

**Doctor of Philosophy (Ph.D.) in Nursing Program Goals**

The program aims to prepare nurse scientists with expertise in clinical-translational research methods to develop new knowledge that enhance the health of individuals, groups, communities, and populations. An emphasis is placed on using translational science methods in conjunction with traditional models for research to address the health needs and concerns in local, national, and global communities. Graduates are prepared for academic careers as nursing faculty and health science researchers. They will:

- Creatively develop and comprehensively test new knowledge within a selected area of health-related science.
- Design, conduct, and disseminate findings from research that is grounded in translational science.
- Provide leadership for the health and well-being of communities through translational science and the understanding of the social, cultural, economic, and political milieu that guide the translation of knowledge into practice.
- Educate and mentor the community of practicing nurses and nursing science students in the scientific process.
- Contribute to collaborative and interdisciplinary research initiatives in their areas of expertise.

**PROGRAM COMPLETION REQUIREMENTS**

A. Unit Requirements.

Ph.D. students are required to complete 60 quarter units of formal coursework, consisting of 8 core Nursing Science courses in theory and research methods, a two-course statistics sequence, two research methods electives, one statistical methods elective, and two other supporting (elective) course chosen in consultation with your faculty advisor. These courses will cover the necessary fundamental and methodological principles, and promote inter-disciplinary collaborations between the School of Nursing and other schools on campus.

B. Required and Recommended Courses.

Required Coursework (40 units - 10 courses)

Theory and Research Methods (8 courses)
Nur Sci 212 Philosophy of Science (4 units)
Nur Sci 220 The Ecology of Healthy Communities (2 units)
Nur Sci 222 A-B Seminar in Clinical Translational Science (4 unit sequence)
Nur Sci 226 Theoretical and Conceptual Frameworks (4 units)
Nur Sci 227A-B Grant Writing (6 unit sequence)
Nur Sci 233 Appraisal & Translation of Evidence for Practice (4 units)
Nur Sci 246 Qualitative Research Designs in Nursing Science (4 units)
Nur Sci 247 Quantitative Research Designs in Nursing Science (4 units)

Statistics (2 courses)
Soc Ecol 264 A-B or Stats 201, 202 or approved alternative (8 unit sequence)

Supporting Coursework* (20 units – 5 courses)
Elective research methods courses related to proposed research (8 units)
Elective statistics courses related to proposed research (4 units)
At least 8 units contributing to the area of proposed research must be taken outside of Nursing Science

Independent/Directed Study and Dissertation
Nur Sci 296 Doctoral Dissertation Reading and Writing
Nur Sci 298 Directed Studies in Nursing Science (optional)
Nur Sci 299 Independent Study in Nursing Science (optional)

University Teaching
Nur Sci 399 University Teaching (2-4 units)
The Faculty Advisor

All Ph.D. students in the School of Nursing must be supervised by an academic senate faculty (advisor) upon entry into the program. Students should meet with their faculty advisor regularly. Faculty advisors are specifically focused on the professional development of students. They are also familiar with strategies for program success and can direct students in seeking resources. It is important to meet with your advisor regularly and keep them apprised of your progress in meeting program objectives.

Recommended Coursework

Students will develop an individualized plan of study with their faculty advisor based on the selected area of research interest and specific research goals to augment required coursework. Interdisciplinary coursework, research, and teaching experiences will be included.

Advisement

Ph.D. students should contact a prospective a faculty advisor(s) (academic senate faculty member) before entering the program. The faculty advisor will serve as the student’s first point of contact and work with the student to develop a plan of study and research. The Ph.D. Program Director will confirm assignment of faculty advisors, but it is possible for students to change their faculty advisors during the program with the permission of the Ph.D. Program Director. Changes of advisors may be requested based on a variety for factors, with the most common being the match between the student’s evolving research interest and faculty expertise. Students requesting a change of advisor are encouraged to discuss this request with the Ph.D. Program Director prior to completing the change of advisor form to be submitted to the Ph.D. Program Director. On a yearly basis (or more frequently, as requested), the Ph.D. Program Director, Associate Dean of Academic and Student Affairs, and members of the School of Nursing senate faculty perform a yearly formal review of Ph.D. students. If there are concerns about the student’s progress in the program, the Associate Dean of Academic and Student Affairs in close consultation with the Director of Student Affairs will write a letter to the student about his/her progress in the program. The letter is placed in the student’s file and is discussed with the student.

Individual Development Plan. The individual development plan (IDP) must be completed by the student in collaboration with his/her graduate advisor at minimum once a year. Both student and advisor review and sign the IDP, and submit it each academic year to the Director of the Ph.D. program. The Ph.D. Program Director or student’s graduate advisor may request the student complete/update the IDP on more frequent basis and submit for review. On a yearly basis, the Ph.D. Program Director will review and sign the IDP. When requested on a yearly basis, the IDP must be complete prior to the end of Fall quarter. See Appendix A for a sample.

UCI Graduate Division policies and deadlines. Please make yourself familiar with the UCI graduate Division Ph.D. website, which has information on all graduate policies, including timelines and deadlines for candidacy and dissertation filing requirements.
**Written Comprehensive Examination**

Students who successfully complete the required core nursing Ph.D. coursework are eligible to take the written comprehensive examination in the summer after they complete their second year in the program. The written comprehensive examination for Ph.D. students has been designed to support the goals of the School of Nursing. Our goal is to build on the research trajectory and enhance student scholarship. Toward this end, students complete the Comprehensive Examination after finishing the core Ph.D. coursework with the intended goal of allowing students to demonstrate that they have the breadth and depth of knowledge required to formulate thoughtful, well-defined research questions and designs. To pass the comprehensive examination, students must demonstrate that they have the breadth and depth of knowledge required to:

- thoughtfully review the empirical literature in an area of interest;
- identify scientific gaps in the literature;
- formulate a well-defined research question that addresses these gaps; and
- critically evaluate the appropriateness of different research methodologies for designing a study to address the question.

For this reason, students complete the exam at the end of their second year when they have finished their core Ph.D. coursework.

**Comprehensive Exam Process**

Students will receive instructions at the end of spring quarter in their second year and have two months to complete the written portion of the comprehensive exam. Exact due dates will be provided annually. The exam must be completed independently, and they may not receive input/feedback from faculty, advisors, other students, and/or outside colleagues while preparing their exam. The student may use course papers, assignments, or drafts as a starting point for the comprehensive exam, but they must submit an original document for the final comprehensive exam, not a paper they wrote prior to the start of the comprehensive examination or a proposal (NRSA). The comprehensive exam does not count toward the 3-paper option for completion of a student’s doctoral dissertation. Senate faculty members in the Sue & Bill Gross School of Nursing will review and evaluate the quality and acceptability of the exam. The student may also be called before an evaluation committee for oral defense of the comprehensive exam. The grading of the comprehensive exam will be pass or fail. Students will be notified of exam results prior to the start of fall quarter.

If the student fails the comprehensive exam, the student will receive one additional opportunity to pass the examination. If the student fails a second time the student may not move forward to the dissertation work, and will be dismissed from the program.
Advancement to Candidacy (Dissertation Proposal Defense)

Students who pass the Comprehensive Examination can continue to work on their Dissertation proposal in preparation for their oral defense of their written proposal. Students advance to candidacy for the Ph.D. by passing the written and oral Dissertation Proposal Defense. Complete guidelines for the Dissertation Proposal Defense required for advancement to Ph.D. candidacy are provided by faculty advisor or the Ph.D. Program Director upon passing the Comprehensive Examination.

A student may advance to candidacy following successful completion of the written and oral Dissertation Proposal Defense. An Advancement to Candidacy Committee should be formed as early as possible, but no later than completion of the comprehensive exam. Each student, in consultation with his/her faculty advisor, will identify and recruit a five-member Advancement to Candidacy Committee (DDC: Doctoral Dissertation Committee). The Advancement Candidacy Committee must be approved by the Director of the Ph.D. program. The committee must consist of a minimum of five members, at least one of whom, but not more than two, shall be faculty members from academic units other than the School of Nursing. Emeritus Professors may serve on students’ Candidacy Committees. Any exceptions to membership for either the advancement to candidacy or doctoral dissertation committees must be approved by the Dean of Graduate Division.

It is strongly advised that the student read and understand the UCI graduate Division website on advancement to candidacy: https://grad.uci.edu/academics/advancement-to-candidacy.php

All students will be required to understand and carry out the policies and procedures for candidacy, which are explicated in the UCI “Ph.D. Form 1- Advancement to Candidacy” form (see next section and Appendix D). Filing deadlines for candidacy paperwork can be found here: https://grad.uci.edu/academics/filing-deadlines.php

Completion of required forms prior to Dissertation Proposal Defense

Students are required to submit the Ph.D. Form 1- Advancement to Candidacy form at least three weeks before the scheduled advancement meeting; the form is available from the Graduate Division website, and must be filled out by the student and turned in to Nursing Science Student Affairs for review. The form lists the proposed committee members and establishes whether or not a Conflict of Interest exists for each faculty member. Failure to get prior approval of committee membership may result in a delay in advancement to candidacy. Advancement to Candidacy is not official until it has been approved by the Graduate Dean, who reviews the Advancement forms after a successful research proposal defense.

There is a second internal form that the student must submit to the Ph.D. Program Director at least three weeks prior to the desired dissertation proposal defense date. This Proposal Defense form should be signed by the student, faculty advisor and committee members, and should be submitted to the Ph.D. program director at least 3 weeks in advance to the Ph.D. program Director. Students must advance to candidacy formally at least one quarter prior to graduation, and should check their unofficial transcripts online to make sure that their advancement has been processed.

According to University and School regulations, all Ph.D. students must advance to candidacy no later than the end of their fifth year of study, adjusted for any approved leaves of absence that the student may have taken.
Doctoral Dissertation

Ph.D. students are required to complete a dissertation based on original research. Students must submit the complete draft of the dissertation to the Doctoral Dissertation Committee (DDC) at least four weeks before the dissertation defense. The student should submit the signed Dissertation Defense form with the signatures of the dissertation chair and committee members 2 weeks prior to the doctoral defense date to the Ph.D. Program Director. The Ph.D. Program Director will review the form and approve the tentative defense date. The DDC will consist of at least three faculty members two of whom must have an appointment in the department (i.e., School of Nursing). The dissertation defense will consist of a seminar, followed by a closed conference of the candidate and the DDC. If the DDC determines that the dissertation is unsatisfactory, Ph.D. candidates must make necessary revisions and repeat the process.

Teaching Requirement

Students enrolled in the Ph.D. in Nursing Science may have opportunities to serve as Teaching Assistants in nursing courses during their graduate study. Teaching is an important component of graduate training, as it helps graduate students learn how to communicate effectively about their field of knowledge. In addition, teaching experience is valuable to those planning for a career in academia. Graduate students with comparable prior teaching experience (e.g., through postgraduate degrees earned at UC Irvine or other comparable institution) may request a waiver of the teaching requirement. Please note, teaching assignments are variable as to days and times required, and student preferences for certain days and times may not be accommodated.

Doctoral students should review the UCI Graduate Policies and Procedures available in UC Irvine Graduate Division: [http://www.grad.uci.edu/](http://www.grad.uci.edu/)
<table>
<thead>
<tr>
<th>Milestone</th>
<th>Oversight</th>
<th>Deliverable</th>
<th>Timeline (Year)</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework</td>
<td>Advisor</td>
<td>Enroll in and pass courses</td>
<td>1 2 3 4-5</td>
<td>3.0 or above GPA</td>
</tr>
<tr>
<td>IDP - Individual development plan</td>
<td>Advisor/ course faculty</td>
<td>Development, yearly update, and accomplishment of IDP goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSA Proposal</td>
<td>Advisor</td>
<td>Development of NRSA application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching assistant</td>
<td>Director, Ph.D. Program/course faculty</td>
<td>Development of pedagogical knowledge and skills</td>
<td></td>
<td>EEE student evaluation Faculty feedback</td>
</tr>
<tr>
<td>Comprehensive exam (written/oral)</td>
<td>Academic senate faculty</td>
<td>Comprehensive exam</td>
<td></td>
<td>Pass/fail</td>
</tr>
<tr>
<td>Choose candidacy &amp; dissertation committee</td>
<td>Advisor</td>
<td>Committee approved by UCI Graduate Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation Proposal Defense (written/oral)</td>
<td>Candidacy committee</td>
<td>Full research proposal Oral defense of proposal</td>
<td></td>
<td>Advance to candidacy</td>
</tr>
<tr>
<td>Dissertaiton study activity – IRB/Data collection</td>
<td>Dissertation Chair</td>
<td>IRB approval Data collected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertaiton study activity – Data analysis</td>
<td>Dissertaiton committee</td>
<td>Data cleaned and analyzed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertaiton study activity – Write up</td>
<td>Dissertaiton committee</td>
<td>5-chapter dissertation OR 3 full length manuscripts for peer reviewed journals</td>
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<tr>
<td>Dissertation approval</td>
<td>Dissertation committee</td>
<td>Approval of dissertation product</td>
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<td>Approval to defend</td>
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<tr>
<td>Dissertation defense</td>
<td>Dissertation committee</td>
<td>Oral defense of dissertation</td>
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<td>Pass/fail</td>
</tr>
<tr>
<td>Final administrative processes</td>
<td>Dissertation Chair</td>
<td>All necessary documentation to appropriate divisions</td>
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<td>Official notification</td>
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<tr>
<td>Graduation</td>
<td>Dissertation Chair</td>
<td>Awarded Ph.D. in Nursing Science</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

a. Candidacy committee consists of five faculty members: three must be School of Nursing senate faculty members and one faculty member must be from outside of the School of Nursing.
b. Advisor can be dissertation chair.
c. Dissertation committee is a subset of the candidacy committee and should be at least three faculty members including at least two faculty members from the School of Nursing.
Evaluation of Student Progress

Doctoral students will be evaluated annually in the Spring quarter for progress towards the degree. Students are asked to fill out a form (e.g., Individual Development Plan) describing their teaching, research, and professional activities for the current academic year, and the Faculty Advisor will complete the form with comments. The Ph.D. Program Director along with a committee of academic senate faculty will review all students’ progress annually to determine whether they are progressing adequately in their studies. If students are not making satisfactory progress, the student will meet with the Ph.D. Program Director and advisor to devise a plan for successful completion and/or be placed on academic conditional status.

Academic Conditional Status

Students may be placed on academic conditional status for unsatisfactory progress toward the completion of degree requirements. Unsatisfactory progress includes, but is not limited to the following:

- an overall grade point average below 3.0 during any given term OR cumulatively for letter graded upper division and graduate courses completed while registered as a graduate student at the University of California;
- earning a grade of B- or lower in a course;
- failure to complete courses or examinations satisfactorily within the period of time specified by the graduate program;
- failure to pass a required examination in two attempts.
- not maintaining satisfactory academic progress toward completion of an approved program of study as evaluated by faculty and Ph.D. Program Director; and/or
- accumulating a combination of more than eight units of “I,” “U,” and/or “F” grades in total.

The Director of the Ph.D. program or Nursing Science Student Affairs may initiate procedures to place the student on academic conditional status. In such cases the student typically will receive written notice of the deficiencies and a deadline for remedying these deficiencies (i.e., for completing specific degree requirements). Failure to meet this deadline can result in a petition to the Dean of Graduate Division to terminate the student from graduate study in the program.
Academic Disqualification/Failure/Program Dismissal Policy

After consultation with the student’s academic unit, the Dean of the Graduate Division may disqualify a student for academic reasons, including, but not limited to, having a grade point average in graduate courses below 3.0 for two or more successive quarters; or failing to pass (or not taking) a required examination or course within the time specified for that graduate program; or not maintaining satisfactory academic progress toward completion of an approved program of study.

For students failing any course with a grade of less than 83.5%, the student will be placed on academic conditional status, and counseled about the deficiency by the Faculty of Record and the Academic Counselor. The course must be retaken the following year and successfully passed. Failure of a second course will result in dismissal from the program.
PRACTICALITIES

Change of Address, Phone or Name

All local addresses, permanent addresses, and telephone numbers must be maintained through the UCI Office of the Registrar. Students can update their information through the Student Access program offered by the Office of the Registrar; visit http://www.reg.uci.edu/access/student/welcome/. The following information can be updated online: local address and phone number; permanent address and phone number; next of kin address and phone number; e-mail address release.

Students who need to change their name on UCI records should refer to this website for instructions: http://reg.uci.edu/request/changename.html

Students should also inform Nursing Science Student Affairs of any changes or updates to their contact information.

UCInetID

Each student that enters UC Irvine is assigned a unique UCInetID that allows access to UCI's various electronic services and resources, including a UCI e-mail account, online registration (WebReg), online student accounts and billing (Zot Account Online), electronic voting, and personal server space for academic projects.

Because UCInetIDs are used to identify and authorize you as a UCI student, you must manually activate it through the OIT website (https://activate.uci.edu/activate/menu.php). You will need your 8-digit Student Identification Number, your date of birth, and the last four digits of your Social Security Number (SSN). Your UCInetID is for your individual use only. You should not share your password with anybody else.

Identification Cards

A UC Irvine photo ID is required when conducting business with many University offices such as the UCI Libraries and Recreation Facilities. Your initial card is free. Photo I.D. cards can be obtained at the UCI bookstore located in the UCI Student Center. Please know or bring your student ID number when you plan to obtain your photo ID.

Library Cards

Library users must have a valid library card to check out material. An individual library card is reserved for your personal use and may not be loaned or transferred. Library cards must be activated in person at any of the UC Irvine Libraries Loan Desks. Possession of a library card does not guarantee access to all library material or services. Please contact the Library at (949) 824-6836 or visit https://www.lib.uci.edu/get-library-card for general information. UCI Photo IDs are used as library cards for current UC Irvine students, faculty, and staff. For those without UCI Photo IDs, library cards are
issued at no charge. Valid photo identification and proof of current UCI enrollment or employment is required.

Email

All students have an email account based on their UCInetID with the Office of Information Technology (OIT). Faculty, staff, and students will use this address for official communication. The School of Nursing will frequently communicate with the nursing students through your UCI email so IT IS IMPORTANT TO CHECK EMAIL DAILY. Students may direct questions regarding email services to OIT at oit@uci.edu.

Health Insurance (UC SHIP)

The University of California requires all students to have major medical health insurance as a non-academic condition of enrollment. All full and part-time undergraduate and graduate students with a USHIP/GSHIP fee assessed are automatically enrolled in, and charged for, the University of California Student Health Insurance Plan (UC SHIP). Students who demonstrate comparable health insurance coverage may submit an online request to waive out of UC SHIP.

Note: Once granted, the waiver is in effect for the current term and the remainder of the academic year. A new waiver request must be submitted at the beginning of each academic year.

For details about the program, or waiving out, visit the website at http://www.shs.uci.edu/Health_Insurance_Privacy/Insurance.aspx.

Registration

Students register online through the WebReg system which can be accessed through the Registrar’s website. You will need your UCInetID and password to log into the system to register. You can locate your classes through the online Schedule of Classes at: http://websoc.reg.uci.edu/perl/WebSoc. Please select Nursing Science as the department to view Nursing Science Courses. Graduate courses are coded 200 to 400. To view your registration window, please access Student Access.

http://www.reg.uci.edu/access/student/welcome/

For a video tutorial on how to use the WebReg system, please visit the Registrar’s website at: http://www.reg.uci.edu/registrar/soc/webreg.html

Tuition and Fees

Questions regarding tuition and fees should be directed to Campus Billing Services at (949) 824-2455 or http://www.fs.uci.edu/billing/general-information-about-billing/. Students can also check the UCI Office of the Registrar for information regarding fees and fee deadlines:

http://www.reg.uci.edu/navigation/fees.html
SCHOOL AND UNIVERSITY POLICIES

Academic Calendar

Consult the Registrar’s website at http://www.reg.uci.edu and the UCI Catalog for detailed information on registration procedures and late changes. The School of Nursing follows the academic calendar that is posted on the Registrar’s website.

Grading Scale for Graduate Nursing Courses

A grade of 83.5% or above is required to pass all graduate courses. Grading for nursing courses is outlined in each syllabus and adheres to University policy. Grading may consist of independent writing components such as case studies, evidence-based practice guidelines, annotated bibliographies, and article/research critiques. Grading guidelines are provided by the individual course faculty. The final grade is determined by the combination of all course requirements.

Grievance Process

If a student has questions about a grade, they are encouraged to discuss this with the Faculty of Record for that course. Please note that University policy stipulates that grades are final once posted: http://senate.uci.edu/uci-academic-senate-manual/part-ii-regulations/#regulationA345
For other issues, unrelated to grades, students may contact the Office of Equal Opportunity and Diversity (OEOD) and/or the Office of the Ombudsman for support. http://oeod.uci.edu/ http://ombuds.uci.edu/

Residency Requirements

A minimum of six quarters in academic residence is required prior to the awarding of the Ph.D. A minimum period of study of one quarter in-residence must intervene between formal advancement to candidacy and the conferring of the doctoral degree.

Academic Honesty

The UCI Academic Senate outlines a comprehensive policy on academic integrity, available at http://senate.uci.edu/uci-academic-senate-manual/part-iii-appendices-of-the-irvine-division/academic-integrity/

All students are highly encouraged to carefully review these policies; any infraction of university-wide policy will incur consequences and can jeopardize program completion.

Students can access numerous resources for aid in the writing process. The UCI General Catalogue expands on the policy produced by the Academic Senate, available at: http://catalogue.uci.edu/appendix/#academicichonestytext
For information related specifically to testing, visit the Academic Honesty statement provided by the UCI Testing Office: [http://www.testingoffice.uci.edu/academichonesty.html](http://www.testingoffice.uci.edu/academichonesty.html).

The UCI Dean of Students has published an extensive listing of student conduct policies. Again, students should review these policies, noting those relating to student conduct and discipline: [https://aisc.uci.edu/policies/pacaos/grounds-for-discipline.php](https://aisc.uci.edu/policies/pacaos/grounds-for-discipline.php)

As members of the UC Irvine Community, students are expected to be aware of their rights, as well as their responsibilities. Each member of the University shares the responsibility of maintaining conditions conducive to the achievement of the University’s mission. UC Irvine is committed to the Principles of Community which provide for an environment that is purposeful, open, disciplined, just, caring, diverse, and celebrative. Please refer to the UCI Office of Academic Integrity & Student Conduct website to reference the official UCI Code of Student Conduct.

**Attendance Policy**

Students are expected to be punctual when attending scheduled classes, seminars and any related assignments. Students are responsible for meeting unit/content objectives covered during their absence. If course requirements cannot be met, a failure or an incomplete grade will be given, depending on the circumstances involved. See the UCI Registrar’s policy on Incomplete grades: [http://www.reg.uci.edu/grades/gradingpolicy.html](http://www.reg.uci.edu/grades/gradingpolicy.html).

**Enrollment**

Full-time enrollment for graduate students is defined as enrollment in at least 12 units of upper-division or graduate academic credit per quarter, including credit for supervised research or teaching. Graduate students ordinarily may not receive credit for more than 12 units per quarter in graduate courses, or 16 units in upper-division courses, or a proportionate number in combination. Course loads in excess of 16 units must be approved in advance by the Academic Counselor and the Dean of the Graduate Division. A full-time registration is defined as 1) payment of applicable University fees; and 2) enrollment in at least 12 units.

Part-time status is not available to students in the Ph.D. program. In a particular quarter, part-time status may be authorized if a student has been waived a course via transfer units. This must be approved by the Director, Ph.D. Program and the Dean of the Graduate Division. Part-time status enrollment is defined as enrollment in one to eight units.

**Filing Fee Status**

Ph.D. students may apply for filing fee status if (1) they have advanced to candidacy for at least one quarter in registered status, and if (2) they have completed all requirements for the degree except for completing the thesis. Filing fee status is a one-time only option.
Professional Classroom Conduct

*Classroom conduct:* Students are expected to be prompt and knowledgeably prepared for each class at the appointed time. Courtesy is to be extended to all guest lecturers and faculty; talking and disrespect of the guest lecturer or faculty will not be tolerated. Use of cell phones and texting during class and/or use of a computer for anything other than note-taking or research as directed by the instructor is not acceptable professional behavior. Use of substances during class such as tobacco or other substances will result in immediate dismissal from the class. Students who wish to tape the lecture must request permission to record prior to the class.

Professional presentation attire is specific to presentations (in or out of class), ceremonies, job interviews, as well as any activity where a student is representing the nursing profession or the UCI School of Nursing.

*Ethical Issues:* The program employs an honor system of examination. Students shall adhere to the honor system with any written assignment or exam, taking credit only for work that is their own, not accepting or soliciting help from others during exams and keeping records truthful.

Unprofessional Conduct

The Nurse Practice Act defines unprofessional conduct as failing to meet the minimal standards of acceptable nursing practice. Unprofessional conduct can jeopardize the health, safety, and welfare of the public. For students, unprofessional conduct behaviors include, but are not limited to, the following:

- Disrupting the classroom by behaviors such as arriving late, not turning phones to vibrate or silence, not turning off other electronic devices, or actively engaging in non-class activities during class time.
- Negative behavior directed toward peers, faculty, patients and others with whom you have contact on campus, or in any setting where the student represents the university and/or the nursing profession.
- Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- Rude and profane conversation and comments.
- Conduct that distracts or intimidates others such as talking during lectures, bullying, aggressive behaviors, unwarranted comments, and addressing peers or faculty with disrespect.
- Failing to maintain patient confidentiality.
- Speaking about or to patients, staff, or others in a disrespectful or demeaning manner.
- Disregarding a patient/client’s dignity, right to privacy, or right to confidentiality.
- Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- Abusing a patient/client verbally, physically, emotionally, or sexually.

Process for Addressing Unprofessional Conduct

If unprofessional conduct is observed during academic activities, the student will be notified by the faculty of record. Standard School of Nursing processes will be implemented to address unprofessional conduct: see flow chart below.
Consequences of Unprofessional Conduct

Students are held responsible for content presented in class. Students who demonstrate unprofessional conduct will receive sanctions, which may include but are not limited to: class grade being lowered, failing a course, probation, suspension or dismissal from the class or program.

Holidays

Holidays corresponding to the UCI calendar will be observed in the program. An academic calendar for the 2019-2020 academic year can be found at the Registrar’s website: http://www.reg.uci.edu/navigation/calendars.html.

Lapse of Status Policy

A graduate student is required to maintain continuous enrollment during fall, winter, and spring quarter from the beginning of the program of study until awarding of the degree or certificate. This policy is designed to eliminate the need for readmission to the program, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed. Students who have failed to maintain their graduate student status will be notified in writing by the Dean of Graduate Division. Students should consult the Graduate Division for a full description regarding a Lapse of Status at: http://www.grad.uci.edu/.
A Lapse of Status will occur under any of the following conditions:

- If you fail to register (i.e., pay fees and enroll in units) by the last week of instruction in a given quarter.
- If an academic leave of absence, or permission to pay the Filing Fee in lieu of registration, has not been submitted and approved by the department and Graduate Division.
- If you fail to comply with any provisions of admission to UCI.

**Leave of Absence (LOA) for UCI Graduate Students**

An academic leave of absence is intended to cover the temporary interruption of the student’s academic program. Students are encouraged to meet with their faculty advisor and Student Affairs to discuss the impact of a LOA. The following reasons for requesting a LOA must be consistent with University policy and guideline as outlined below, and with the School of Nursing:

1. Serious illness or other temporary disability.
2. Enrollment at another educational institution outside the state of California.
3. Concentration on an occupation not directly related to the student’s academic program.
4. Family obligations.
5. Temporary interruption of the student’s academic program for other appropriate reasons.

An LOA does not apply under the following circumstances:

1. Student will be absent from the campus and outside California while continuing to pursue graduate research or scholarly activity (must register In-absentia - see Student Affairs for details).
2. If the student must leave the academic program for more than three quarters (should withdraw and apply for readmission at the time he/she expects to resume graduate study at UCI).
3. If the student requests such action retroactively.
4. If the student has not completed at least one quarter of graduate study at UCI.
5. If the student has not demonstrated satisfactory progress.

UCI graduate students can request a leave of absence for up to one year by submitting a Leave of Absence form to Student Affairs with a written explanation of why they are requesting leave. Procedures for requesting a leave of absence: [http://www.grad.uci.edu/forms/](http://www.grad.uci.edu/forms/).

**Readmission Policy**

A graduate student who withdraws and has not been granted a leave of absence approved by the Dean of the Graduate Division and the School of Nursing is considered to have lapsed student status (i.e., no longer has student status). A student whose status has lapsed must re-apply to a graduate program and can only resume graduate study if readmitted. Students should refer to the Graduate Division website for information: [http://www.grad.uci.edu/](http://www.grad.uci.edu/).

In addition to following the UCI policy regarding readmission, students may apply for re-admission after withdrawal from the School of Nursing. Students will be required to meet with the School of Nursing
Admission Committee to request or discuss re-admission. Students must meet the current admission requirements set by UCI and the School of Nursing. Re-admission will be granted by majority vote of the admission committee. Re-admission will be granted on an individual basis. Students should consult with Student Affairs regarding program and university policies.

**Withdrawal Policy**

UCI Graduate students should consult the Registrar’s office regarding the withdrawal policy at [http://www.reg.uci.edu/enrollment/withdrawals/](http://www.reg.uci.edu/enrollment/withdrawals/). Students should meet with Student Affairs to discuss UCI and School policies prior to submitting withdrawal forms. Students should consult the registrar’s website for information regarding fee deadlines, refunds, and cancellation/withdrawal policies: [http://www.reg.uci.edu/](http://www.reg.uci.edu/).
RESOURCES FOR GRADUATE STUDENTS

Housing

Information about campus housing options for graduate students can be found at http://www.housing.uci.edu/grad/index.html.

Ph.D. students are eligible for the Graduate Housing Guarantee and must apply by May 1. If you prefer not to live on campus, there are plenty of apartments in Irvine and the surrounding areas, and local homeowners around the campus often rent out rooms to students. Housing Outreach Services provides rental listings for students looking to live off-campus at http://www.housing.uci.edu/och/.

Graduate Resource Center

The Graduate Resource Center (GRC) is dedicated to supporting the academic and professional success of all UC Irvine graduate students. The GRC offers a wide range of workshops and programs designed to support professional and career development, the preparation of grant and fellowship funding applications, wellness and work-life balance, writing tutorial services, and mentoring. Individual and group study space is available. One of their most popular workshops is the Dissertation Boot Camp, an intensive weekend writing opportunity for students in the writing stage of their dissertation. The Boot Camp helps writers overcome blocks, develop skills, and make significant progress in a short period of time.

3100 Gateway Study Center
949-824-3849
GRC@uci.edu
http://www.grad.uci.edu/services/grc/

Career Advising

The School of Nursing does not have an in-house advisor dedicated to career advising, but there are multiple resources available on campus. The UCI Division of Career Pathways has a dedicated career advisor for graduate students, though you are welcome to see any of the career advisors for assistance. The Career Pathways also offers mock interviews on camera, resume/CV assistance, and workshops on the job search process for academic and non-academic positions. Drop-in career advising is available every week in the Graduate Resource Center (check the GRC website for current hours).

Division of Career Pathways
100 Student Services 1
949-824-6881
http://www.career.uci.edu/

Financial Aid

Ph.D. students should consult the UC Irvine Office of Financial Aid for aid opportunities available to students: http://www.ofas.uci.edu/content/. Grant and loan opportunities are available. Students must
complete the Free Application for Federal Student Aid (FAFSA) to be eligible. The suggested deadline is March 2. Information on External Scholarship Opportunities can be found here (Click on the Nursing tab to view these scholarships):
http://www.ofas.uci.edu/content/OutsideScholarships.aspx?nav=0

Library Resources

1. **Your Librarians:**
   Steve Clancy, MLS
   Research Librarian for Health Sciences and Nursing Science
   Science Library/Grunigen Medical Library
   949-824-7309 * sclancy@uci.edu
   
   Linda Murphy MLIS
   Research Librarian for Health Sciences
   Science Library/Grunigen Medical Library
   949-824-6419 * 714-456-5583 * lmurphy@uci.edu
   
   Hector R. Perez-Gilbe, MLIS, MPH, AHIP
   Research Librarian for Health Sciences
   Science Library
   949-824-6957 * perezhr@uci.edu

2. **Locations of Nursing Resources**

   a. **Print textbooks, reference works, etc. - Call number WY ...**
      i. **Science Library** (Irvine Campus) - 6th floor Bar (A few reference works located in the 2nd floor Reference Collection)
      ii. **Grunigen Medical Library** (GML) (UCI Medical Center)

   b. **Print journals - Call number W1 ...**
      i. **Science Library** (Irvine Campus) - 4th & 5th floor Drum (Some current unbound issues in the 2nd floor Current Periodicals shelved by title)
      ii. **Grunigen Medical Library** (UCIMC) - Shelved by full title

   c. **Online Resources - Journals, eBooks, and others**
      i. Grunigen Medical Library Website - https://grunigen.lib.uci.edu/
      ii. **Library Search** - http://lib.uci.edu/search
      iii. Nursing Subject Guide - https://guides.lib.uci.edu/nursing

3. **Remote and Wi-Fi Access – 949-824-2222 (Helpline), oit@uci.edu**

   The UCI Libraries provide access to thousands of online resources including eBooks, full-text journals, article databases, point-of-care reference tools, and much, much more.
These resources may be accessed directly from any of the UCI computer networks, and remotely via simple authentication using your UCINetID.

a. The VPN (Virtual Private Network) - [https://www.lib.uci.edu/connect](https://www.lib.uci.edu/connect)
   i. You may connect to these online resources from off-campus using the VPN. **We strongly suggest using the software option (Cisco AnyConnect VPN Client)** which is available for current Windows, macOS, and Linux operating systems. There are also options available for several popular mobile devices (iOS, Android, Chromebook). This option will give you access to the largest number of our online resources from home, or your favorite coffee shop.

   For more information on obtaining and installing the VPN software go to [https://www.oit.uci.edu/help/vpn/](https://www.oit.uci.edu/help/vpn/). Follow the installation instructions closely. **Be sure to select UCIFULL (Route all traffic through the UCI VPN) from the Group drop-down menu the first time that you open the VPN software after installation.**

   ii. A second option is the WebVPN. This merely requires that you go to the webpage at [https://vpn.nacs.uci.edu/](https://vpn.nacs.uci.edu/) and login with your UCINetID. You will then be taken to a second webpage with links back to the UCI Libraries. We do not encourage this option as there are some resources, notably PubMed, that may not work well (or at all) with the WebVPN. However, this may be the only method to use if you are not able to install the VPN software on the device you are using such as a computer at a public library, hospital computer lab, etc.

   iii. Go to [https://www.oit.uci.edu/help/ucinetid/](https://www.oit.uci.edu/help/ucinetid/) for more information on the UCINetID.

b. Wireless Access

   i. UCI offers mobile Internet access via Wi-Fi across many locations on campus. UCInet Mobile Access provides UCI affiliates and visitors a fast and convenient way to connect to the web with mobile computers and devices. Go to [https://www.oit.uci.edu/mobile/](https://www.oit.uci.edu/mobile/) for more information.

   ii. Wi-Fi access at the UCI Medical Center is provided by the UC Irvine Health Information Services. For more information please go to [http://it.health.uci.edu/Network/](http://it.health.uci.edu/Network/).
Helpful Links

Please refer to these links for the most up to date forms:

Graduate Division Forms
https://grad.uci.edu/forms/index.php

Advancement to Candidacy – Ph.D. Form 1
https://grad.uci.edu/forms/current-student/PhD_Form_I.docx

Signature Page/Report on Final Examination for the Ph.D. Degree – Ph.D. Form 2
https://grad.uci.edu/forms/current-student/PhD_Form_II.docx

Filing Fee Petition
https://grad.uci.edu/forms/current-student/Filing_Fee_Petition.doc
**CAMPUS RESOURCES**

ANTLINK: [http://www.students.uci.edu/](http://www.students.uci.edu/)


CAREER PATHWAYS: [http://www.career.uci.edu/](http://www.career.uci.edu/)


COMMUNITY ENGAGEMENT: [https://engage.uci.edu/](https://engage.uci.edu/)

COUNSELING CENTER: [http://www.counseling.uci.edu/](http://www.counseling.uci.edu/)


ELECTRONIC EDUCATIONAL ENVIRONMENT (EEE/Canvas): [https://canvas.eee.uci.edu/](https://canvas.eee.uci.edu/)

FINANCIAL AID: [http://www.ofas.uci.edu/content/](http://www.ofas.uci.edu/content/)

GRADUATE DIVISION: [http://www.grad.uci.edu/](http://www.grad.uci.edu/)

GRADUATE RESOURCE CENTER: [http://www.grad.uci.edu/services/grc/index.html](http://www.grad.uci.edu/services/grc/index.html)


HOUSING: [http://www.housing.uci.edu/](http://www.housing.uci.edu/)


LIBRARIES (MAIN): [https://www.lib.uci.edu/](https://www.lib.uci.edu/)


PARKING AND TRANSPORTATION SERVICES: [http://www.parking.uci.edu/](http://www.parking.uci.edu/)


APPENDIX A: INDIVIDUAL DEVELOPMENT PLAN (IDP)

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Year in Program</th>
<th>Date</th>
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<tbody>
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</tbody>
</table>

Name

Program

NTTA  
(Normative Time to Advancement)

NTTD  
(Normative Time to Degree)

Advisor

Mentor

Instructions: The student should complete the IDP in preparation for a scheduled meeting with his/her mentor and advisor. The IDP is designed to foster communication in a variety of areas to ensure the student is receiving comprehensive feedback about both his/her progress to date and future expectations. Accomplishments, challenges and goals should be addressed as well as any performance/progress issues so that both the student and the mentor/advisor have a clear understanding of the student’s progress toward the degree. Once you have met with your faculty advisor, send the form to the Ph.D. Program Director (Melissa Pinto mdpinto@uci.edu) and Student Affairs (gnsao@uci.edu) no later than Friday of week 10 of Fall quarter.

Academic Course Planning

In order to fulfill my academic goals and maintain NTTD progress, I plan to enroll in these courses.
Research Planning

I will make progress on my research agenda through the following: (include collaborations, research theories that you’ve developed, and studies/projects that you’ve been involved with.)

Annual Goals:

Long Term Plans:
<table>
<thead>
<tr>
<th>Conference/Publications Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>I plan to attend the following conferences. The professional papers I plan to submit (include publications and submittal deadlines).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Goals:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Long Term Plans:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mentor/Advisor Comments:</th>
</tr>
</thead>
</table>
# Career Planning

My long and short-term career goals. Skills and competencies I expect to develop and workshops I plan to attend.

## Annual Goals:

## Long Term Plans:

---

**Mentor/Advisor Comments:**

---

# Funding Planning

My plans for securing funding each year of my graduate program. (Include Dept. Funding, External Grants/Fellowships and Summer Internships)

## Annual Goals:
Long Term Plans (including funding for dissertations and research projects):

Mentor/Advisor Comments:

---

**Health and Wellness Planning**

This section highlights the importance of maintaining work-life balance to increase wellness and decrease risk for work burnout. Examples of health and wellness activities include participating in moderate to vigorous exercise 3 times a week, meditation, time management, eating balanced meals, getting appropriate hours of sleep, and having supportive social relationships.

I will prioritize my health and wellness by regularly engaging in the following personal and/or professional activities:

Weekly:

Monthly:

Mentor/Advisor Comments:
**Leadership Development Planning**

My leadership skills and competencies are being developed through the following (include positions held, activities and projects, civic engagement activities etc.) My professional leadership aspirations include the following activities:

**Annual Goals:**

**Long Term Plans:**

**Mentor/Advisor Comments:**

---

**Dissertation Progress Planning**

I am aware of and am following the Department degree progress expectations through the following steps: (Include plans for committee membership, advancement deadlines and writing schedules).

**Annual Goals:**
Long Term Plans:

Mentor/Advisor Comments:

How often do you plan on meeting with your faculty advisor? (circle one)

Weekly  Monthly  Quarterly  Yearly

_________________________  ______________________
Graduate Student Signature  Date

_________________
Faculty Advisor Signature

_________________
Program Director Signature

- 7 -
APPENDIX B: ADVANCEMENT TO CANDIDACY FORM SAMPLE

Submit materials to:
Graduate Division
120 Aldrich Hall
Zot Code 3180
alanders@uci.edu
(949) 824-1244

UCIrvine | GRADUATE DIVISION
PH.D. FORM I
ADVANCEMENT TO CANDIDACY – PH.D. DEGREE

| STUDENT | | |
|---|---|
| Student Name: | Student ID Number: |
| Last | First | Middle |
| Student Phone: | Student E-mail Address: |
| Home Department/Program |
| Name of Degree: Ph.D. in | Specific Field of Study: |
| Term Expected to Complete Ph.D. degree requirements: | Year |
| ☐ Fall ☐ Winter ☐ Spring ☐Summer |

<table>
<thead>
<tr>
<th>CANDIDACY COMMITTEE</th>
<th>Please complete this section and indicate whether you recommend that the student advances to candidacy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The candidacy committee testifies that the student has been given a series of qualifying examinations (oral and/or written), the last of which was completed on [fill-in date]. The recommendation of each member on advancement to candidacy for the Ph.D. degree is indicated below (please print your name, Academic unit, signature, and indicate whether you recommend (“yes”) or do not recommend (“no”) that the student advance to candidacy). Indicate by asterisk (*) those members of the candidacy committee who will serve on the doctoral committee. Note that the recommendations must be unanimous in order for a student to advance to candidacy.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Academic Unit</th>
<th>Signature</th>
<th>Recommend Advancement?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

| Outside Member¹ | | | ☐ Yes ☐ No |
| Oversight Member² |

¹The Outside Member must be from the Irvine Division of the Academic Senate and may not hold either primary or joint appointment in the student’s home department or academic unit.
²NOTE: An Oversight Member is required only when a conflict of interest exists (see page 3: Statement of Conflict of Interest Form.)
Add names of any new recommendations for the doctoral committee below. Subsequent doctoral committee changes must be approved by the Dean of Graduate Division.

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Unit</th>
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</table>

DEPARTMENT

Language Requirement_________________________________ Date Passed:________________________________________

(Language)

Student has completed degree requirements:

Yes ☐  No ☐  Other ☐

(Please explain)

☐ The dissertation research will involve human subjects, animals, or other regulated entities.
☐ The project has received the relevant regulatory approvals (IRB, IACUC, etc.)

Information on research policies and regulations can be found on the Office of Research website: http://www.research.uci.edu/ora/

The Doctoral Committee is recommended and approved by (please sign and date below):

<table>
<thead>
<tr>
<th>Candidate (i.e., the student)</th>
<th>Date</th>
<th>Department Chair/Graduate Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Doctoral Committee</td>
<td>Date</td>
<td>Associate Dean</td>
<td>Date</td>
</tr>
</tbody>
</table>

(Required for: Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science & ICS)

GRADUATE DIVISION

Advanced to Candidacy _____________________________________ Date __________________ Quarter/Year

Approved by _____________________________________________ Date

Dean of the Graduate Division
STATEMENT ON CONFLICT OF INTEREST FORM
This form must be completed and signed prior to convening a student committee for an advancement to candidacy examination. The complete policy and implementation procedures are described on the ORA website (http://www.research.uci.edu/ora/coi/ and in Appendix 12 of the Irvine Senate Manual (http://www.universityofcalifornia.edu/senate/manual/) If a conflict of interest related to this policy is identified, you must follow these procedures to ensure the integrity of the process. Your signature is required prior to submission of this form to the Graduate Division. It will signify that you have read -- and where warranted, have complied with -- the policy. If you have any questions, please call the Director of Admissions & Enrolled Student Services, 949-824-5879.

The UCI policy on Conflict of Interest and Graduate Education deals with any financial conflict of interest as defined in Section 028 of the Academic Personnel Manual (APM), adopted April 26, 1984. (http://www.ucop.edu/acadadv/adcpers/apm/welcome.html) Information on other types of conflicts of interest are described on the Graduate Division website.

The University wishes to encourage intellectual activity that benefits the academic interests of the student, society, and the institution, and at the same time protects the integrity of the academic and research experience. The purpose of this policy, therefore, is to establish a mechanism to protect the academic interests of graduate students in the event that the financial interest on the part of a Faculty Mentor/Thesis/Dissertation Advisor relating to a project on which the student is [may be] working raises a conflict of interest issue that may have the potential to harm the academic interests of the graduate student.

A financial interest in an outside entity is not inherently harmful. However, when a financial conflict of interest becomes apparent, the academic unit should immediately conduct informal inquiries into the nature of the interest and the potential to harm the academic interests of the student. In the event that the financial interest is found to create a conflict of interest that is potentially harmful to the academic interests of the student, the policy and procedures described in the policy statement on the website noted above must be considered in conjunction with the Academic Senate - Irvine Division Regulations governing graduate student committees: IR 830, IR 915, IR 918, and IR 920.

Potential Areas of Impact on the Academic Interests of the Graduate Student A conflict of interest situation could potentially impact the student's academic interests in several areas. These would include, but are not limited to, actions related to improved or diminished career development opportunities, free exchange of information among students and faculty, and delays in the publication of a thesis or dissertation. It could also have the potential to impact on a student's financial interests.

Scenarios for Potential Conflict of Interest Situations Conflict of interest issues are not necessarily tied to sponsored projects -- i.e., funded projects -- nor are they necessarily related to late-stage research or commercial products. A potentially harmful conflict of interest could arise from a faculty member having a financial interest in a project on which his or her student is working, whether the project is sponsored or unsponsored. The project in question could be a textbook, software, scientific or engineering innovation, or basic/applied research that would harm/benefit the company's interest. The key issue is whether that outside financial interest may have the potential to influence the Faculty Mentor/Thesis/Dissertation Advisor to make a decision that could harm the academic interests of the student. Three sample scenarios for identifying financial interests that may have such conflict of interest potential are described below.

- A faculty member has a personal consulting agreement with a private company that provides research support for a project through the university. The faculty member is advising a student who is also working on that project. The student wishes to publish her dissertation in a related area, but the outside entity requires the student to withhold publication and delay graduation until the research is complete.
- A faculty member owns stock in an outside entity that may or may not be supporting research on which the faculty is working, but which stands to benefit from that research. The faculty member directs the student, who is also working on this research, to delay publication of his/her dissertation, and graduation, until the faculty member can complete his research.
- A faculty member establishes a company that stands to benefit financially from a research or other project. The company is also supporting the Faculty member's research in this area at the university laboratory. The faculty member pressures a student to work on the research project of interest to his/her company.

What is the optimum time to report a conflict of interest? A conflict of interest issue may be raised at any time. It is the responsibility of the faculty member, however, to notify the departmental representative and the student of personal financial interests that could lead to a conflict of interest at the time that the student is considering a thesis or dissertation topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first.

Who can identify and report a conflict of interest? The graduate student, the Faculty Mentor/Thesis/Dissertation Advisor, a Departmental Representative (either the Faculty Graduate Advisor or Departmental Chair), or the campus Conflict of Interest Oversight Committee (COIOC) can initiate the procedures to deal with the perceived conflict of interest.

Please indicate below whether a conflict of interest has been identified, and then sign and date the form as indicated.
A financial conflict of interest that may be harmful to the academic interests of the student has ___ has not___ been identified. If a conflict has been identified and deemed potentially harmful to the student (1) I/we have followed procedures to appoint an Oversight Member to the committee and (2) I/we understand that the advancement exam cannot be given until an Oversight Member has been appointed.

_________________________ ___________________________ ___________________________
Faculty Thesis Advisor/Date Department Chair/Date Graduate Student/Date
BACKGROUND INFORMATION 
FOR COMPLETING PH.D. FORM I


ADVANCEMENT TO CANDIDACY

Senate Regulation 320

A student advances to candidacy for the Ph.D. upon successfully demonstrating a high level of scholarship in full-time study at the Ph.D. level, and upon completing all preparatory work and demonstrating readiness to proceed to the dissertation phase. A complete description of the policy on advancement to candidacy and advancement committees is provided below. Also refer to the University's conflict of interest (COI) policy related to student committees in Section VII, Graduate Degree Programs.

a) Irvine Regulation (IR) 915 Advancement to Candidacy
(Revised: Approved by Irvine Division May 11, 2000)

Graduate students are nominated for admission to candidacy for the Ph.D. degree in a particular field by the academic unit responsible for advanced degrees in that field. Students are admitted to candidacy if they pass by unanimous vote an oral examination administered by a Candidacy Committee. The Dean of the Graduate Division may delegate to the academic units the role of appointing Candidacy Committees. When the membership of the proposed Candidacy Committee conforms to Senate policy as defined in Irvine Senate Regulation 918, authority both to evaluate and to approve the committee may be delegated to the academic unit. However, the Dean of the Graduate Division retains sole authority to grant any exceptions to this policy, and to appoint a nominee as Oversight Member in those cases where the possibility of a conflict of interest that is potentially harmful to the graduate student exists. It is understood that the Oversight Member himself or herself shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role. Requests for approval of exceptions must be submitted in writing by the Chair of the academic unit to the Dean of the Graduate Division at least two weeks prior to the scheduled exam to allow a reasonable time for review.

The academic unit must also inform students regarding the policy on candidacy committees including policy related to possible conflict of interest that is potentially harmful to graduate students.

It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor/Mentor or Associate Dean of the School as appropriate, and the Chair of the Candidacy Committee to ensure that these Academic Senate policies are followed. Should these Senate policies not be followed, the student, at the discretion of the Dean of the Graduate Division, will be required to retake the Advancement Exam.

b) Irvine Regulation (IR) 918 Candidacy Committee
(Revised: Approved by Irvine Division May 11, 2000)

The Candidacy Committee is comprised of five faculty who are voting members of the University of California Academic Senate. Nonvoting Senate members or faculty holding professorial titles at other Universities will be considered on an exception-only basis. Candidacy committee members need not necessarily be from the Irvine Division, but a majority and not all must hold primary or joint appointments in the student's department. If the student is not affiliated with an individual department, a majority of the committee must hold either primary or joint appointments with the academic unit* granting the doctoral degree. The additional criteria that apply to the membership of the committee are listed below.

*Note Definitions of Academic Unit
1. Department.
2. If "1" fails, Interdisciplinary Program.
3. If "1" and "2" fail, the graduate program which oversees the student’s progress.
4. If "1", "2" and "3" fail, the School (or Department of Education).
5. In cases where multcampus programs are involved, the same definitions will apply across all campuses relevant to the program.

Composition of the Advancement Committee
The Chair: The Chair of the Candidacy Committee must hold either a primary or joint appointment in the student's department (or academic unit) and must be a voting member of the UC Academic Senate. No exceptions to these requirements will be considered.

General Membership: At least two members in addition to the Chair must hold either a primary or joint appointment in the student's department or academic unit. No exceptions to the requirement that a majority of voting members hold appointments in the student's department or academic unit will be considered. Non-voting Senate members or faculty holding professorial titles at other Universities will be considered on an exception-only basis.
The Outside Member: One member of the Candidacy Committee, designated the "outside member", must be from the Irvine Division and may not hold either a primary or joint appointment in the student's department or academic unit. The outside member represents the faculty at large. The role of the "outside member" is to serve as an unbiased and independent judge of both the quality and fairness of the exam. It is therefore desirable that this individual be familiar with the student's research field. No exceptions to these requirements will be considered.

The Oversight Member: If the Chair, Research/Thesis advisor or other member of the committee has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the three general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.

Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCI resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Dean of the Graduate Division. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Dean of the Graduate Division in writing.

Appointment Procedures and Requirements for Committee Membership
The qualifications of all committee members must be evaluated and approved by the academic unit Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Dean of the Graduate Division, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate and approve the committee. When the proposed membership deviates from this policy, as in the case of non-voting Senate members or faculty members from other universities, or when appointment of an Oversight Member is perceived to be necessary, a request for an exception or nomination must be submitted in writing to the Dean of the Graduate Division (see below).

Non-voting Senate members or faculty holding professorial titles at other Universities will be considered on an exception-only basis. The Dean of the Graduate Division retains sole authority to grant these exceptions, which must be submitted in writing by the Chair of the academic unit at least two weeks prior to the scheduled exam, and must be accompanied by a curriculum vitae of the individual for whom the exception is being requested. A list of the faculty holding primary or joint appointments with the student's department or academic unit may be required by the Dean of the Graduate Division.

Oversight Member: The Dean of the Graduate Division shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the departmental representative. If these individuals cannot agree on three nominees, the departmental representative (either the graduate advisor or the department chair if the advisor is conflicted) will select the nominees. The departmental representative shall submit a written request to appoint an Oversight Member to the Dean of the Graduate Division no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Dean of the Graduate Division will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor/Mentor or Associate Dean for Graduate Affairs as appropriate, and the Chair of the Candidacy Committee: (1) to inform the student regarding the policy on Candidacy Committees, including full disclosure of issues pertaining to the possibility of a conflict of interest that is potentially harmful to graduate students; (2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a researcher or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed.

Should these Senate policies not be followed the student will be required to retake the Qualifying Exam.

Duties and Responsibilities of Advancement Committee Members
The Candidacy Committee is charged with determining the fitness of the student to proceed with the doctoral dissertation through a formal Qualifying Examination. The examination should evaluate both general preparedness in the discipline, and specific competence to pursue the proposed dissertation topic. In its deliberation, the Committee ordinarily will review the student's academic record, preliminary examinations and evaluations by other faculty. The Committee may conduct any other examination it deems appropriate.

The Committee ordinarily will review an outline of the proposed dissertation project, and will determine by oral examination the student's competence in that area. When, by unanimous vote, the Committee decides the student is qualified for the dissertation phase, it shall recommend advancement to candidacy to the Graduate Council via the Dean of the Graduate Division.
Following its formal appointment, the Committee is free to adopt whatever procedures it deems appropriate to conduct the Qualifying Examination for candidacy, subject to the rules of the program and those specified below:

1. Administration of the Qualifying Examination must conform to the policies established by the Graduate Council.
2. The student must be given adequate notice of the content, form and time of the examination.
3. The Committee must meet to decide upon the procedures to be followed, and the student given an opportunity to comment upon the selected procedures.

Voting Procedures
Before voting upon its recommendation for or against candidacy, the Committee, as a whole, shall meet with the student, and any member of the Committee will have the right to pose appropriate questions to the student. If it decides to do so, the Committee may conduct part of the examination on an individual basis; e.g., the student may meet with each member in turn. However, the Committee must conclude its examination when convened with the student present.

Conduct of the Exam
Although the formal Qualifying Examination for candidacy ordinarily is conducted in a single day, the Committee may meet intermittently over a longer period, and may decide to reexamine the student on one or more topics after a specified interval. When the Committee meets to conduct the oral Qualifying Examination, it must report to the Graduate Council via the Dean of the Graduate Division within 30 days. If the Committee decides to reexamine the student at a later date or does not pass the student for any reason, this must be reported to the Dean of the Graduate Division. The final vote and recommendation of the Committee must be unanimous and unequivocal. A recommendation that a student not be advanced is subject to conditions described herein.

Procedure for Validating and Recording Results
Upon completion of the Qualifying Examination, the results should be submitted to the Graduate Division on the Advancement to Candidacy – Ph.D. Degree, Ph.D. Form I (i.e., pages 1 and 2 of this form packet). The Ph.D. Form I must be signed by all committee members at the time the candidacy examination is concluded, and submitted. If the unanimous recommendation of the Committee is favorable, the student must pay the $90 Advancement to Candidacy Fee to the campus Cashier's Office that will validate (i.e., stamp the form to indicate receipt of advancement fee) the Ph.D. Form I. The student must then submit the Ph.D. Form I to the Graduate Division (Attn: A. Bannigan, Enrolled Student Affairs Officer). The date the student submits the signed and validated Ph.D. Form I will be the official date of advancement. The candidate and graduate program will be notified of formal advancement and the appointment of a Doctoral Committee.

Lapse of Candidacy
Candidacy for the Ph.D. will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration. A readmitted student who was a candidate for the Ph.D. must again advance to candidacy and thereafter enroll as a candidate for at least one academic quarter before the Ph.D. will be conferred.

The Doctoral Committee (IR 920)
(Revised: Approved by the Irvine Division May 11, 2000)

a. Dissertation

The Doctoral Committee shall supervise the preparation and completion of the dissertation and the final examination.

b. Membership

The Doctoral Committee is nominated by the Candidacy Committee with the concurrence of the candidate, the doctoral committee air, and the Academic Unit Chair or designee, on the Ph.D Form I (i.e., Pages 1-2 of this form packet). The Doctoral Committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Irvine Division -- or the equivalent. A majority of the committee, but not necessarily all, shall be affiliated with the program.

1. Chair: The Chair of the Committee shall always hold a primary or joint academic appointment in the academic unit/program supervising the doctoral program; no exceptions will be granted for this position. The Chair of the Doctoral Committee is the member of the graduate program faculty responsible for providing primary guidance of the student's dissertation.

2. Oversight Member: If the Chair, Research/Thesis advisor, or other member of the committee, has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an Oversight Member must be appointed in addition to the two general members. It is understood that the Oversight Member will not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.
Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or dissertation committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCI resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Dean of the Graduate Division. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she should not sign off on the committee deliberation, but should instead inform the Dean of the Graduate Division in writing.

c. Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the academic unit Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Dean of the Graduate Division, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate and approve the remaining members of the Doctoral Committee.

d. Exceptions

1. Oversight Member

In those cases where a possible conflict of interest exists as described above, the Dean of the Graduate Division shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor and the departmental representative. If these individuals cannot agree on three nominees, the departmental representative (either the graduate advisor or the chair if the advisor is conflicted) shall select the nominees. The departmental representative shall submit the request to appoint an Oversight Member in writing to the Dean of the Graduate Division (Attn: Enrolled Student Affairs Officer, A. Bannigan) no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Dean of the Graduate Division will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

2. General Members

Non-voting members of the Academic Senate, and faculty holding professional titles at other institutions, will be considered for general membership on the committee on an exception-only basis. The Dean of the Graduate Division, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Chair of the academic unit to the Dean of the Graduate Division at least two weeks prior to the date of the exam to allow a reasonable time for review.

e. Duties and Responsibilities

It is the responsibility of the Chair of the academic unit, the departmental Faculty Advisor/Mentor or Associate Dean for Graduate Affairs as applicable, and the Chair of the Doctoral Committee to:

1. Inform the student regarding the policy on Doctoral Committees, including full disclosure of issues pertaining to the possibility of conflict of interest potentially harmful to the student;
2. Provide graduate students with a policy statement on conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and
3. Ensure that the Academic Senate policies are adhered to.