

UCI Sue & Bill Gross School of Nursing

Ph.D. Program Handbook 2024-2025

UNIVERSITY OF CALIFORNIA, IRVINE

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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, advising, 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, mental health support, financial aid, housing, student disability issues, available tutoring, or other resources.

LOCATION:

Student Affairs is located on the second floor suite 2300 of the Sue & Bill Gross Nursing and Health Sciences Hall in the Susan & Henry Samueli College of Health Sciences located on the corner of Bison and California.

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

Please email gnsao@uci.edu to make an appointment. Summer office hours vary.

WEBSITE:

<https://nursing.uci.edu/students/>

Find up to date forms, curriculum charts, resources, and other student services on our website

EMAIL:

Graduate Programs Email Address:

gnsao@uci.edu

ADVISING STAFF CONTACT INFORMATION:

Megan Enciso, Director of Student Affairs and DEIB Initiatives

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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](#) 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 50 quarter units of formal course work, which includes selected electives in consultation with the faculty advisor, and subject to review by a faculty oversight committee. These courses will cover the necessary fundamental and methodological principles and accommodate cross-disciplinary themes in nursing science.

B. Required and Recommended Courses.

Required Courses

NUR SCI 211	Ph.D. Seminar: Nursing and Interdisciplinary Research to Improve Human Health (complete three seminars for six units total)
NUR SCI 212	Philosophy of Science for Nursing Scholarship
NUR SCI 213	Measurement of Health-Related Behavior
NUR SCI 223A	Biostatistics for Nursing Research I
NUR SCI 224	Research Designs in Nursing Science
NUR SCI 226	Theoretical and Conceptual Frameworks
NUR SCI 227A	Grant Writing I
NUR SCI 296	Doctoral Dissertation Reading and Writing

Elective Courses

At least 20 units of elective courses contributing to the area of proposed research must be taken. Elective courses may be taken inside or outside of the School of Nursing and must be chosen in consultation with the student's faculty advisor.

Examples of elective options: <https://nursing.uci.edu/wp-content/uploads/2023/03/Electives-Nursing-PhD-3.8.23.pdf>

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 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 the assignment of faculty advisors, but students can 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 of 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. If there are concerns about the student's progress in the program, the Ph.D. Program Director in close consultation with the Director of Student Affairs will write a letter to the student about their 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 their graduate advisor at minimum once a year. The student will complete the IDP survey, which will then be saved in their student file in the Student Affairs office. The Ph.D. Program Director or student's faculty advisor may request the student complete/update the IDP on a more frequent basis and submit for review. The IDP must be completed prior to the end of Fall quarter.

UCI Graduate Division policies and deadlines. Please make yourself familiar with the [UCI Graduate Division website](#), which has information on all [graduate policies](#), including timelines and deadlines for candidacy and dissertation filing requirements.

Written Comprehensive Examination

The written comprehensive examination for Ph.D. students is designed to support the academic goals of the Sue & Bill Gross school of Nursing: to establish a sustainable Ph.D. program infrastructure that fosters intellectual growth and development and promote excellence in student scholarship. Toward this end, students complete the Comprehensive Examination after finishing 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 receive a passing score from two out of three reviewers by demonstrating that they have the breadth and depth of knowledge required to:

- 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;
- have a clear understanding of potential theoretical approaches that will guide data analysis;
- critically evaluate the appropriateness of two different research designs to conduct a study to address the question.

For these reasons, students complete the exam when they have finished their Ph.D. coursework.

Comprehensive Exam Process

Students will need to review the comprehensive exam handbook posted on our website and in advance of the exam. They will be expected to reach out to Student Affairs to receive confirmation of completed coursework and eligibility to sit for the exam. At that point, the student will need to complete a [PhD Comprehensive Exam Committee Membership form](#) with their intended Committee Chair and submit to Student Affairs for approval by the Ph.D. Program Director. The exam must be completed independently, and students may not receive input/feedback from faculty, supervisors, 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 before the start of the comprehensive examination. The comprehensive exam does not count toward the 3-paper option for completion of a student's doctoral dissertation. Student's comprehensive exam committee members in the Sue & Bill Gross School of Nursing will review and evaluate the quality and acceptability of the exam.

The comprehensive exam consists of two questions that will be developed by each student's Ph.D. faculty advisor(s) in collaboration with the student's comprehensive exam committee members. There will be one theory/conceptual question (which may be a literature review) and one design/methods question. These will be tailored to the student's area of interest.

Comprehensive Exam Paper Organization

The responses to the questions will be organized into an APA formatted paper ranging from 18-20 pages double spaced, not including tables, figures, and references. The committee will evaluate student's work in terms of content, intellectual thought, and rigor (process), communication style, and grammar. See the 'Grading Rubric' section for details about the scoring criteria. The submitted document must be in APA 7th edition format.

Comprehensive Exam Grading Committee

The comprehensive exam committee is composed of the Ph.D. faculty advisor(s) and two other faculty members with the appropriate expertise (inside or outside the SON). Faculty inside the SON must be senate faculty. Faculty members outside of UCI SON must have equivalent expertise/status. The student's supervisor(s) is responsible for the composition of the committee which is approved by the Ph.D. Program Director. The student's comprehensive exam committee is responsible for grading the exam. Each faculty member on the committee will prepare an independent evaluation of the exam and the mean score across the three faculty will determine whether a student passes. The committee members will have 10 days to

review the examinations and complete the grading rubric. The committee will submit completed grading rubrics to the Student Affairs Office. The Comprehensive Exam Committee can be different from the student's Ph.D. committee.

Due Dates and Submission Process

Due Dates

The students will receive a "Start the Clock" email indicating the beginning of their Comprehensive Exam at the aforementioned time they communicated they would like to start their examination. Students will then have 4 weeks to complete the comprehensive exam. Students will receive written notification of pass or fail three weeks after the responses are received by the Student Affairs Office.

Submission Process

Students are eligible to take the comprehensive exam when they have completed all required doctoral coursework, which will be verified by Student Affairs and the Ph.D. Program Director. The students will submit one electronic copy of the comprehensive exam to the Student Affairs Office on the selected due date. The Student Affairs Office will distribute the examinations and grading rubrics to the grading committee members. Once grades are received, the Student Affairs Office will send scores to the Ph.D. Program Director, who will confirm scoring and pass/fail grade. In collaboration with the Ph.D. Program Director, the Student Affairs Office will send the students written and signed notification of pass/fail.

Pass/Fail

A passing grade for the comprehensive exam consists of a passing score from at minimum two of three comprehensive exam grading committee. If the student fails the comprehensive exam, the student will receive one more opportunity to pass the examination. The student will first meet with their Ph.D. supervisor(s) and the Ph.D. Program Director to go over the reviewers' evaluations and identify areas for improvement. Students will then revise their original exam on their own and prepare a letter responding to each point in the reviewer's comments provided by the grading committee. They must do this with no additional input from Ph.D. supervisor(s) and will have 2 weeks to do this. The response letter can be no more than five single-spaced pages.

The student will follow the same submission process listed above. The same committee will grade the examination over the same period as described in the original process. The grading rubric must be submitted to the Student Affairs and the student will be notified in writing about pass or fail within a week of receiving the scores. If the student passes, no further action is taken, and their record will reflect the passing grade. If the student fails a second time, the student may not move forward to the dissertation proposal defense 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 can be found in the [Ph.D. Advancement to Candidacy Handbook](#) posted on our website.

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 after completion of the comprehensive exam. Each student, in consultation with their faculty advisor, will identify and recruit a 3 to 5 member Advancement to Candidacy Committee. The Advancement Candidacy Committee must be approved by the Director of the Ph.D. program.

The Candidacy Committee must consist of a minimum of 3 University of California voting academic senate faculty, 2 of which must have a primary or joint appointment in the school. The committee must have a minimum of 3 members and a maximum of 5. It is strongly recommended, but not required, to have 1 outside member, who must NOT have any affiliation with the school (but be a UCI voting senate faculty). The majority of the committee must have a primary or joint appointment in the school. Emeritus Professors may serve on students' Candidacy Committees. After passing the comprehensive exam, students must submit the [SON Advancement to Candidacy Proposal Defense form](#) to the Assistant Director of Doctoral Student Affairs. The Assistant Director of Doctoral Student Affairs will then confirm with the Graduate Division if the chosen committee complies with Senate rules. Once your committee is approved, the Assistant Director of Doctoral Student Affairs will communicate plans to prepare the electronic DocuSign for Graduate Division's Ph.D. Form 1, at least a day prior to the defense date. Once the student has passed the oral defense, the Candidacy Committee will sign the official Ph.D. Form 1 which will then be routed to the student. At this point, the student will need to sign, pay the \$90 [Advancement to Candidacy fee](#) online and upload receipt to the Ph.D. Form I DocuSign which will then route to the Graduate Division, prior to the quarter's [advancement deadline](#).

From UCI senate regulations 905-935

CANDIDACY COMMITTEE

Chair

- Must have a primary or joint appointment in student's department/academic unit (School of Nursing)
- Voting member of senate
- NO EXCEPTIONS

General Members

- 2 members must have primary/joint appointment in student's department/academic unit (School of Nursing)
- 3rd member can be UC senate (not necessarily from UCI) or below by exception

- Non-voting SENATE, faculty from other universities, non-senate faculty with equivalent scholarly standing BY EXCEPTION ONLY
- Majority of the committee (including chair and outside member) must hold primary/joint appointment in the student's department/academic unit (School of Nursing)

Outside member (if applicable)

- Must be UCI faculty
- May NOT hold primary OR JOINT appointment in student's department/academic unit (School of Nursing)
- Represents "faculty at large"
- Serves as an unbiased independent judge
- NO EXCEPTIONS

Appointment Procedures

- Approval of committee is by academic unit chair or designee
- Exceptions are approved by Dean of the 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. 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 who are ready to defend their dissertation and advance to candidacy will need to submit the internal [PhD SON Advancement to Candidacy Proposal Defense Form](#) to the Assistant Director of Doctoral Student Affairs. This [form](#) needs to be signed by the student and faculty advisor then submitted to the Assistant Director of Doctoral Student Affairs to be reviewed and then signed by the Ph.D. Program Director at least four weeks in advance. 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.

Students are required to submit the UCI Graduate Division Ph.D. Form 1- Advancement to Candidacy DocuSign form after passing the oral exam. The internal form will be used by the Assistant Director of Doctoral Student Affairs to prepare the Ph.D. Form I DocuSign, which will be routed to committee members for signatures. The form lists the proposed committee members and establishes whether or not a Conflict of Interest exists for each faculty member.

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. The doctoral committee needs a minimum of 3 members. The chair must be from the School of Nursing as well as the majority of the committee. Students must complete and submit the [Ph.D. Dissertation Defense Committee Recommendation form](#) to Student Affairs for review and approval.

From UCI senate regulations 905-935

DOCTORAL COMMITTEE

Chair

- Hold primary or joint academic appointment in academic unit supervising the doctoral program
- No exceptions

Members

- 2 voting members of UC academic Senate (not necessarily Irvine)
- Equivalent standing members by exception only
- Majority should be affiliated with the program/unit
- At least one member must hold primary appointment in the student's department/academic unit

Appointment Procedures

- Members approved by academic unit chair or designee
- Exceptions are approved by Dean of Graduate Division

Doctoral Dissertation Defense

Once Assistant Director of Doctoral Student Affairs receives approval from the Ph.D. Program Director the [Ph.D. Dissertation Defense Form](#) will be used to prepare the official Graduate Division Ph.D. Dissertation Checklist/final degree paperwork packet (Form II) DocuSign the day prior to your defense date, so it can route to your committee members and they can sign after a successful dissertation defense. The dissertation defense will consist of a seminar, followed by a closed conference of the candidate and the Dissertation Committee. Students must publicize their dissertation defense to the School of Nursing by creating an email and/or flier and sending to the Assistant Director of Doctoral Student Affairs for dissemination prior to the defense date. If the Dissertation Committee determines that the dissertation is unsatisfactory, Ph.D. candidates must make necessary revisions and repeat the process. After passing your dissertation defense, the committee will sign the Ph.D. Form II DocuSign, and the completed form will be submitted to the Graduate Division for approval. Make sure to review the [Graduate Division guidelines](#) prior to your defense to learn how to file your dissertation with the library

and the filing date deadline. You will need to attach proof of library submission to the Graduate Division via the Ph.D Form II DocuSign before being able to submit the form.

Teaching Opportunities

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. Please note, that 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 [Graduate Student Employment](#) page for more information.

Trajectory towards completion of the Ph.D. in Nursing Science

Milestone	Oversight	Deliverable	Timeline (Year)				Evaluation
			1	2	3	4-5	
Coursework	Advisor	Enroll in and pass courses					3.0 or above GPA
IDP - Individual development plan	Advisor	Development, yearly update, and accomplishment of IDP goals					
NRSA/Grant Proposal	Advisor/course faculty	Development of NRSA/Grant application					
Comprehensive exam (written/oral)	Academic senate faculty	Comprehensive exam					Pass/fail
Choose candidacy & dissertation committee	Advisor	Committee approved by UCI Graduate Division					
Dissertation Proposal Defense (written/oral)	Candidacy committee ^a	Full research proposal Oral defense of proposal					Advance to candidacy
Dissertation study activity – IRB/Data collection	Dissertation Chair ^b	IRB approval Data collected					
Dissertation study activity –Data analysis	Dissertation committee ^c	Data cleaned and analyzed					
Dissertation study activity – Write up	Dissertation committee	5-chapter dissertation OR 3 full length manuscripts for peer reviewed journals					
Dissertation approval	Dissertation committee	Approval of dissertation product					Approval to defend

Dissertation defense	Dissertation committee	Oral defense of dissertation					Pass/fail
Final administrative processes	Dissertation Chair	All necessary documentation to appropriate divisions					Official notification
Graduation	Dissertation Chair	Awarded Ph.D. in Nursing Science					-

Note:

- a. Candidacy committee must consist of 3 University of California voting academic Senate faculty, 2 of which must have a primary or joint appointment in the school. The committee must have a minimum of 3 members and a maximum of 5. It is strongly recommended, but not required, to have 1 outside member, whom must NOT have any affiliation with the school (but be a UCI voting senate faculty).
- b. Advisor can be dissertation chair.
- c. Dissertation committee can be 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 for progress towards the degree. Students are asked to fill out an annual survey (e.g., Individual Development Plan) describing their teaching, research, and professional activities for the current academic year, in conjunction with their faculty advisor. If students are not making satisfactory progress, the student will meet with the Ph.D. Program Director and faculty 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 Ph.D. Program Director 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; or academic dishonesty.

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 Doctoral Programs Manager. The course must be retaken the following year and successfully passed. Failure of a second course will result in a recommendation for dismissal from the program.

In light of what happened, I would add the handbook Academic Dishonesty language here.

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](#). 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 identification card is required when conducting business with many University offices such as the UCI Libraries and Recreation Facilities. The ZotKey is obtained online. You can find more information here: <https://zotkey.uci.edu/faq>

Library Cards

Your UC Irvine photo ID card serves as your library card. Library users must have a valid UCI photo ID card to check out material. An individual library card is reserved for your personal use and may not be loaned or transferred. 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.

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](#). 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](#).

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 visit <https://www.reg.uci.edu/fees/billing.html>. 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>. Please note that students returning to the program after an approved withdrawal or leave of absence must pay the current tuition and fees rate as posted on the [Registrar's Office website](#).

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.

Holidays

Holidays corresponding to the UCI calendar will be observed in the program. An academic calendar for the academic year can be found at the [Registrar's website](#).

SCHOOL AND UNIVERSITY POLICIES

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 per Regulation A345 in the [UCI Academic Senate Manual](#). Students wishing to appeal a grade or file other grievances should first contact the Student Affairs office to begin the process. Appeals will start with the faculty of record, and if escalation is needed will then rise to the Program Director, and finally the Senior Associate Dean for academic, clinical, and student affairs. If needed, the [Office of the Ombudsman](#) may be called in to mediate.

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/#academichonestytext>

For information related specifically to testing, visit the Academic Honesty statement provided by the UCI Testing Office: <https://testingcenter.uci.edu/academic-honesty/>

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>

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 reference 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>.

Enrollment

Full-time enrollment for graduate students is defined as enrollment in at least 12 units of upper-division or graduate academic units per quarter. 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 over 16 units must be approved in advance by the Director of Student Affairs. 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 for extenuating circumstances with permission from the Ph.D. Program Director and the Graduate Division, or if a student has been waived a course via transfer units. This must be approved by the Ph.D. Program Director 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 throughout a UCI student's career. The Filing Fee Graduate Division DocuSign form is initiated by Student Affairs and requires a payment of

approximately \$192. Please note: Access to campus resources is limited/withheld while in filing fee status.

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

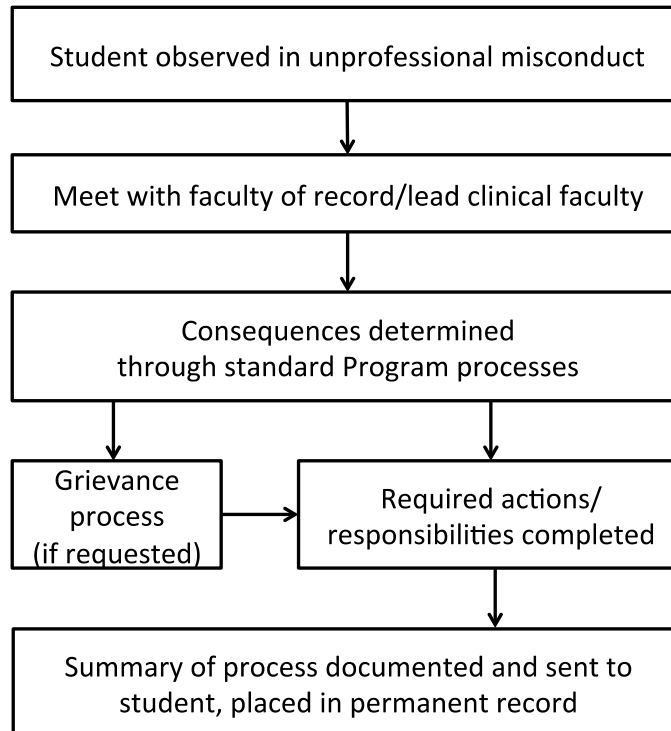
The Nurse Practice Act defines unprofessional conduct as failing to meet the minimal standards of acceptable nursing practice. Unprofessional conduct can jeopardize the health, safety, and welfare of the public. For students, unprofessional conduct behaviors include, but are not limited to, the following:

- 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 the flow chart below.

Student unprofessional conduct flow chart



Consequences of Unprofessional Conduct

Students are held responsible for the 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.

Lapse of Status Policy

A graduate student is required to maintain continuous enrollment during the fall, winter, and spring quarters from the beginning of the program of study until the awarding of the degree or certificate. This policy is designed to eliminate the need for readmission to the program, provide an 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 guidelines 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/>.

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/>.

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 a 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/>. Students should meet with Student Affairs to discuss UCI and School policies before 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/>.

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 in their first year 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 [https://housing.uci.edu/grad/Graduate & Postdoctoral Scholar Resource Center](https://housing.uci.edu/grad/Graduate%20&%20Postdoctoral%20Scholar%20Resource%20Center)

The Graduate & Postdoctoral Scholar Resource Center (GPSRC) is dedicated to supporting the academic and professional success of all UC Irvine graduate students. The GPSRC 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
GPSRC@uci.edu

<https://grad.uci.edu/professional-development/graduate-and-postdoctoral-scholar-resource-center/>

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 & Postdoctoral Scholar Resource Center (check the GPSRC website for current hours).

Division of Career Pathways
100 Student Services 1
949-824-6881
career@uci.edu
<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). Students should look out for potential scholarship opportunities via email from Student Affairs as well.

Library Resources

1. Your Librarians:

Linda Murphy MLIS

Research Librarian for Health Sciences
Science Library/Grunigen Medical Library
949-824-6419 * 714-456-5583 * lmurphy@uci.edu

Becca Gates, MLIS

Research Librarian for Health Sciences
Science Library
949-824-7309 * rmgates@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) - <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>

- 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/>. 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/> 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/> 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/> 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/>.

Helpful Links

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

Graduate Division Forms

<https://grad.uci.edu/forms/index.php>

School of Nursing Ph.D. Forms

<https://nursing.uci.edu/students/> - Under enrolled graduate student resources

- [Ph.D. Nursing Science Curriculum Chart](#)
- [Ph.D. Directed/Independent Study 298/299 Request](#)
- [Ph.D. Comprehensive Exam Committee Membership](#)
- [Ph.D. Advancement to Candidacy Proposal Defense](#)
- [Ph.D. Dissertation Defense](#)
- [Change of Advisor](#)

CAMPUS RESOURCES

ANTLINK :	http://www.students.uci.edu/
BOOKSTORE :	https://uci.bncollege.com/
CAREER PATHWAYS :	http://www.career.uci.edu/
CHILD CARE SERVICES	http://www.childcare.uci.edu/
COMMUNITY ENGAGEMENT:	https://www.icts.uci.edu/
COUNSELING CENTER:	http://www.counseling.uci.edu/
CROSS-CULTURAL CENTER:	http://www.ccc.uci.edu/
DISABILITY SERVICES CENTER:	https://dsc.uci.edu/
EEE/Canvas:	https://canvas.eee.uci.edu/
FINANCIAL AID:	http://www.ofas.uci.edu/content/
GRADUATE DIVISION:	http://www.grad.uci.edu/
GRADUATE & POSTDOCTORAL SCHOLAR RESOURCE CENTER:	https://grad.uci.edu/professional-development/graduate-and-postdoctoral-scholar-resource-center/
HEALTH INSURANCE PLAN:	https://shc.uci.edu/insurance
STUDENT WELLNESS & HEALTH PROMOTION CENTER:	https://studentwellness.uci.edu/

HOUSING: <http://www.housing.uci.edu/>

LESBIAN, GAY, BISEXUAL, TRANSGENDER RESOURCE CENTER: <http://www.lgbtrc.uci.edu/>

LIBRARIES (MAIN): <https://www.lib.uci.edu/>

OFFICE OF EQUAL OPPORTUNITY & DIVERSITY <https://www.oeod.uci.edu>

OFFICE OF INFORMATION TECHNOLOGY: <http://www.oit.uci.edu/>

OFFICE OF THE OMBUDSMAN: <http://ombuds.uci.edu/>

PARKING AND TRANSPORTATION SERVICES: <http://www.parking.uci.edu/>

REGISTRAR'S OFFICE: <http://www.reg.uci.edu/>

SCHOOL OF NURSING (UCI): <http://www.nursing.uci.edu/>

STUDENT HEALTH CENTER: <http://www.shs.uci.edu/>

For your rights, options, and resources regarding pregnancy related accommodations (including pre-pregnancy, pregnancy, post-partum, and pregnancy loss), please contact the Office of Equal Opportunity and Diversity (OEOD) at oeod@uci.edu.

For additional resources and support services, please visit our Student Affairs website:

<https://nursing.uci.edu/students>

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 to park on campus at UCI. UCI Transportation Services offers several options to students interested in purchasing permits; visit <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 are notated on the schedule of classes online. Any changes to this will be communicated via the professor prior to the beginning of class.

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.**