



PhD In Nursing

STUDENT HANDBOOK

2026-2027

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Table of Contents

DEAN'S MESSAGE	3
I. USE OF THIS HANDBOOK	4
II. OVERVIEW OF THE SCHOOL OF NURSING & HEALTH STUDIES	4
History	5
Mission Statement	6
Accreditation	6
III. PhD PROGRAM OVERVIEW	6
Underlying Beliefs	6
Purpose and Objectives	6
Program of Study	7
Required Credits	7
Plan of Study	7
Training in the Responsible Conduct of Research (RCR)	12
RA/TA Guidelines	12
Qualifying Examination	14
Admission to PhD Candidacy	16
Dissertation	16
Dissemination of Scholarly Work	21
Student Organizations	21
IV. PhD STUDENT STATUS-RELATED POLICIES AND PROCEDURES	22
Transfer of Credits	22
Length of Time to Complete Requirements	22
Residency	22
Continuous Enrollment	22
Leave of Absence	23
Graduation	23
Religious Holy Day Policy	24
Tuition and Fees	24
Outside Activities	24
RN License	25
Advising and Registering for Classes	25
Grading Policy	25
Progression Policy	26
Dismissal Policy	27
Resolving Academic Disputes and Solving Problems	29
V. PROFESSIONAL AND ETHICAL BEHAVIOR	31
Graduate Student Honor Code	32
Sanctions for Plagiarism	32
Standards for Professional Behavior	33
Clinical Experience Guidelines	34
Computer Lab	34
VI. APPENDICES	
Appendix A	
Student Substance Abuse, Drug Testing and Impaired Student Policy	34
Appendix B	
Acknowledgement of the University of Miami, School of Nursing and Health Studies, Substance Abuse, Drug Testing and Impaired Student Policy	41
Appendix C	
Computer Resources and Guidelines	42
Appendix D	
University of Miami, School of Nursing and Health Studies, PhD in Nursing Student Handbook Acknowledgement Form	50

DEAN'S MESSAGE

Dear PhD in Nursing Science Students:

It is with great enthusiasm and support that we welcome you to the 2025-2026 academic year at the University of Miami School of Nursing and Health Studies. This promises to be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. At SONHS, we share the University's common purpose to transform lives through education, research, innovation, and service. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards the achievement of the PhD in Nursing Science degree. Prepare for your life to be transformed!

This Handbook is designed as a guide to enable you to achieve your academic goals and to fully participate in student life at the University of Miami School of Nursing and Health Studies. This Handbook contains essential information including policies and procedures, expectations of students, program of study details, and services for students that facilitate learning experiences.

Each student is responsible for reading this Handbook, understanding the content therein, and abiding by its policies and procedures. Failure to have adequate knowledge of the Handbook content is not an excuse for inappropriate actions. The most up-to-date Handbook can be accessed online at the School of Nursing and Health Studies website.

As a student, you are expected to focus your energy on meeting the opportunities and challenges presented by the faculty and courses in your chosen program. A major task for you to accomplish is to balance academic demands with your responsibilities associated with work and home life. Keep in mind your learning is not confined to the classroom but encompasses a variety of experiences in research teams, healthcare institutions and other community sites. Learning is life-long, so "learning to learn" is important!

We have an outstanding faculty who are committed to your success in your chosen career as a Ph.D.-prepared nurse who will make a significant contribution to the health care of the community and the nation. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies. GO CANES!

A handwritten signature in black ink, reading "Hudson Santos Jr." with a stylized flourish at the end.

Hudson Santos, RN, PhD, FABMR, FAAN
Dean & Professor, Dolores J. Chambreau Endowed Chair
President, International Society of Nurses in Genetics

I. USE OF THIS HANDBOOK

The University of Miami (UM) School of Nursing and Health Studies (SONHS) PhD Student Handbook is a supplement to the University of Miami Bulletin, <http://bulletin.miami.edu> and the University of Miami Student Rights and Responsibilities Handbook, [Student Rights and Responsibilities Handbook](#). Students are responsible for acting in accordance with the University and the SONHS regulations and policies set forth in these publications. Concerns not answered in the Handbook and other relevant official publications, or conflicting information should be brought to the Director for the PhD Program.

The curriculum of the SONHS PhD Student Handbook is reviewed annually and is as accurate and current as possible. Should there be changes in academic policies, procedures, or curriculum, they will be communicated to you via your official UM email address or can be found on the relevant UM websites. Please visit the websites of the SONHS (www.sonhs.miami.edu), and the Graduate School (www.grad.miami.edu) for the most up-to-date information about policies and resources. Information regarding Graduate School policies are also contained in the Graduate Student Handbook. The Graduate Student Handbook is updated annually by the Graduate School and posted on the Graduate School website. Information on where to find the Graduate Student Handbook is disseminated at Fall and Spring New Graduate Student Orientations. The Handbook describes policies and procedures pertaining to the Graduate School and graduate study at the University of Miami that are set forth in the Academic Bulletin. It is the student's responsibility to be aware of and comply with all policies, procedures, and deadlines. Graduate School forms may be found at www.grad.miami.edu/policies-and-forms.

All students are expected to read, understand and uphold the University of Miami Graduate Student Honor Code (https://www.grad.miami.edu/_assets/pdf/graduate_student_honor_code.pdf), which is the ethical blueprint for graduate studies throughout the University. It outlines the process for the investigation and determination of Honor Code violations. We expect that all students will uphold the highest standards of academic integrity by following the principles described within the Honor Code. All students share responsibility to maintain the collegiality and integrity of the academic environment by reminding other students of their obligations in the event of potential misconduct.

II. OVERVIEW OF THE SCHOOL OF NURSING AND HEALTH STUDIES

The SONHS is an integral part of the University and shares in the responsibility to facilitate the development of humanistic and intellectual capabilities of individuals to meet the challenges of a world increasingly characterized by science, technology, and resource conservation. The ongoing interaction between the SONHS community and the University community serves to complement the functions of each through the exchange of resources, including the collective abilities of faculty and students.

The SONHS serves a multicultural, international community that affords a rich environment for the exchange of ideas necessary for the advancement of nursing knowledge and the promotion of global health. The faculty believes nursing educators have a responsibility to prepare students to act as culture advocates and brokers for clients and health care providers in a diverse community. The SONHS is committed to academic excellence in teaching, practice, and scholarly inquiry for the advancement of nursing as a discipline and service to society through its baccalaureate, graduate, and continuing education programs.

Each person is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic, and cultural variables. Each individual functions in continuous interaction with a constantly changing environment. Each person is an integral part of a family and community in a multicultural society.

Changes in the cultural, economic, technological, political, and sociological environment affect the health care delivery system as well as the health care needs and expectations of clients. Access to health care is a basic right. Health and health alterations are dimensions of life that form a continuum within each person, group, and community. Health is defined as the quality of life as measured by an ever-expanding level of well-being. Health results when energy is mobilized for the promotion, maintenance, and/or restoration of well-being. The goal of

health promotion and disease prevention is to facilitate the expansion of health regardless of level of functioning by acknowledgment of lifestyle choices, advocacy, and decision-making.

Professional nursing is an integral component of the health care system and is vital to the delivery of health care to individuals, families, groups, and communities. Nursing care includes health promotion, health maintenance, illness prevention and treatment, rehabilitation, and palliation. Professional nursing knowledge rests on a foundation of arts and humanities, and natural and behavioral sciences that are developed outside or within the discipline of nursing. The faculty is committed to the advancement of knowledge. Nursing science is generated by ongoing development and testing of nursing theory.

Nursing science and nursing practice are reciprocal in nature, with each including independent and collaborative functions and actions. The professional nurse assumes a leadership role and is accountable to self, client, and society. Graduates of the SONHS are expected to create innovative nursing roles within the changing health care system to meet emerging health care needs of clients across the life span.

Professional nursing requires a commitment to life-long learning, which results from interaction between the individual and environment. Faculty and students share responsibility to create a learning environment that stimulates intellectual curiosity, critical thinking, decision-making, and self-directed action. Students enter nursing education at various levels based on their personal backgrounds and career goals. Independent learning and flexibility are encouraged in meeting program objectives. Evaluation, as part of the teaching/learning process, promotes growth and provides direction for improvement of nursing practice, education, and research.

History

Nursing education began at UM in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College of Arts and Sciences and began admitting generic nursing students. The BSN Program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN Program received initial national accreditation by the National League for Nursing in May 1956. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs. In 1976, seventeen students were enrolled in the new Master of Science in Nursing (Masters-PhD) Program. The Masters-PhD Program was accredited in 1982 by the National League for Nursing.

In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president. In 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 PhD programs in nursing at the time of its initiation. The first graduate completed her doctorate in December 1987. The school celebrated its 75th anniversary in 2023.

The M. Christine Schwartz Center for Nursing Education had its ground-breaking in October 2004. In 2005, the School of Nursing became the School of Nursing and Health Studies to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program. The School of Nursing and Health Studies Simulation Hospital opened in 2017.

The SONHS' curricula integrate evidence-based practice, state-of-the-art simulated learning, and real-world experience, resulting in a preparatory program which has catalyzed some of the highest state board passing and certification rates for nursing professionals in the state of Florida. This success is attributable in large part to the excellent structure of community-clinical partnerships that the SONHS has established within the local community's healthcare system. Our NCLEX and nurse practitioner certification first-time pass rates are among the highest in Florida and well above the national average. The School of Nursing and Health Studies is consistently ranked in the U.S. among schools of nursing for NIH research funding.

The SONHS is one of the exemplary schools invited to join a collaborative of medical and nursing schools sponsored by the Institute for Healthcare Improvement, an international organization whose charge is to help lead the improvement of healthcare throughout the world. A national leader in cultural competency, the SONHS is home to two centers: 1) The Center for Latino Health Research Opportunities: CLaRO, funded by the

National Institutes of Health/National Institute on Minority Health and Health Disparities and 2) The World Health Organization (WHO) Collaborating Centre for Nursing Human Resources Development & Patient Safety (described immediately below).

The SONHS was designated as a World Health Organization (WHO) Collaborating Centre for Nursing Human Resources Development & Patient Safety in 2008 (one of only 10 such WHO Nursing Collaborating Centres in the U.S., 18 in the Americas, and 46 worldwide). SONHS WHO Centre initiatives promote dialogue and the mutual exchange of healthcare knowledge with our neighbors in the Pan American Health Organization (PAHO) region and throughout the world, with a special emphasis on patient safety education, curriculum and workforce development and multi-Center research projects in critical regions of Latin America and the Caribbean. In keeping with its commitment to support knowledge dissemination and nursing workforce development with an emphasis on patient safety throughout the PAHO region, the WHO Collaborating Centre has developed a virtual education program consisting of web-based courses on a range of healthcare-related topics. These global distance education resources are available to the international community of nurse clinicians, nurse educators, and nursing students via free online access in English, Spanish and Portuguese.

Mission Statement

The Mission of the SONHS is to transform lives and health care through education, research, innovation, and service across the hemisphere. This mission is exemplified in the acronym NOW: Be **N**ovel, Be **O**ptimistic, and Be **W**orld-Changing.

III. PHD PROGRAM OVERVIEW

The University of Miami SONHS PhD in Nursing Science program is designed to meet the educational needs of nurses who are committed to conducting nursing research and addressing health disparities through research. Its purpose is to prepare scholars and researchers who will advance the theoretical and empirical basis for nursing and provide visionary leadership to the profession.

Underlying Beliefs

The PhD in Nursing Science Program is based on the belief that nursing has a distinct body of knowledge that can and must be extended, verified, and revised through methods of scholarly inquiry. Nursing knowledge, while distinct, is not isolated or exclusive. It involves the selection, integration, and expansion of knowledge from nursing and other disciplines and the application of this knowledge to the understanding of health and illness and to the analysis and improvement of nursing practice and health equity. Nursing knowledge is derived from and guides nursing practice, which encompasses direct service to clients/patients as well as actions carried out in clinical and educational settings to facilitate and support direct nursing care. Nursing practice involves evaluation and judgment about client attributes and behaviors that may indicate a need for nursing, judgment regarding appropriate methods of nursing care, actions undertaken to help people attain an optimal level of health, and evaluation of the efficacy of nursing action.

Purpose and Objectives

The purpose of the PhD in Nursing Science program in nursing is to prepare scholars and researchers to contribute to the growth of nursing science through recognized methods of scholarly inquiry and dissemination of research findings. Both qualitative and quantitative nursing research methods are emphasized from a multicultural perspective. Additionally, graduates of this program will be prepared to provide innovative leadership to the profession and make the practice of nursing more effective.

The program prepares students to:

- Synthesize philosophical, theoretical, and conceptual knowledge to guide scholarly inquiry and extend the science of nursing.
- Demonstrate cultural competence and ethical practices in conducting research.
- Conduct research in a focused area of scientific inquiry.
- Disseminate scholarly findings for the purposes of building and expanding the science of nursing.

- Develop as leaders for the advancement of nursing science.
- Engage in scholarly interdisciplinary inquiry.

Program of Study

The ability to advance nursing knowledge must be grounded in the study of persons as holistic human beings, nursing actions, the environments in which nursing is practiced, and the principles and methods of scientific inquiry. This grounding is provided in a core of required courses that address the theoretical and empirical bases for nursing and the techniques of theory building and research. Throughout the required core courses, an integrative focus is maintained whereby theoretical and methodological approaches of the biophysical and behavioral-social sciences are selected and applied from the perspective of nursing. Within the core courses opportunity is provided for students to build on their educational and experiential backgrounds through a variety of individually selected learning experiences. Elective courses, some of which are taken in related disciplines, provide additional flexibility to plan a course of study supportive to individual research interests and career goals. The program design allows students to focus on the study of the theoretical and empirical basis for a variety of nursing actions. Depth of knowledge in the specialty area is developed through required course work and related research experiences, selection of specialty and elective courses, independent study, and the dissertation research.

Nurses who desire preparation at the PhD level as scholars and researchers may enter the PhD in Nursing Science program at the University of Miami at one of two points in their careers: either after completing the baccalaureate degree with a major in nursing (post-baccalaureate entry option, BSN to PhD), or for those who have a BSN as well as a master's degree in nursing or a related discipline (Masters to PhD).

Required Credits

Students in the BSN to PhD in Nursing Science program are not granted a master's degree in route to the PhD and must complete a minimum of 60 credits. Students in the Masters to PhD in Nursing program are required to complete a minimum of 57 credits. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the PhD Program in nursing as stipulated below (see "Transfer of Credits"). In addition, students are offered scholarship enrichment activities throughout the program.

Plan of Study

The PhD in Nursing Science program is designed to be completed in 3 years of full-time study and students are strongly encouraged to complete the program in this timeframe. Each student plans collaboratively with their advisor a plan of study within the framework of PhD in Nursing Science program requirements and the student's research interests and career goals. The student is responsible for actively planning his/her individualized program of study and communicating with the advisor throughout the PhD in Nursing Science program. Open communication and continuous monitoring of one's own program is the best way to ensure success.

It is the intent of SONHS that its PhD graduates, regardless of their area of specialization, be well-rounded, well-informed scholars. Please note that the curriculum is subject to revision and the student is bound by the revised plan of study.

The curriculum outlined in this handbook represents the minimum requirements for graduation. Students should aspire to expand their experience and build their research portfolio by engaging in additional research, teaching, educational, service and dissemination opportunities above and beyond those in the official program of study.

The plan of study for the BSN to PhD and Masters to PhD are the same with the exception of an additional required elective for students in the BSN to PhD. The plan of study is presented below. Course descriptions are in the Appendix of the Graduate Bulletin <http://bulletin.miami.edu/courses-az/>.

Requirements for the Doctor of Philosophy (PhD) in Nursing Science: Academic Bulletin Year 2025-2026				
Pre-program: Summer 2025				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 602	Doctoral Level Orientation (online)	0	0	0
	Semester Total =	0	0	0
First Semester: Fall 2025				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 665	Quantitative Methods for Nursing Research	3	3	0
NUR 712	Health Disparity and Health Equity Frameworks	3	3	0
NUR 709	Selected Topics for Nursing Science and Health Equity Research	2	2	0
NUR 670	Qualitative Methods for Nursing Research	3	3	0
NUR 707	Becoming a Successful Nurse Scientist	1	1	0
	Semester Total =	12	12	0
Second Semester: Spring 2025				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 662	Nursing Epistemology	3	3	0
NUR 674	Applied Intermediate Statistics: Generalized Linear Models	4	4	0
NUR 713	Intervention Development and Clinical Trials	3	3	0
NUR 680	Research Ethics	2	2	0
NUR 707	Becoming a Successful Nurse Scientist	1	1	0
	Semester Total =	13	13	0
Third Semester: Summer 2025				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 708	Scholarship in Nursing	1	1	0
NUR 830	Pre-Candidacy Dissertation Credit	1	0	1
	Semester Total =	2	1	1
Fourth Semester: Fall 2025				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 681	Measurement in Health Disparities Research	3	3	0
NUR 709	Selected Topics for Nursing Science and Health Equity Research	2	2	0
NUR 830	Pre-Candidacy Dissertation Credit	1	0	1
Elective	Elective [could be 2 electives for BSN-PhD students]	3 (6)	3 (6)	0

NUR 707	Becoming a Successful Nurse Scientist	1	1	0
Semester Total =		10 (13)	9 (12)	1
Fifth Semester: Spring 2026				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 711	Equitable Implementation Science	3	3	0
NUR 710	Biopsychosocial Mechanisms of Health and Health Disparities	3	3	0
NUR 830	Pre-Candidacy Dissertation Credit	1	0	1
NUR 707	Becoming a Successful Nurse Scientist	1	1	0
Elective	Elective [could be 2 electives for BSN-PhD students]	3 (6)	3 (6)	0
Semester Total =		11 (14)	10 (13)	1
Qualifying Examination				
Sixth Semester: Summer 2027				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840	Doctoral Dissertation	2	0	2
Semester Total =		2	0	2
Seventh Semester: Fall 2027				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840	Doctoral Dissertation	2	0	2
Semester Total =		2	0	2
Eighth Semester: Spring 2028				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840	Doctoral Dissertation	2	0	2
Semester Total =		2	0	2
Ninth Semester: Summer 2028				
Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840	Doctoral Dissertation	3	0	3
Semester Total =		3	0	3
Grand Total for Degree Program =		57 [60 for BSN-PhD]	45 [48 for BSN-PhD]	12

Notations:

- The SONHS follows the Summer D Academic Calendar.
- NUR 602 is completed online via Canvas prior to matriculation (during the summer). Students are registered for the course in the fall.
- Electives – BSN-PhD are required to take 3 electives. Masters-PhD are required to take 2 electives.
 - At least 1 elective must be an approved methodology or statistics course.
 - For students who are not on stipend for Research Assistantship activities, 1 elective will be a required Research Practicum with their advisor (which can be counted towards the methods elective).

- Timeframe for taking electives is flexible and students may take 1 of their required electives after their qualifying exam.

Part-time Option

Students may complete the PhD program on a part-time basis. Part-time students are generally not eligible for research assistantships. The recommended plan of study for the Part-time option is shown below. As with the full-time program, the plan of study for the BSN to PhD and Masters to PhD are the same with the exception of an additional required elective for students in the BSN to PhD. With permission of their advisor and depending on pre-requisites, students may take courses out of the recommended sequence.

Requirements for the Doctor of Philosophy (PhD) in Nursing Science BSN-to-PhD and Masters-PhD Tracks Academic Bulletin Year: 2025-2026

Phd Plan of Study - Part Time

YEAR 1

First Semester: Fall

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 602*	Doctoral Level Orientation	0		
NUR 665	Quantitative Research Methods	3	3	
NUR 670	Qualitative Methods for Nursing Research	3	3	
NUR 707	Becoming a Successful Nurse Scientist	1	1	
Totals =		7	7	

Second Semester: Spring

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 674	Applied Stats.: Generalized Linear and Gen. Estimating Equations	4	4	
NUR 662	Nursing Epistemology	3	3	
Totals =		7	7	

Third Semester: Summer

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
	Elective **	3	3	
NUR 708	Scholarship in Nursing	1	1	
Totals =		4	4	

YEAR 2

Fourth Semester:

Fall 2020

Fall

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 712	Health Disparities and Health Equity Frameworks	3	3	
NUR 709	Selected Topics for Nursing Science and Health Equity Research	2	2	
NUR 707	Becoming a Successful Nurse Scientist	1	1	
Totals =		6	6	

Fifth Semester: Spring

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 713	Intervention Development and Clinical Trials	3	2	
NUR 707	Becoming a Successful Nurse Scientist	1	1	
NUR710	Biopsychosocial Mechanisms of Health and Health Disparities	3	3	
Totals =		7	7	

Sixth Semester: Summer C

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
	Elective**	3	3	
NUR 830	Precandidacy Dissertation***	1		1
Totals =		4	3	1

YEAR 3**Seventh Semester: Fall**

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 681	Measurement of Nursing Phenomenon	3	3	
NUR 709	Selected Topics for Nursing Science and Health Equity Research	2	2	
NUR 702	Becoming a Successful Nurse Scientist	1	1	
NUR 830	Precandidacy Dissertation***	1		1
Totals =		7	6	1

Eighth Semester: Spring

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 711	Equitable Implementation Science	3	3	
NUR 680	Research Ethics	2	2	
NUR 830	Precandidacy Dissertation***	1		1
	Elective** (BSN-PhD)	3	3	
Totals =		6 or 9	5 or 8	1

Ninth Semester: Summer**QUALIFYING EXAMINATION****YEAR 4****Tenth Semester: Fall**

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840**	Dissertation***	2		2
Totals =		2		2

Eleventh Semester: Spring

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840**	Dissertation***	2		2
Totals =		2		2

Twelfth Semester: Summer C

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840**	Dissertation***	2	0	2
Totals =		2	0	2

YEAR 5**Thirteenth Semester: Fall**

Course	Course Title	Total Credits	Class Credits	Dissertation Credits
NUR 840**	Dissertation***	3	0	3
Totals =		3	0	3

Grand Total for Degree Program = 57 [60 for BSN-PhD]

*Note: This course is completed online via Blackboard prior to matriculation. Students are registered for the course in the fall.

** Note: BSN-PhD take 3 electives; Master – PhD take 2 electives. At least 1 elective must be an approved methodology or statistics course. For students who are not on stipend for RA activities, 1 elective will be a required Research Practicum with their advisor (which be counted towards the methods elective). The timeframe for taking electives is flexible and students may take 1 of their required electives after their qualifying exam.

***Note: Students must successfully complete 12 dissertation credits (NUR 830, NUR 840) to complete their degree.

Training in the Responsible Conduct of Research (RCR)

The SONHS and the scientific community of the University of Miami expect all individuals to adhere to exemplary standards of integrity in the conduct and dissemination of research. Training in RCR involves modeling by research mentors as well as formal coursework. PhD students complete Collaborative Institutional Training Initiative (CITI) certification for social/behavioral human subject's research as part of NUR 602, Doctoral Level Orientation, at the beginning of the program. Students are required to maintain CITI protection of human subject's research certification throughout their enrollment in the program. PhD students take NUR 680, Research Ethics, during the first year of the program. The course requirements include face-to-face RCR education, completion of the Collaborative Institutional Training Initiative (CITI) RCR online course and the NIH Good Clinical Practice course. RCR is also emphasized in the core courses of the PhD curriculum. In addition, the qualifying examination includes a question on research ethics. All students are required to have IRB approval or official notification of "not human subject's research" for their dissertation projects. The SONHS has data quality assurance monitoring for all human subjects studies, including dissertations, which includes regular review of study records to ensure regulatory compliance and human subject's safety.

Research Assistant/Teaching Assistant (RA/TA) Guidelines

PhD Students receiving PhD stipend support are required to complete 20 hours per week as an RA, TA, or a combination, maintain good academic standing in the PhD program and follow the guidelines below. To maximize the RA/TA experience, it is recommended that the student complete RA and TA assignments in person at the School of Nursing and Health Studies or associated sites. This ensures that work is completed in a timely fashion, appropriate supervision is available, and questions may be answered in a timely manner. Remote work can be approved on a case-by-case basis by the student's advisor or other RA/TA supervisor and the Director of the PhD in Nursing Science Program. Students receiving an RA/TA assignment and corresponding stipend are expected not to have additional employment. Exceptions can be made on a case-by-case basis by the PhD Program Director when students are performing well in the program and in their RA/TA assignment.

Research Assistant (RA) Role

1. RA assignments are made by the Program Director in consultation with faculty, the Associate Dean for Research and the Dean. In Typically, students work with their Advisor throughout the program. Occasionally, students may be assigned to work with a faculty member other than their advisor. These exceptions are based on faculty needs, student experience/skills, student research skills building needs, and the needs of the school. Students with an RA assignment have the following responsibilities:
 - a) Actively participate in meetings with the supervising faculty member at the beginning of each semester and regularly throughout the semester to develop and track mutual goals, expectations, etc. of the RA experience.
 - b) Ensure that the RA meets criteria as required by the research study (i.e., foreign language skills, certifications, research training, etc.)
 - c) Work under the direction of a supervising faculty member, seeking direction and clarification as needed.
 - d) Seek feedback from the supervising faculty member as needed.
 - e) Working with the supervising faculty member, attempt to resolve any issues that occur. Issues that cannot be resolved can be discussed in a meeting with the Program Director, student, and supervising faculty member.
 - f) Self-monitor hours in collaboration with the supervising faculty member to ensure that assigned number of working hours is not exceeded.
2. Some examples of appropriate RA assignments include, but are not limited to:
 - a) All phases of data collection, cleaning, management, and analysis. This may include internal quality assurance review, maintenance of regulatory binder and IRB protocol, delivery of research intervention, and community outreach and recruitment.
 - b) Writing for publication (Please see the policy on authorship guidelines).
 - c) Literature reviews.
 - d) Preparing research presentations.

Teaching Assistant (TA) Role

1. TA assignments are made by the Program Director in consultation with the faculty, the Associate Dean for Research and the Dean. As with the RA assignments, TA assignments are typically with the student's advisor based on faculty needs, student experience/skills, and the needs of the school. Students may be assigned to clinical teaching, classroom teaching, or both. Any PhD student who is assisting with teaching and whose role involves interaction with students, is required to complete [Teaching Assistant Training](#). Students who are interacting with Students with a TA assignment have the following responsibilities:
 - a) Actively participate in a meeting with the supervising faculty member at the beginning of each semester and regularly throughout the semester to develop and track mutual goals, expectations to develop mutual goals, expectations, etc.
 - b) Seek feedback from the faculty member in a timely fashion.
 - c) Be aware of the need to be supervised by a faculty member at all times.
 - d) Students assigned to classroom teaching and providing instruction to students need to be provided with direct supervision (i.e., the faculty member is always in the classroom with the student). PhD students should not be expected to provide instructional content WITHOUT direct faculty supervision.
 - e) TAs should attend every scheduled class lecture to maximize the TA experience.
 - f) TAs assigned clinical teaching must be indirectly supervised (i.e., the faculty member is not physically present in the clinical teaching area but is available by telephone) by the faculty course coordinator.
 - g) Working with the faculty members, attempt to resolve any issues that occur. Issues that cannot be resolved can be discussed in a meeting with the Program Director, student, and supervising faculty member.

- h) Self-monitor hours in collaboration with the supervising faculty member to ensure that assigned number of working hours is not exceeded.
- 2. Some examples of appropriate TA assignments include, but are not limited to:
 - a) Lecture preparation and delivery with faculty supervision.
 - b) Meeting with students for individualized test review.
 - c) Grading assignments under faculty supervision.
 - d) Proctoring classroom exams under direct faculty supervision.
 - e) Proctoring make-up exams with indirect supervision.

Students who are interested in teaching are strongly encouraged to participate in the Graduate School's Teaching Academy (<https://www.grad.miami.edu/about/grad-events-and-calendar/teaching-academy/index.html>)

There may be semesters when students have both an RA and TA role or multiple RA roles for their 20 hours/week assignment. In this case, the student may be supervised by more than one faculty member. Both faculty members and the student are responsible for collaborating to make sure that the student has an appropriate workload and schedule. It is suggested that faculty members and the student regularly communicate with each other regarding the student's schedule.

Qualifying Examination

Purpose. The purpose of the qualifying examination is to evaluate the student's mastery of knowledge essential for conducting scholarly, scientific inquiry in nursing. The qualifying exam is an integrative experience designed to validate the student's readiness to conduct independent research. Thus, the examination provides an opportunity for the student to demonstrate: (1) attainment of a depth of knowledge of theory, research methods and statistics as addressed in their coursework; (2) ability to integrate this knowledge within their specialized area of interest in nursing; (3) ability to appropriately select, apply and evaluate the tools of scientific inquiry; and (4) ability to evaluate, reason and resolve methodological and ethical challenges in research.

Policies Regarding the Qualifying Examination

1. Each student in consultation with their advisor determines his or her readiness to take the qualifying examination, communicating relevant concerns with the PhD Program Director at least 2 weeks prior to the exam. The Director of the PhD in Nursing Science Program is responsible for determining that the student has met requirements of eligibility for the examination. Eligibility requires satisfactory completion of all core courses required for the PhD in Nursing Science (one elective may be completed after the Qualifying Examination).
2. An ad-hoc PhD Qualifying Exam Committee (PQEC) consisting of 4 subcommittees (1 subcommittee per question) will be appointed by the PhD Program Director with the approval of the Associate Dean for Research. Each subcommittee is responsible for the development and evaluation of their assigned qualifying examination question. The examination subcommittee for each question is comprised of 2-3 members of the PhD faculty. Major advisors of students taking the Qualifying Exam may not serve on the PQEC in the year that their students are taking the exam.
3. Students will complete a proctored in-class (in person or online according to whether students are enrolled in the in-person or online program). The exam consists of 4 questions related to (1) Theory, (2) Research Methods, (3) Statistics, (4) Research Ethics. Questions require students to be able to apply and synthesize information from any/all of their core courses. The written portion of the exam will take place over 2 full (8-hour) days, with 2 questions presented per day. PQEC subcommittees grading the examinations will have met and selected the questions.
4. Students are not to communicate with faculty members, fellow students, or others for any assistance or to further clarify or interpret the questions. The PhD program director or a designee will be available in case of unforeseen circumstances or technical problems. Students will use laptop

computers using lock-down browser with access to the UM library and PUBMED. Students will also be permitted to access other resources as determined by the PQEC subcommittees.

6. Members of each examination subcommittee will evaluate the student's written performance independently, noting strengths and deficits in the response that require expansion or clarification and assigning a preliminary score. The Director of the PhD in Nursing Science Program will read all written examinations. Subcommittee members will meet with the PhD Program Director within one week of the written exam for subcommittee members to discuss their preliminary scores and select follow-up questions to be addressed in the oral interview. The interview questions will be tailored for each student and may probe the student about their responses to the written questions and test the depth of their understanding: e.g., explaining elements of their responses that were unclear, expanding on areas that were not well developed, asking them to think beyond what was asked in the written question. The oral interview for each student will take place within 2 weeks of the written examination, all on the same day for an exam question (i.e., all theory question interviews on the same day, all statistics interviews on the same day, etc.). Participants in the oral interview will include the student, the subcommittee members, and the PhD Program Director or qualified designee (e.g., PhD faculty who is not an examinee's advisor or Associate Dean for Research). Interviews will be recorded and should be limited to 1 hour each and held in person or online (with lock-down browser) according to whether students are enrolled in the in-person or online program. Students may bring a copy of their exam responses (which will have been sent to the student) and any readings that the questions were drawn from during the interview, but no other sources of information.
7. Subcommittee members will independently grade the responses, taking into consideration both the written and oral components. At the end of the day of their interviews, the subcommittee and PhD Program Director will meet to determine whether the students have passed the exam. If the examination subcommittee members cannot agree on a final grade, an additional faculty member, selected by the Director of the PhD in Nursing Science Program, will be asked to score the exam. Once a final grade has been determined, the Director of the PhD in Nursing Science Program will discuss the results of the examination with the student.
8. Upon successful completion of the qualifying examination and all other requirements of the PhD program (1 elective may be taken after candidacy), the student may apply for formal admission to candidacy for the PhD in Nursing Science Program (See Admission to PhD Candidacy).

Grading Criteria for the Qualifying Exam. The exams are evaluated for comprehensiveness and synthesis of knowledge, completeness in answering the questions, and quality of writing and oral response. The exams are graded as satisfactory/unsatisfactory, with a *qualifying exam score below 80% in any of the 4-questions considered a "failure"*.

The following grading criteria will be used to determine a %:

Components	%
Grammar, writing style, proper citations	25
Content, completeness, and accuracy	<u>75</u>
Total	100

Grammar and Writing Style (written portion). Appropriate professional terminology, complete sentence structure, congruent verb tenses, proper punctuation, correct spelling, and phraseology with clarity of thought should be used. The degree of discussion devoted to specific items, e.g., introduction, literature review, theoretical formulation, analysis, etc., should be appropriate to its relative importance as dictated by the theme of the paper. The organizational plan should be established in the introduction and maintained as the paper develops so that thoughts flow logically from beginning statements to conclusion. Subheadings must be used when appropriate. A summary must be included. Citations & references should adhere to the current APA guidelines.

Resources. Students are expected to reference their answers. The reference lists are not included in page limits and there must be a separate references section for each question. There should be a variety of pertinent nursing and related literature. Faculty must be able to recognize references **as acceptable resources**. The number and variety of resources must demonstrate an attempt to explore different viewpoints. Students may not use previous papers graded in other courses for their answers.

Content, Completeness and Accuracy (written and oral portions). Students are to use a synthesis approach to answering the questions rather than just a listing of content about the subject. The specific topic should be defined precisely enough to allow in-depth coverage and delineation of areas to be discussed in the paper. Precise information pertinent to the subject area under discussion should be objectively provided. The paper should be a presentation of a clear, concise analysis of the problem as it relates to nursing and the author should demonstrate increasing knowledge and understanding of the topic under discussion.

Expectation for Independent and Original Work. Students are to work independently on the qualifying exam. They are not to discuss the exam or answers while they are completing the exam and not to disclose the questions to others. There is very minimal clarification that can be given regarding the exam, but students may direct questions to the PhD Program Director. The use of artificial intelligence (AI) technology is strictly prohibited on the qualifying exam. In the event the use of AI is suspected it will be reported as an Academic Integrity case for the violation of the Plagiarism and Academic Dishonesty policies.

Unsatisfactory Performance on the Qualifying Exam. Students are expected to receive satisfactory performance (80% or above) on each of the 4 questions of the qualifying exam. In the event of a failure (<80) on any question, the subcommittee will determine the next steps and make recommendations to the Director of the PhD in Nursing Science Program. Any student who fails the exam will be given an appointment with the Director of the PhD in Nursing Science Program no later than one week after obtaining the results to discuss re-examination processes. A student who fails a question may repeat the examination one time by answering (written and oral format) a new question corresponding to the general topic (i.e., statistics, methods) of the failed question. Remedial work before taking the examination a second time, if any, will be determined on an individual basis. Cheating/plagiarism are grounds for failure without a second examination.

The retake of the qualifying examination is evaluated by the examining subcommittee and the grade (satisfactory or failure) is determined. A student who obtains a failing grade on the retake qualifying examination will be dismissed from the program upon recommendation by the Associate Dean for Research to the Dean. Students who are unable to complete the qualifying exam (e.g., due to illness) must inform the PhD Program Director and petition for a leave of absence. The student will be given a new exam upon their return from the leave of absence but will not be eligible for a retake if they have already received the original exam.

Admission to PhD Candidacy

When the student has met all requirements and passed the qualifying examinations, admission to candidacy for the degree is approved. The student must be admitted to candidacy before the defense of dissertation. The PhD candidacy form is available on the website of Dynamic Forms: <https://www.grad.miami.edu/policies-and-forms/forms/index.html>.

The form should be completed online. No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy; therefore, it is important to complete this form when entering the dissertation phase of the program.

Dissertation. The PhD Dissertation consists of a research project led by the PhD candidate under the guidance of a dissertation chair and committee. The dissertation should demonstrate:

- Sound scientific premise and methodology

- Alignment between research questions, design, data collection, and analysis, including appropriate statistical or qualitative analyses techniques
- Ethical and responsible conduct of research
- Address a meaningful clinical or public health problem relevant to nursing science or practice
- Address a gap in the research literature
- Advance scientific understanding with implications for theory, practice, policy, and future research
- Cogent integration of theory/conceptual models
- Unbiased synthesis of literature and articulation of implications
- Clear, coherent, professional-quality writing
- Student's ability to design, conduct, analyze, and interpret research independently, including selection and application of appropriate quantitative and qualitative methods, ranging from descriptive analyses to advanced modeling and from thematic coding to rigorous qualitative analysis, demonstrated in written and oral communications

Dissertation Committee. The student selects the Dissertation Committee chairperson in consultation with the Director of the PhD in Nursing Science Program no later than upon completion of the Fall semester of Year 2 of the program. Typically, the student's advisor serves as their dissertation chairperson. The student selects Dissertation Committee members in consultation with the dissertation chairperson. The Dissertation Committee is approved by the Director of the PhD in Nursing Science Program, then recommended to and appointed by the Dean of the Graduate School.

The Dissertation Committee consists of not less than four members, as follows: (1) two must be members of the University graduate faculty; (2) the chairperson must be from the SONHS and must be a member of the University Graduate faculty; (3) at least one member must be from outside the SONHS. One member may hold an adjunct or secondary faculty appointment in the SONHS. Other members of the faculty may serve as consultants and may be requested to attend the dissertation conferences, even though they are not members of the Committee. Membership in the Dissertation Committee is subject to approval by the Graduate School. Note that for all committees, "graduate faculty" is defined as a faculty member with an appointment in the UM Graduate School and who is doctorally prepared.

Under the guidance of the dissertation chair, the candidate obtains each member's consent to serve as a committee member or consultant and obtains his/her signature on the appropriate forms. Change in Dissertation Committee chair or Dissertation Committee member is by mutual agreement between faculty and student. Requests for change are directed by the student to the Director of the PhD Program. Changes in the Dissertation Committee must also be approved by the Graduate School. <https://www.grad.miami.edu/policies-and-forms/forms/index.html> .

If the Chair of the Dissertation Committee leaves the University, a new chair is appointed immediately, in consultation with the PhD candidate. The chair of the Dissertation Committee who leaves and is replaced may remain on the Committee or may serve as a consultant at the Committee's request. Depending on the status of the student's research, the research focus may change, or the research may continue as planned in consultation with the Dissertation Committee. If a committee member leaves the University, the Committee, in consultation with the PhD candidate, selects a replacement, or requests that the departing Committee member continue on the Committee. This request, with the projected timeframe, is submitted to the Director of the PhD in Nursing Science Program, for approval. While candidates nominate faculty members to serve on their Dissertation Committees and ascertain their willingness to serve, actual appointments are made by the Dean of the Graduate School.

Dissertation Proposal. The dissertation proposal is a detailed statement of the problem, review of related literature, and explanation of selected research method. After approval, this proposal is the basis for the initial chapters of the dissertation.

When the proposal is ready for review, the student will arrange a formal meeting of the full Dissertation Committee for the purpose of defending and obtaining approval of the proposal. The student will submit the

proposal to each member of the Dissertation Committee at least two weeks prior to the Committee meeting. At the meeting, the student will present the proposal and answer the questions of the Committee. The Committee will vote on whether the proposal is accepted. The approved proposal then constitutes a contract between the student and the school about what is expected in the student's dissertation.

Approved Dissertation Formats. Students may choose one of the following formats with approval from their dissertation committee:

- Traditional Dissertation
- Three-Manuscript Dissertation

Students have the option to write their dissertation by preparing 3 manuscripts that are to be submitted to a peer-reviewed journal soon after the dissertation defense. Manuscripts may be submitted to peer-reviewed journals prior to the defense with the approval from the committee. Students will have to decide on whether they will elect the 3-paper format in consultation with their chair, and the 3-paper format must be approved by their committee at the time of the dissertation proposal defense. At least 2 of the manuscripts must be a findings/data driven paper or one that uses data in the course of articulating lessons learned or for presenting psychometrics of a new measure or new use of an existing measure. Other possible manuscripts could be methods; literature review; theory/concept; policy; implementation; etc. At the time of the proposal defense, students should present a working title or theme for each of the 3 manuscripts, and possible journals for publication.

Authorship and Contribution Requirements. The student must be first author on all three manuscripts. Co-authorship is permitted but must be consistent with authorship standards with a contribution statement should be included for each manuscript. Manuscripts may be submitted or published prior to the dissertation defense, but publication is not required for graduation.

Tables 1 and 2 present the suggested elements for the proposal (Table 1) and final dissertation (Table 2) for each of the formats.

Table 1. Proposal Elements

Chapter	Traditional Dissertation	Three-Manuscript Dissertation
	Abstract	Abstract
1	Introduction including significance/impact with Specific Aims and research question(s) and/or hypotheses	Introduction including significance/impact with Specific Aims and research questions and/or hypotheses
2	Literature review including theoretical framework	Literature review including theoretical framework, which may be comprehensive across the 3 manuscripts or addressed separately by manuscript.
3	Methodology, including as appropriate: (1) Design, (2) Sample, (3) Instruments or data-generation methods, with a statement of methodological rigor appropriate to the approach (e.g., reliability and validity for quantitative studies; credibility, transferability dependability and confirmability for qualitative studies). (4) Data collection procedures, (5) Data analysis procedures appropriate to the research	Methodology which may be comprehensive across the 3 manuscripts or separated by manuscript. Methods should include the following sections as appropriate, (1) Design, (2) Sample, (3) Instruments or data-generation methods, with a statement of methodological rigor appropriate to the approach (e.g., reliability and validity for quantitative studies; credibility, transferability dependability and confirmability for qualitative studies). (4) Data collection procedures, (5) Data analysis procedures appropriate to the research question(s); (6) Proposed 3 papers with tentative title or theme, description and targeted journal(s)

	question(s)	for submission
	Protection of human subjects, as applicable	Protection of human subjects, as applicable
	Instruments or interview/focus group guides, as applicable	Instruments or interview/focus group guides, as applicable
	Bibliography	Bibliography
	Other, as needed	Other, as needed

Table 2. Final Dissertation Elements

Chapter	Traditional Dissertation	Three-Manuscript Dissertation
1	Introduction	Introduction (integrated)
2	Comprehensive literature review	Manuscript 1
3	Methods	Manuscript 2
4	Results	Manuscript 3
5	Discussion	Integrated Discussion
	Appendices (as needed)	Appendices (as needed)

The final dissertation product for both the Traditional and Three-Manuscript formats must comply with the Graduate School's formatting and editorial requirements and therefore must be a single, unified, and complete work of scholarship that is organized in book-like form. Guidelines are provided at [Electronic Theses and Dissertations \(ETD\) | The Graduate School | University of Miami](#)

Protection of Human Subjects Requirement. Research proposals that involve human subjects are subject to the guidelines and procedures of the Institutional Review Board (IRB). Current information can be obtained from the Office of Research Subjects website at <https://hsro.uresearch.miami.edu>

In concert with development of the proposal, each student must prepare a proposal for the Institutional Review Board (IRB) for the protection of human subjects. IRB approval process for students' research is becoming more complex as new regulations are enacted. In accordance with University of Miami standards, the Dissertation Chairperson serves as the Principal Investigator (PI) of the IRB protocol. The Committee Chair must be thoroughly informed by the student at each step of the research process. All Committee members must be named on the IRB protocol. Each student must prepare continuing reports to the IRB as required by the conditions of IRB approval and report modifications and other reportable events and a study closure report as per IRB guidelines. The faculty PI/Chairperson is responsible for reviewing study progress and confirming fulfillment of IRB regulations before submitting reports to the IRB.

Although ordinarily students do not submit their IRB protocol until after their dissertation defense, in some cases it may be advisable to submit the IRB protocol in advance of the proposal defense. Such cases typically involve circumstances that require early IRB submission or approval due to lengthy or time-sensitive requirements (e.g., to initiate data use agreements, extensive external or ancillary approvals, or NIH "Just in Time" requirements). Submitting the IRB protocol in advance of the proposal defense requires confirmation by the dissertation chair that the proposal is sufficiently developed for protocol submission.

Data Collection. No data may be collected until IRB approval (or confirmation of "not human subjects research") for the project is obtained and approval by the SONHS regulatory and quality assurance review monitoring team (QA). Data may be obtained from a variety of sources and a variety of locations. Acceptability of the data is judged on the basis of relevance to the research questions and/or hypotheses to be tested. The student need not collect data personally; the appropriateness of utilizing another person or persons to collect data is determined by the design. However, it is expected that the student will have personally reviewed all instruments and procedures. If another person or persons are used for data collection, the student is responsible for training and supervision of data collectors as far as this is possible given the circumstances of the study. If another person is used for data collection, then the individual needs to

successfully complete the on-line IRB training course. An existing data set can be utilized for secondary analysis if appropriate.

Data Analysis. The plan for data analysis shall be such that assumptions underlying the use of all statistical procedures be met or their violation justified. Appropriate caution will be observed in both the analysis and the interpretation of the findings. It is possible that additional hypotheses, research questions and proposed procedures for analysis may be generated during the processes of data collection and analysis and that attention may be given to these within the dissertation. The Dissertation Committee should be consulted prior to working on these emergent areas. Data analysis should be conducted by the student.

Editorial and Formatting Assistance. With the approval of the dissertation chair, students may use an editor to correct grammar, syntax, formatting and APA style. The editor may not be used to provide substantive content.

Dissertation Defense. Policies governing the conduct, preparation and defense of the dissertation are set forth by the Graduate School. The candidate should carefully read the Graduate Studies Bulletin <https://bulletin.miami.edu/> in effect at the date of student's admission. Guidelines for formatting the dissertation can be found at: <https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures>. With the approval of the dissertation chair, students may use an editor to correct grammar, syntax, formatting, and APA style. The editor may not be used, to provide substantive content.

Final Oral Examination. The Final Oral Examination is the dissertation defense. It is scheduled after the dissertation has been completed and approved by the student's Dissertation Committee. A final public Oral Defense of the dissertation is required. As per SONHS guidelines, none but the members of the Dissertation Committee may pose questions to the candidate. These examinations must be held at least within the designated timeline as noted by the Graduate School. (See University of Miami Graduate Studies Bulletin).

Spectators must withdraw while the Committee deliberates on the examination and arrives at its decision. The Chairperson asks each examiner to comment on the student's defense. Following such deliberation, the members should be polled for their vote as to whether the candidate has passed or failed. The members shall sign the Graduate School Examination Form and register their vote. Four affirmative votes constitute a Pass. The signed Graduate School Examination Form is forwarded to the Graduate School. If the candidate fails to receive the required affirmative votes, the following options are:

1. In spite of an initial decision that the dissertation was defensible, it has been found faulty. The Committee is to recommend suggestions to remedy the dissertation.
2. The dissertation was found to be sound, but the candidate's defense was faulty. The Committee will decide on the date of the next examination.

The candidate and the Director of the PhD in Nursing Science Program, should be informed of the decision as soon as possible. In the event that the candidate fails the examination, the Graduate School's representative will report in writing to the Graduate School that the candidate has failed, the reasons for the failure, the decisions concerning necessary remedial action and approximately when the reexamination is to be held. With this letter, she/he will also return the signed Graduate School Examination Form. Copies of the letter will be provided to the candidate and the candidate's advisor. Re-examination will be within one year from the date of the defense of the first examination. When the time for reexamination approaches, the advisor notifies the Director of the PhD in Nursing Science Program and the Graduate School so that the Dean of the Graduate School can provide his/her representative with the necessary documents for the second examination. The candidate may present himself/herself for the final oral examination only twice.

Dissemination of Scholarly Work

Students are strongly encouraged to submit articles for peer-reviewed publications and abstracts for conference presentations. Articles or abstracts not co-authored by a UM faculty member must be reviewed and approved by the student's advisor prior to submission. Students should review and adhere to the SONHS Guidelines for Authorship which are available at the Research Central Organization on Blackboard and acknowledge financial and other material support provided by the SONHS or other sources.

Conference Travel and Support. PhD candidates enrolled at the UM SONHS who are presenting research at a professional conference in the Continental US may apply to the SONHS for partial support with funds for registration and travel costs. Students are encouraged to present scholarly work at conferences that have the highest impact for their professional development and to set priorities in consultation with their advisor. PhD students who have not yet reached candidacy (i.e., have not yet passed the qualifying examination) should focus on presenting at conferences taking place locally to minimize travel time during the school year. Presentations should be original, i.e., have not been presented at another conference, and preferably be oral presentations.

The availability of conference funding from the SONHS is very limited. If students have funding from another source, those funds should be used first (e.g., grant funding). If not, students should apply to the Graduate School at UM for assistance. The Graduate Activity Fee Allocation Committee (GAFAC) provides funds for students to attend conferences.

Students applying for SONHS support to attend a conference, or who will be attending a conference during classroom or RA/TA time, regardless of source of funding, must submit a completed student travel form and presentation abstract to the Director of the PhD Program. These should be submitted well in advance of the travel date and adhere to SONHS policies and be signed by instructors and the RA/TA supervisor (if class or RA/TA time is affected). In most cases, students will need to make up RA/TA time missed due to conference attendance. Missing class for conference attendance is highly discouraged and may be disapproved by the Director of the PhD in Nursing Science Program or Associate Dean for Research even with instructor approval. The Director of the PhD in Nursing Science Program will forward the form to the Dean's office with a recommendation for further processing.

Students should make themselves available to represent the SONHS at a booth and/or events at conferences they are attending and to assist with transporting promotional materials.

Student Organizations

Graduate Student Association. The Graduate Student Association (GSA) is the student government organization representing students in the Graduate School, including graduate students in the School of Architecture, College of Arts and Sciences, School of Business Administration, School of Communication, School of Education and Human Development, College of Engineering, Miller School of Medicine, Frost School of Music, SONHS, and the Rosenstiel School of Marine and Atmospheric Science. Established in 1969, the GSA is one of the oldest graduate student governments in the United States. The primary function of the GSA is to provide the means for responsible and effective graduate student participation in the planning and conduct of university affairs. The GSA serves as liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. Visit their Home page at <https://um-gsa.org/>

Sigma Theta Tau International Honor Society of Nursing (Beta Tau Chapter).

The purposes of Sigma Theta Tau International Honor Society of Nursing (STTI) are to:

1. Recognize superior academic achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment to the ideals and purposes of the professions.

PhD students with a GPA of 3.5 and who have completed a minimum of one-fourth of their required program are eligible for invitation for membership in STTI.

Recognized nursing leaders in the community who hold Baccalaureate degrees are also invited to join. Invited applicants are required to submit an intent form. Invitations for membership into STTI are mailed to eligible students two times a year. A biannual induction is conducted each year. Contact the STTI Beta Tau Chapter (SONHS) Faculty Counselor to respond to questions that you may have, visit: https://chapterdirectory.sigmanursing.org/?_ga=2.191307690.1494471664.1621514499-1320122940.1621514498#/

IV. PHD STUDENT STATUS-RELATED POLICIES AND PROCEDURES

The SONHS adheres to the UM policy regarding registration, leaves, progression, withdrawal and readmission. These policies can be found at <https://bulletin.miami.edu>. Some of the Graduate School policies and procedures, as well as those that are specific to the SONHS PhD in Nursing Science Program are described below.

Transfer of Credits

Transfer of credits requires prior approval by the Dean. The Director of the PhD in Nursing Science Program individually evaluates courses offered for transfer credit relative to Graduate School requirements, program requirements and the student's plan of study. Transfer of graduate credits from another institution **will not** be made until the student has completed the same number of credits at the University of Miami, and the transfer has been approved by the SONHS and the Dean of the Graduate School. Credit transferred is subject to the same recency rules as all other credit counted toward the degree and is also subject to examination by the University of Miami. An official transcript of work to be transferred must be on file in the Graduate Office. Credits that pertain to or have been counted toward another degree cannot be transferred.

Length of Time to Complete Requirements

The University requires a minimum of 2 semesters of full-time study (or its part-time equivalent) for the PhD degree. Full time study is defined as 18 or more graduate credits in a calendar year. Students have 8 years from admission, or 4 years post qualifying exams, to complete the PhD. Approved leaves of absences are not counted in the total time to complete the degree requirements.

Residency

The student must spend at least two consecutive semesters beyond the first year's graduate work, wherever taken, in full-time study at the University of Miami. With departmental approval, a) one summer of full-time study in sessions I and II can be substituted for one semester residence, or b) full-time study for two successive summers can be substituted for two regular semesters.

Continuous Enrollment

Continuous registration in at least one credit per semester (fall and spring semesters) must be maintained by all PhD students from admission through graduation. If the student is unable to engage in PhD study for a given semester for health or personal reasons, then he or she has the option to request a leave of absence. Additionally, a student must be registered during the term (fall, spring or summer) in which the dissertation defense is scheduled, and degree requirements completed.

Leave of Absence

1. Students may request a leave of absence by submitting a written request to the Director of the PhD in Nursing Science Program. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. The SONHS Graduate Academic Standing and Admissions Committee (GASAC) will make a decision on the request and recommendation. Students requesting a leave of absence are also required to complete the Petition for Leave of Absence form which can be found on the Graduate School's website.
2. A leave of absence is traditionally taken for up to one year, but normally not more than two years.
3. After absence of a semester or longer, a former student must apply for readmission to the UM and SONHS. Readmission to the graduate program is not automatic. The readmission application and any requested material must be reviewed and approved by GASAC and the Associate Dean for Research. The current admission/curriculum requirements will be used when processing a student's request for readmission.

Graduation

Applying for Graduation. It is the individual responsibility of each student who is entering the semester of graduation to ensure that they meet all of the program's graduation requirements and to apply in [My UM](#) for graduation according to the deadlines on the University's academic calendar. Please note that students graduating in a summer semester apply for graduation at the same time as students graduating in the spring semester. Students graduating in a summer semester may participate in the spring commencement ceremony.

Graduation ceremonies are held in May and December only. Those completing degree requirements during the fall, spring, or summer sessions may, if they wish, participate in the graduation ceremonies of the previous or following May or December. Students must have the approval of the Dissertation Chair and PhD Program Director to participate in the ceremonies.

Graduation Clearance. After the student's final semester of enrollment, provided they have applied for graduation, the School of Nursing and Health Studies will review each student's file which must then be reviewed and approved by the Graduate School. The Graduate School reviews student files after final grades are released for the semester. Once the Graduate School has reviewed and approved the student's file, the degree will be conferred by the Graduate School. The Graduate School then requests that the Office of the Registrar award the degree. After the degree is awarded by the Office of the Registrar, the student is considered as having graduated from their program. The Graduate School will review the student's file and coursework and confer the degree. This review process can take several weeks so students must periodically check [CaneLink](#) to verify when the degree has been awarded.

Graduate School Policy: Requirements for Clearance for Degree Conferral

1. Official transcripts of all college work, both undergraduate and graduate. Domestic or international students that have academic credits from or attended an international institution must have their educational credentials earned outside the United States verified by an approved international credentialing evaluation service.
2. International applicants whose native language is not English must take and submit official score reports from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) in addition to any other required entrance examinations. The TOEFL and IELTS scores are valid for 2 years after the test date.
3. Letters of recommendation.
4. The Admission to Candidacy form must have been completed by the program at least one semester before graduation.

5. The student must defend their thesis or dissertation no later than two weeks before the last day of class in the semester they wish to graduate.
6. The student must submit their final, Dissertation Editor-approved thesis or dissertation with all corrections completed and final paperwork turned into the Graduate School by the last day of the semester, per the academic calendar, in the semester they wish to graduate for their clearance to be processed in time.

Religious Holy Day Policy

The SONHS abides by the University of Miami Religious Holy Day Policy. Please refer to: <https://bulletin.miami.edu/general-university-information/university-policies/course-information/#text>

Tuition and Fees

The current tuition and university fees are located on the University of Miami's website and are subject to annual increases.

Financial Support from the SONHS

The SONHS provides tuition and/or stipend support for some students in the PhD in Nursing Science Program. Tuition covers courses in the plan of study and does not extend to courses that must be repeated or to dissertation credits beyond the 12 required credits. A Graduate Assistantship stipend is awarded in exchange for 20 hours per week of service to the school. Continuation of stipend and tuition funding is contingent on satisfactory performance of Graduate Assistantship duties and good academic standing. Students are encouraged to apply for awards and scholarships offered outside of the SONHS. Tuition or stipend awards received from outside entities are applied to the tuition and stipend support provided by the SONHS. The Graduate Assistantship ends when the student either fulfills the requirements for the PhD or their funding period as outlined in the award letter ends, whichever happens first.

Students should be aware that assistance provided other than tuition may be considered taxable income. The University does not withhold Federal taxes from some sources of assistance, in which case students must make personal arrangements with the Internal Revenue Service. In addition, stipend awards may be subject to FICA withholding tax. It is the student's responsibility to pay any income tax incurred.

Scholarship and fellowship payments that exceed qualified tuition and required fees may be considered taxable income under U.S. tax regulations. For students classified as nonresident aliens (NRAs) for tax purposes, excess scholarship amounts are subject to U.S. tax, reported on Form 1042-S, and the associated tax may be charged to the student's account in accordance with federal requirements. For students classified as resident aliens (RAs) for tax purposes, excess scholarship amounts are not reported by the University on a tax form, and no taxes are withheld; however, these amounts may still be taxable. Students are responsible for determining their individual tax reporting obligations and should consult a qualified tax advisor.

Outside Employment and Other Activities

Students who are enrolled in the PhD in Nursing Science program on a full-time basis and who are supported through a Graduate Assistantship may not hold employment outside of the program nor be enrolled in other degree-seeking programs without the express written permission of the Director of the PhD in Nursing Science Program. Such activities might impede progress toward their degree. Exceptions may be made on a case-by-case basis depending upon the scope of the outside activities and the student's progress in the program.

The PhD Program Director or Advisor may require a PhD student to limit their outside employment (for which there has been prior approval) or tutoring activity if, in the view of the program, such activity is impeding the PhD student's academic progress or keeping them from fulfilling responsibilities within the

program. International students should clear their work instructions with International Student and Scholar Services. Questions regarding work for international students should be directed to International Student and Scholar Services (ISSS).

Emergency Funds and Hardship Support for Students

The Canes Community Food Pantry

Any student who feels food insecure is welcome to pass by. The Canes Food Pantry works with Good Samaritan, a food bank funded by a Canes alum. You can find the Food Pantry in Lakeside Village Room 1054, which is behind Lobby A, outside, and facing the fountain. Hours of Operations: Monday - Thursday, 3 - 7 pm; Friday, 11 am - 2 pm

Closed on Saturdays, Sundays and University Holidays.

Graduate School Cash Advance

The Graduate School may assist with emergency advances, limited to \$500. The student must have a demonstrated need (e.g., books, rent, meals). The student may only request one emergency advance per semester. The cash advance and the repayment must be made in the same semester. For eligibility and additional information, please visit this link: <https://www.grad.miami.edu/about/costs-fellowships-and-other-funding/fellowships,-financial-aid,-and-other-funding-opportunities/cash-advance/index1.html>

ISSS Emergency Loan

ISSS offers short-term, small emergency loans of up to \$500 for international students who have F-1 and J-1 status who experience an unforeseen financial emergency. Approval is determined on a case-by-case basis. For more information, please email iss@miami.edu.

RN License

PhD students may be required to have an active registered nurses (RN) license in the State of Florida. If RN license is needed, the Director of the PhD in Nursing Science Program will meet with the student and advise accordingly. International students are not required to have an active RN license in the State of Florida, except if they are involved in clinical practice or supervising clinical students. However, they are expected to have an RN license from their country of origin or valid nursing license from another state in the US while enrolled as a PhD student.

Advising and Registering for Classes

Each student admitted to the PhD in Nursing Science Program will be guided by an assigned advisor, who functions in the capacity of an academic advisor. No later than upon completion of the Fall semester of Year 2, students select a Dissertation Chairperson, this is typically their advisor, who directs their dissertation research planning. Prior to the student being admitted to candidacy, a Dissertation Committee is formed to undertake the duties of advising and passing the dissertation.

Each semester, all PhD students should contact their advisor for academic advisement. It is the responsibility of the PhD student to complete a Course Request Form and submit it to the Office of Student Services (OSS) located in the Schwartz Building (first floor).

Students with a “STOP” on their accounts will be unable to register. It is the student’s responsibility to follow up with the appropriate office (i.e., Student Account Services, the Registrar, or Health Center) that placed the **STOP** on registration to have it cleared.

Grading Policy

The SONHS adheres to the method of calculating the GPA as discussed in the *UM Bulletin*. <http://bulletin.miami.edu> PhD students must maintain a cumulative GPA of 3.0 on a 4.0-point scale to progress in the PhD in Nursing Science Program during coursework. A grade of a “B-” (<82%) is below graduate standards. After successfully completing the qualifying exam, PhD students must earn an ‘S’ in

their dissertation course work (NUR 830, NUR 840) to be in good standing. An ‘S’ or a ‘U’ is below graduate standards. The progression policy for courses also applies to dissertation work.

Grading Scale: The SONHS grading scale is as follows:

<u>Numeric Grade</u>	<u>Letter Grade</u>	<u>Quality Points</u>	
<u>98-100</u>	<u>A+</u>	<u>4.00</u>	
<u>93-97</u>	<u>A</u>	<u>4.00</u>	
<u>90-92</u>	<u>A-</u>	<u>3.70</u>	
<u>87-89</u>	<u>B+</u>	<u>3.30</u>	
<u>83-86</u>	<u>B</u>	<u>3.00</u>	
<u>80-82</u>	<u>B-</u>	<u>2.70</u>	<u>Below Graduate Standards</u>
<u>78-79</u>	<u>C+</u>	<u>2.30</u>	
<u>75-77</u>	<u>C</u>	<u>2.00</u>	
<u>70-74</u>	<u>C-</u>	<u>1.70</u>	
<u>67-69</u>	<u>D+</u>	<u>1.30</u>	
<u>64-66</u>	<u>D</u>	<u>1.00</u>	
<u>≤63</u>	<u>F</u>	<u>0.00</u>	
<u>I-Incomplete</u>			
	<u>S</u>		<u>Satisfactory</u>
	<u>S-</u>		<u>Below Graduate Standards</u>
	<u>U</u>		<u>Below Graduate Standards</u>

PROGRESSION POLICY

In order for graduate students to progress through their programs to completion, the academic policy is as follows:

1. Any graduate student who receives a “B- or lower” in a nursing course will be at risk for dismissal from his or her program due to the University cumulative GPA policy for graduate students.
2. A grade of “B- or lower” for a course is below graduate standards, and the student must repeat that course. However, a student may only repeat one course, one time. The student will be dismissed if he/she fails a second course. Students, including those on stipend, are responsible for paying tuition and fees for repeated courses.
3. Students who are not making satisfactory academic progress may receive an academic alert/notification at mid-semester, mid-course, or at any time.
4. All grades are included in the computation of the UM overall grade point average including those that are failed or repeated.
5. Students who have a cumulative GPA < 3.00 in their program-specific track (i.e., acute care, anesthesia, family, primary care, psychiatric mental health)/plan of study will be placed on academic probation. They can be on academic probation for no more than 1 semester in their program specific/track plan of study.
6. Students must have a cumulative GPA in their program-specific plan of study of 3.00 or above to graduate. The University mandates that cumulative GPAs cannot be rounded.
7. A student may enroll in a required graduate course no more than two (2) times. Withdrawal from a course(s) is counted towards the number of enrollments in the course(s). Withdrawals from a specific course that are associated with an Approved Leave of Absence will not be counted towards the number of enrollments in that course. Repeated course enrollment is based on space

availability in the course.

8. To pass a course that has a clinical component (generally listed as a “lab section”), successful completion of that clinical experience(s) is required.
9. A DNP student will not be allowed to progress into Scholarly Project Seminar II if they have not successfully completed Scholarly Project Seminar I.
10. Change of Specialty Policy for master’s degrees:

Students may apply to change the specialty under which they are admitted according to the following process:

- a. The student must have a current UM MSN GPA >3.0.
- b. The student cannot be on academic alert or clinical probation.
- c. The Director of both the specialty that the student is in and the specialty to which the student requests must agree to allow the change.
- d. The Change of Specialty Form is completed, signed by the Associate Dean for Graduate Clinical Programs, and processed by the Office of Student Services.
- e. A copy is placed in the student’s record.

DISMISSAL POLICY

The Office of Student Services brings to the Graduate Academic Standing and Admissions Committee (GASAC) a request to dismiss a student, based on one or more of the grounds set forth below:

1. Two failed courses or failure of any individual course twice.
2. Withdrawal from two courses (two grades of W) or withdrawal from the same course twice. Withdrawals from a specific course that are associated with an **Approved Leave of Absence** will not be counted towards the number of enrollments in that course and will not be counted towards a dismissal recommendation.
3. Violation of the terms of probation and/or the failure to emerge from probationary status with a cumulative GPA of 3.00 or greater is grounds for dismissal. The University mandates that cumulative GPAs cannot be rounded.
4. Failure to comply with SONHS regulations, policies and/or procedures.
5. Violation of the ANA’s Code of Ethics for Nurses.
6. Violation of the University of Miami Honor Code.
7. Refusal to follow instructions of the faculty.
8. Bullying or harassing behavior toward any faculty, staff, student, or patient.
 - a. Repeatedly ignoring a person or subjecting them to unwelcome attention, intimidation, humiliation, ridicule, or offense.
 - b. Physical threats or violence.
 - c. Oral, written, or electronic threatening communications.
 - d. Threatening gestures.
 - e. Use of vile, intemperate, or abusive language.
9. Negligence resulting in damage to or defacement of SONHS property or of property belonging to, or located at, a clinical agency site.
10. Destruction of, falsifying, or omitting information on University or clinical agency records.
11. Illegal or immoral conduct on or off University premises which would bring unfavorable attention to the University.
12. Unauthorized possession, use, access, copying, or reading of University or clinical agency records or unauthorized disclosure of information contained in such records to persons without a direct need to have this information.
13. Unauthorized access or use of University or clinical agency computing and communication equipment.

14. Possession of any weapons, firearms, or explosives while on University or clinical agency premises.
15. Unauthorized use, possession or distribution of intoxicants, illegal drugs, designer drugs, or controlled substances; use of or possession of other drugs which have adversely affected student performance on University or clinical agency premises.
16. Reporting for, or being in the school or clinical site, while under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession and/or use of a controlled substance in the workplace or clinical agency.
17. Failure to comply with a request for Drug and Alcohol Screening.
18. Restricted or encumbered nursing license.
19. Failure to report any criminal charges or licensure, complaints, and/or investigations to the Program Director and/or Associate Dean within three business days.
20. Unauthorized removal or theft of University property or that of other facilities, students, or staff.
21. Unauthorized use, disclosure, viewing, or accessing of patient information and/or protected health information as defined in applicable state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), or as dictated by the University's privacy policies and procedures.
22. Plagiarism.
23. Graduate Students
 - a. Failure of two courses (two grades of B- or lower) or any individual course twice.
 - b. Withdrawal of two courses (two grades of W) or any individual course twice.
 - c. One Withdrawal (W) and one failure (B- or lower) in two courses, or any individual course.
 - d. Violation of the terms of probation and/or the failure to emerge from probationary status.

The decision for dismissal is vested in the Dean of the SONHS.

GASAC will review the request for dismissal. The GASAC committee will forward its recommendation of dismissal to the Program Director who will notify the student of the GASAC recommendation/dismissal decision. With the formal notification, the Program Director will also notify the student of the dismissal appeals process.

DISMISSAL APPEALS PROCESS

Written Formal Appeal

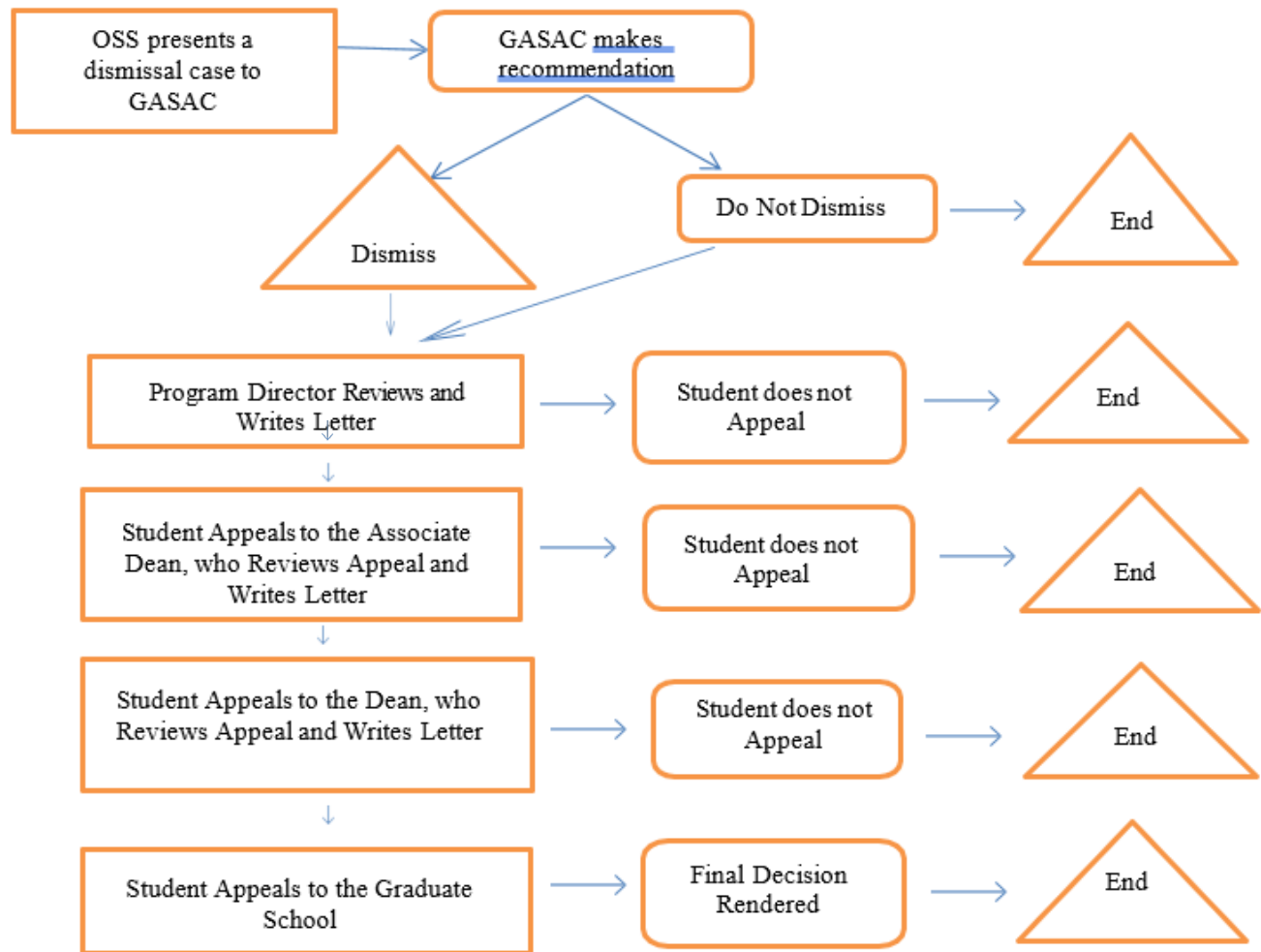
If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written appeal to the Associate Dean of the SONHS. Written appeals must be filed within 5 business days of the occurrence of the academic action resulting in the appeal, and prior to the completion of all degree requirements or withdrawal from the University. The Associate Dean may, at his/her sole discretion, decide to hear an appeal filed after the preceding time periods have elapsed, and reserves the right to decide whether or not to hear the appeal presented by the student. The decision with respect to the appeal will be made by the Associate Dean and communicated to the student.

After a decision has been made by the Associate Dean of SONHS, if a student still believes his/her case has been handled unfairly, the student has the right to appeal to the Dean of SONHS. Written appeals must be filed within 5 business days of the previous SONHS decision.

University/Graduate School Appeals Process After decision has been rendered by the SONHS

After decision has been rendered by the SONHS, and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University/Graduate School appeal process. See flowchart below.

DISMISSAL APPEALS PROCESS FLOWCHART



The **Graduate Student Grievance Guidelines** section of the [UM Bulletin](#) outlines procedures for grievances related to dismissals, financial support, and improper treatment. This involves a hearing by a grievance review panel composed of faculty and a graduate student representative. The written grievance review request must be filed with the Dean of the Graduate School within 30 academic days of the final appeal determination at the school. The Graduate School provides an overview of the Graduate Grade Appeal Process and Graduate Grievance Process on their [website](#).

Students may consult with the [Ombudsperson](#).

Resolving Academic Disputes and Solving Problems

A student who wishes to resolve an issue, dispute, and/or a problem related to his or her role as a student may make an appointment to meet with the Director of the PhD in Nursing Science Program. Examples of these include, but are not limited to, grade disputes, the progression policy, completion of incompletes, accusations of honor code violations, charges of unsafe practice or unprofessional behavior, dismissals, overrides for registration, retroactive course drops, completion of terms of an independent study contract, acknowledgement of transfer credits, issues with transcripts, course prerequisites, course waivers or special circumstances regarding changing programs or withdrawing from classes. If attempts to resolve such issues, disputes, and problems are unsuccessful after intervention by the Director of the PhD in Nursing Science Program, the student has the right to avail him or herself of the academic appeals process. Further, the Director of the PhD in Nursing Science Program will communicate with the Dean of the School of the findings as appropriate and make recommendations of any actions that should be taken.

GRADE APPEAL PROCESS

Grade Resolution Process

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom.

The student should discuss all grade disputes within 3 business days of receiving the official grade with the course faculty member and program director and make all efforts to resolve the grading issue prior to filing a formal appeal. The student should provide a written statement to GASAC stating they communicated with their course faculty member and program director about the grade dispute.

If a grade dispute is not resolved through interactions with the instructor, then the student should attempt to resolve the grade dispute by discussing the dispute with the following people, in this order, **before filing a formal appeal**:

1. The course faculty (if applicable).
2. The Program Director (if applicable).
3. The Associate Dean of the student's program.

Grounds for Appeal

It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are limited to:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, or any other characteristic set forth in the University's Non-Discrimination Policy.
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established for the course.

Written Formal Appeal

If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written appeal to the Associate Dean of the SOHNS. Written appeals must be filed within 5 business days of the occurrence of the academic action resulting in the appeal, and prior to the completion of all degree requirements or withdrawal from the University. The Associate Dean may, at his/her sole discretion, decide to hear an appeal filed after the preceding time periods have elapsed, and reserves the right to decide whether to hear the appeal presented by the student.

Materials for the Appeal

When bringing a matter for appeal, the student must place in writing the issues she/he wishes to have considered with respect to the grounds for appeal stated above. The appeal must include:

1. The conditions as seen by the student, offering a rationale for appeal, and any other supporting documentation relevant to the appeal.
2. Documents of support (e.g., examinations, tests, papers, syllabi, evaluations, provide documentation of illness, or any other documents relevant to the appeal).
3. All written decisions of individual faculty/administrators.
4. If the appeal is based on or related to a disability, the student should provide a copy of the Letter to Professors received from Office of Disability Services and describe any other information pertinent to the question of disability.

If the Associate Dean decides to hear the formal appeal, the documents related to the letter appeal will be sent to the Graduate Academic Standing and Admissions Committee (GASAC) within 5 business days of receiving the written appeal from the student. The GASAC will review the student's written appeal, and confer with the appropriate faculty, administrators, and/or other appropriate individuals as necessary to make a recommendation to the Associate Dean. In the process of making its recommendation, the Committee may

request that:

1. The student who filed the appeal provides additional information or access to records.
2. The faculty and/or administrator(s) involved in the appeal provide(s) additional information or access to records or appear(s) before GASAC.

GASAC will communicate its findings and recommendations to the Associate Dean of the SONHS within 3 working days of receiving the appeal from the Associate Dean. The decision with respect to the appeal will be made by the Associate Dean and communicated to the student by the Associate Dean.

University/Graduate School Appeals Process

After decision has been rendered by the SONHS, and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University/Graduate School appeals process.

The “**Grade Appeals**” section of the [UM Bulletin](#) specifies that the Faculty Senate’s Student Affairs Committee (FSSAC) hears grade appeals. The Dean of the Graduate School reviews and refers these appeals to FSSAC. Their guidelines indicate that the appeal must be initiated in writing before the completion of the following semester (i.e., Fall or Spring) of the grade assignment. The Graduate School provides an overview of the Graduate Grade Appeal Process and Graduate Grievance Process on their [website](#).

Students may consult with the [Ombudsperson](#).

V. PROFESSIONAL AND ETHICAL BEHAVIOR

PROFESSIONAL BEHAVIOR

Nursing is a profession which has earned the public’s trust. The importance of student integrity, trustworthiness and honesty are serious concerns, in part due to the implications for patients’ safety. Graduate nursing students are professional registered nurses preparing to assume advanced practice and/or research roles. Students are expected to exhibit professional behavior in all interactions with SONHS faculty members, staff, fellow students, patients, and research participants. Please refer to the violations of the ANA code, SONHS Professional Behavior Standards, or [University of Miami Students Rights and Responsibilities Handbook](#). (See Probation Policy, below).

Excerpts from the ANA Code for Nurses defining professional behavior:

- a. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- b. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
- c. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- d. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
- e. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.
- f. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- g. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- h. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- i. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for

shaping social policy.

SONHS STANDARDS FOR PROFESSIONAL BEHAVIOR

The SONHS has high expectations and standards for its graduate students. In addition to the University's policies, the SONHS has adopted these guidelines for professional behavior.

1. Respect for others. Examples include:
 - a. Arriving to class and clinicals on time.
 - b. No cell phone use in class or in clinical experiences.
 - c. Being accountable for preparation for class and clinical experiences.
 - d. Exhibiting care for others in an empathetic manner.
 - e. Participating in honest, open, and assertive (not aggressive) communication.
 - f. Maintaining the confidentiality of all patient information.
 - g. Respect for the experience of faculty members and preceptor.
 - h. Using the Internet responsibly during class time.
 - i. Respect for fellow students.
2. Always exhibit professional appearance and image.
 - a. No jeans at clinical experiences.
 - b. No open toed shoes at clinical experiences.
 - c. Professional white lab coat may be required at clinical experiences.
 - d. Skirts must be knee length.
 - e. No spaghetti straps or revealing tops.
3. Manifest constructive verbal and non-verbal behavior (hostile or confrontation attitudes are not commensurate with professional behavior).
4. Demonstrate safe, ethical nursing practice in all clinical experiences.

Graduate Student Honor Code

The SONHS abides by the Graduate Student Honor Code. The Honor Code is located at https://www.grad.miami.edu/assets/pdf/graduate_student_honor_code.pdf. In addition to the policies set forth in the Honor Code, the School's faculty has adopted additional policies related to plagiarism, professional behavior, substance use and behavior in the clinical setting as set forth in this Handbook.

Plagiarism

The SONHS, as does the University of Miami, have strict penalties against plagiarism. If a student is suspected of plagiarism, the matter will be reported to the administration and will ultimately be referred to the Honor Council of the university.

The following paragraphs explain what constitutes plagiarism:

Plagiarism can be defined essentially as the deliberate act of taking the writings and/or ideas of someone else and representing them as your own. Plagiarism commonly takes three forms.

The most blatant form of plagiarism is the direct lifting of a passage from another source (e.g., journal article, book, webpages, artificial intelligence platform, etc.) and including it in your paper as if it were your own work without using any quotation marks and/or without providing a proper citation.

A second form of plagiarism involves paraphrasing. Essentially, when you paraphrase, you take a passage from another source and change some of the words, altering the phrasing but not the meaning. Although some of the writing is now your own, paraphrasing differs only in degree from direct lifting a passage. Anytime you

paraphrase material, which is not your own, you should indicate it with a reference in which you identify the source used.

A third kind of plagiarism involves taking the major ideas from another source and incorporating them into your paper as if they were the products of your own thinking. Even though you may not have taken any lines directly from the source material, it is still considered plagiarism to use another's ideas while representing them as your own.

Sanctions for Plagiarism. Plagiarism is considered a serious offense in academic settings. In general, when plagiarism is discovered by a faculty member any one or more of the following responses are considered appropriate:

1. Failure on the assignment.
2. Failure in the course.
3. Referral to the Honor Council.
4. Dismissal from the School/University and forfeiture of the degree

If plagiarism is discovered after a course or program has been completed, the following responses may be recommended:

1. Failure of the course, retroactively.
2. Failure of the program, retroactively.
3. Withdrawal of degree, retroactively.

SONHS STANDARDS FOR PROFESSIONAL BEHAVIOR

The SONHS has high expectations and standards for its graduate students. In addition to the University's policies, the SONHS has adopted these guidelines for professional behavior.

1. Respect for others. Examples include:
 - a. Arriving to class and clinicals on time.
 - b. No cell phone use in class or in clinical experiences.
 - c. Being accountable for preparation for class and clinical experiences.
 - d. Exhibiting care for others in an empathetic manner.
 - e. Participating in honest, open, and assertive (not aggressive) communication.
 - f. Maintaining the confidentiality of all patient information.
 - g. Respect for the experience of faculty members and preceptor.
 - h. Using the Internet responsibly during class time.
 - i. Respect for fellow students.
2. Always exhibit professional appearance and image.
 - a. No jeans at clinical experiences.
 - b. No open toed shoes at clinical experiences.
 - c. Professional white lab coat may be required at clinical experiences.
 - d. Skirts must be knee length.
 - e. No spaghetti straps or revealing tops.
3. Manifest constructive verbal and non-verbal behavior (hostile or confrontation attitudes are not commensurate with professional behavior).

DEMONSTRATE SAFE, ETHICAL NURSING PRACTICE IN ALL CLINICAL EXPERIENCES.

Clinical Experience Guidelines

Students in the PhD program may be engaged in activities at clinical or other community sites. Students must meet the requirements for clinical clearance as specified by the agencies with whom the School contracts. This is for the safety of students, clients, agency employees, and all those with whom students interact. Verification of compliance must be submitted annually to the office of Student Services. See appendices A-E.

Computer Lab

A computer is located on the first floor of the M. Christine Schwartz Center. The hours of operation are Monday – Friday, from 9:00am – 5:00pm. A list of the University of Miami Computing center labs is located at [University of Miami Information Technology - Student Support Services](#) (See Appendix C)

Appendix A

II. UNIVERSITY OF MIAMI SCHOOL OF NURSING AND HEALTH STUDIES STUDENT SUBSTANCE ABUSE POLICY

Approved by School Council May 2015

Purpose

The University of Miami School of Nursing and Health Studies prohibits the use or the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by students on University property or while on University business. The purpose of this substance abuse policy is to provide information related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol, and to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment. To that end, the School of Nursing and Health Studies (SONHS) at the University of Miami enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class, and thus **any unlawful possession, use, manufacture or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and will constitute cause for termination from the program.** UM SONHS students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is indication that the policy has been read and understood.

Drug Testing Policy

All students will undergo drug testing as a part of their admission and continuing enrollment in the nursing school. A minimum of two 10 panel drug screens are required through American Data Bank. Due to the length of the program, SRNA students will have three 10 panel drug screens. The first test will be conducted at the time of admission, prior to starting classes, and at least one more test will be done during the students' tenure at the university. The drug screening process involves the collection of urine, blood, or hair sample to detect the presence of substances which may cause impairment. When a student receives an e-mail from the School of Nursing and Health Studies directing him/her to be drug tested, the student must submit his/her specimen at a designated American Data Bank collection site or other designated drug screening location within 24 hours of notification. Students failing to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action, up to and including dismissal. Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to admission, as well as for the cost of any future drug tests as requested by the school.

Reasonable Suspicion Testing

Students enrolled in the School of Nursing and Health Studies must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if the student is suspected to be impaired from drugs or alcohol, at the discretion of a faculty member, clinical preceptor, clinical instructor, or school administrator.

Faculty and Clinical Preceptors Reporting Substance Abuse

A faculty member suspecting possible substance abuse by a student must report the suspicious behavior immediately to the Director or designee verbally and by submission of the **Faculty Report of Suspicion of Drug/Alcohol Use reporting** form. A student who is suspected of drug or alcohol impairment during didactic or clinical activities will be escorted to a testing center by an assigned representative of the SONHS. If a student becomes argumentative, resistant, or violent with school or hospital representatives assigned to escort the student to the testing center, the escort (defined as a clinical coordinator/clinical instructor/preceptor/faculty member) can choose to notify the police department and the student will be dismissed from the grounds where the incident occurs. The Director or Associate Dean of the program in

which the student is enrolled has the authority to temporarily suspend the student from clinical participation pending the final results of any tests. If a student refuses to comply with the request from a faculty member, preceptor, instructor, or school administrator to undergo drug or alcohol screening, or refuses to participate in any of the steps listed below, the student may be dismissed from the University of Miami School of Nursing and Health Studies immediately.

Random Testing Procedure Steps

- If not already completed, the student will sign the program's consent form. These are distributed when the student enrolls in the program, and the testing site will have them available as well.
- From the time that a student is suspected of being impaired or diverting medications, a clinical coordinator/clinical instructor/preceptor/faculty member at the facility will stay with the student. If the student leaves the facility or goes to the bathroom, the test will be invalid because the chain of custody has been broken and the student may be dismissed from the program.
- If the student in question is an SRNA student, the escort will notify the CRNA faculty member on call. For all other students, the escort will notify the Associate Dean in charge of the student's program. A faculty member or administrator will go to the facility to pick up the student and transport him/her to UMH. Again, someone must be with the student at all times.
- The student will be tested at UMH. The student may be asked to provide a witnessed sample of urine, hair, blood, or saliva, which may be frozen for further testing. The student will have to provide a photo ID (driver's license or UM ID) and will have to provide his/her social security number. The student and the escort will go to Occupational Health during regular business hours (Monday-Friday, 7 AM-5:30 PM). After regular business hours, the student and the escort will go directly to the lab ([305] 689-5446).
- The student will sign the chain of custody forms and any other documents provided by the testing laboratory.
- The sample will be screened for controlled substances, or any other non-controlled substances suspected of being used or abused by the student.
- The student will disclose any prescribed or over-the-counter medications as well as any dietary habits that could modify testing results at the time of the testing, as requested by laboratory documents.
- The student must fully comply with the testing laboratory's methods and procedures for collecting samples.
- If a **non-negative** result is reported from the testing laboratory, the student may choose to admit to controlled substance misuse, in which case the student will be referred to appropriate treatment options and be subject to disciplinary action.
- If a student disputes a non-negative test, and requests a retesting of samples by the laboratory, then the student will need to pay for the retest.

Drug Testing Outcomes

All **non-negative** drug tests will be reported to the SONHS by American Data Bank, UMH, or other similar agencies/institutions partnering with the School of Nursing and Health Studies. Tests which are reported as **inconclusive**, **adulterated** or **diluted** may be considered as a **non-negative** test by the School of Nursing and Health Studies. A **non-negative** drug screen report at the time of admission may result in the student's admission offer being withdrawn and notification of the non-negative result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act). If the student is already a registered professional nurse, they will be referred to the IPN program. If the student is not a registered professional nurse, they will be provided with a list of local treatment centers. The student will bear the cost of any treatment. Students that have a **non-negative** drug test will be removed from all clinical courses and may be subject to further disciplinary actions, up to

and including dismissal.

Students Reporting other Students' Substance Abuse

A University of Miami School of Nursing and Health Studies student who suspects or has knowledge of possible substance abuse or policy violation by another student while in the clinical setting has the responsibility to report this information to the Program Director, Associate Dean, or Dean. The identity of the individual making the report will be kept confidential to the extent possible, consistent with the need to investigate the report and subject to legal requirements.

Prescription and Over the Counter Medication Reporting Requirements

There are circumstances in which students may need to take over the counter or prescribed medications that may impair their ability to function safely in the clinical environment and thereby endanger patients and the student. As such, all students are responsible for being aware of the effects these medications may have on their ability to function safely in the clinical practicum. If a clinical preceptor or faculty member establishes that the student is affected using such prescribed medications, thereby creating a potential threat to patient care, the preceptor or faculty member will advise the student to leave the clinical area. Inability to perform all clinical functions safely while under the effects of prescribed medications will result in re-evaluation of student's ability to participate in clinical training and the student will be encouraged to request leave from clinical studies. **Students must notify the director regarding the use of any prescribed medication, other than antibiotics, within 72 hours of prescription,** and any over the counter medication which could impair performance prior to entering the clinical environment. If the student does not comply with this disclosure and has a subsequent non-negative drug screen, the student may be dismissed from the program.

Controlled Substances Handling and Accountability, Suspicion of Drug Diversion

Accurate accounting of controlled substances and adherence to hospital, pharmacy and departmental policies are of utmost importance to all students. Common methods of drug diversion include setting aside drugs for personal use and falsifying the use of these drugs in the patient's record, recording a medication's vial as broken or wasted in the medication dispensing systems, and/or sending a substitute of the drug (placebo) back to the pharmacy as leftover medication. The SONHS nurse anesthesia program faculty members or clinical coordinators will conduct periodic audits of patient documentation, and students' management of typical anesthesia drugs utilized in the clinical area. This audit may include a chemical analysis of returned and wasted drugs, and or inspection of students' lockers and personal belongings in the clinical area. Frequent incidents of controlled and non-controlled substances mishandling, medication charting errors, or any other behaviors suspicious of drug diversion will be treated as reasonable suspicion for drug diversion and potentially lead to dismissal from the program.

Dismissal and Appeal

Dismissal and appeal process for the School of Nursing and Health Studies are contained in the Student Handbooks. Please refer to the appropriate document for specific details.

Impaired Student Policy

For the safety of our students, patients, clients, and community, nursing students are subject to random drug testing. The following information is presented in response to compliance of regulations of "Drug-Free Schools and Campuses." Regulation: Sec. 1213 "Drug and Alcohol Abuse Prevention".

Section 1213 Subpart B.a.1. requires annual distribution to each student and employee of: "standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and

alcohol by students and employees on its property or as part of any of its activities.”

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse conflicts with the University’s purpose. To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws, including the U.S. Federal Drug Free Workplace Act and Florida statutes regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University’s beverage and drug policies rests with each individual.

Section 1213 Subpart B.a.2. requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.” The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code. The University of Miami adheres to Florida Statutes, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

The Florida Statutes, to which the University of Miami adheres with regard to drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution. Individuals who violate this law commit a felony of the first degree and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.994.275 prior to serving such minimum sentence.”

Section 1213 Subpart B.a.3. requires “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.”

The following health risks are related to alcohol and drug abuse:

Alcohol

Alcohol is a psychoactive or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol depresses the central nervous system. Drinking too much may cause slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Marijuana

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome – for example, low body weight and small head size.

Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not he or she will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV infection if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Freebase” is a form of cocaine that is smoked. Freebase is produced by a chemical

process whereby street cocaine (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the cutting agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation. “Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated).

Heroin

Heroin is an illegal opiate drug. The addictive properties of heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action.

Heroin is a drug that is primarily taken by injection with a needle in the vein. This form of use is called intravenous injection. This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (sub-acute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of HIV infection.

The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Designer Drugs

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. Ecstasy for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.

Section 1213 Subpart a.4 requires “a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.” A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-

E, <http://www.miami.edu/sa/index.php/pier21/>. Additional programs may be listed in the local and other area telephone directories.

Section 1213 Subpart B.a.5 requires “a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state, and federal laws, student and employee handbooks, and University policies.

Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the school must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if he/she is suspected to be impaired from drugs or alcohol, at the discretion of a faculty, clinical preceptor, clinical instructor, or school administrators. **If a student refuses to comply with the request from a faculty, clinical preceptor, clinical instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies. A positive drug screen can result in dismissal from the University of Miami and the School of Nursing and Health Studies.**

Policy for Safe Practice in Clinical Settings

As registered nurses, students are expected to practice safely and ethically adhering to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act which is located online at <http://floridasnursing.gov/resources/>

Precautions to Prevent Transmission of HIV and other Blood-borne Pathogens– CDC Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by the Center for Disease Control (CDC) and referred to as “universal blood and body-fluid precautions” or “universal precautions” should be used in the care of all patients. Detailed information on the CDC’s Universal Precautions is found at: <https://www.cdc.gov/niosh/healthcare/risk-factors/bloodborne-infectious-diseases>

Appendix B

ACKNOWLEDGEMENT OF THE UNIVERSITY OF MIAMI'S SCHOOL OF NURSING AND HEALTH STUDIES SUBSTANCE ABUSE POLICY and DRUG TESTING CONSENT

ACKNOWLEDGEMENT OF THE UNIVERSITY OF MIAMI'S SCHOOL OF NURSING AND HEALTH STUDIES SUBSTANCE ABUSE POLICY and DRUG TESTING CONSENT

I understand that, while enrolled as a student in the University of Miami School of Nursing and Health Studies, I may be subject to alcohol and drug testing in accordance with the School's Substance Abuse Policy. A non-negative or positive drug test or refusal to submit to testing may result in dismissal from the Program. I also understand that I am responsible for the cost associated with alcohol/drug testing.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE SCHOOL OF NURSING AND HEALTH STUDIES' SUBSTANCE ABUSE POLICY. THIS DOCUMENT ALSO CONSTITUTES MY CONSENT FOR DRUG OR ALCOHOL TESTING BY A LABORATORY DESIGNATED BY THE SCHOOL. IT MAY ALSO CONSTITUTE CONSENT FOR THE LABORATORY TO RELEASER THE RESULTS OF MY DRUG/ALCOHOL TEST TO THE PROGRAM DIRECTOR OR DESIGNEE.

Name (please print) _____

Signature: _____

Date: _____

Appendix C

Computer Resources and Guidelines

The School of Nursing and Health Studies requires all students to have a laptop and to sign up for the student email system before the beginning of classes.

Student Orientation Technical Support Packet

1. IT Support Contacts

a. Central UM IT Help Desk:

- I. Phone: 305-284-6565
- II. Self Service Portal: <https://umiami.service-now.com>

b. Student Technology Help Desk:

- I. Phone: 305-284-8887
- II. Email: sthd@miami.edu

c. Canvas/Blackboard Help Desk:

- I. Phone: 305-284-3949
- II. Self Service Portal: <https://lpt.it.miami.edu/contact-us/index.html>

d. SONHS IT Help Desk:

- I. Phone: 305-284-2514
- II. Email: nurtechsupport@miami.edu

2. Multi-Factor Authentication (MFA)

3. Canvas/Blackboard Login Instructions and Assistance

4. Student Technology Help Desk

5. Important Nursing Requirements

6. Student Email System

7. Software Requirements Guide for Online Courses

8. Cloud-Based Data Storage and File Sharing Solutions

9. UPrint - University-Wide Printing Solution

10. Student Laptop Checklist Form

Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) is required for faculty, staff, and students to access UM Single Sign-On services, including UM email, Canvas, Blackboard, CaneLink, and Workday. MFA helps verify your identity by requiring an additional approval step when you sign in, which makes it much harder for someone else to access your account even if they know your password.

MFA adds an extra layer of security to help protect your personal information and University accounts from unauthorized access. If your CaneID password is ever compromised, someone could potentially view or change personal information, and gain access to your UM email, OneDrive, Box, and Google Drive accounts. By enrolling in MFA, you reduce the risk of account misuse and help keep your academic, financial, and personal information more secure.

1. Help with MFA, contact:

- I. **Phone:** 305-284-6565
- II. **Self Service Portal:** <https://umiami.service-now.com>
- III. **How to:** https://it.miami.edu/wda/it/Duo_MFA_FAQs.pdf
- IV. **Step by step Video Tutorials:** <https://it.miami.edu/a-z-listing/multi-factor-authentication/>

Canvas/Blackboard Help

If you are experiencing issue login in to Canvas or Blackboard, please contact their Help Desk

1. Canvas/Blackboard Help Desk:

- I. **Phone:** 305-284-3949
- II. **Self Service Portal:** <https://lpt.it.miami.edu/contact-us/index.html>

LEARNING PLATFORMS

We provide technical support and development for Canvas, Blackboard and its integrated learning tools used for collaboration, engaging course design, and flexible educational experiences.

[LOGIN TO CANVAS](#)[LOGIN TO BLACKBOARD](#)[WHAT WE DO](#)[SUPPORTED PLATFORMS](#)

Canvas/Blackboard Login Instructions & Assistance

1. **Access Canvas or Blackboard:** Follow these steps to sign in using your University credentials and troubleshoot common login issues.
 - a. Open a web browser and go to www.courses.miami.edu or www.canvas.miami.edu. These sites will take you to the University login page for your course platform.
 - b. Select **LOGIN WITH CANE ID**. This option connects you to UM Single Sign-On, which is the required method for students to access Canvas and Blackboard securely.
 - c. When the **UM Single Sign-On** page appears, enter your **CaneID** and **Password**. Make sure you are using your current credentials and check that Caps Lock is off before selecting **Sign in**.

After you sign in, you may be prompted to complete Multi-Factor Authentication before your course dashboard loads. Once authentication is approved, you should be redirected to your Canvas or Blackboard home page.

- I. If you are unable to log in because you do not yet have a CaneID, go to <https://caneidhelp.miami.edu/caneid/> and choose **Register for a CaneID**. Complete the registration process first, then return to Canvas or Blackboard and try signing in again.
- II. If you already have a CaneID but your password does not work, select **Change Your Password** and follow the prompts to reset it using your security questions or other account recovery options. After resetting your password, close and reopen your browser before attempting to sign in again.
- III. If you receive a message that you do not have a Canvas or Blackboard account, select **OK** and contact the Canvas/Blackboard Help Desk listed in the help section below. Be ready to provide your full name, student ID number, CaneID, and a brief description or screenshot of the error message so support staff can assist you more quickly.

Student Technology Help Desk

The Student Technology Help Desk (STHD) is a computer support center for students providing a variety of services like wireless configuration, virus and spyware removal, operating system reinstallation, and data recovery for laptops and desktops.

1. **Contact information:**

- I. **Phone:** 305-284-8887
- II. **Email:** sthd@miami.edu
- III. **Self Service Portal:** <https://studentsupport.it.miami.edu/sthd/>

<u>MAIN</u>	<u>LAW</u>	<u>MEDICAL</u>
(305) 284-8887	(305) 284-5297	(305) 243-8543
Richter Library 3rd Floor, Room 325 1300 Memorial Drive Coral Gables, FL 33146	Law School Library Room C-118 1311 Miller Drive Coral Gables, FL 33146	Phone & Remote Support Only

Hours Of Operation

<u>Main:</u>	<u>9:00am - 5:00pm</u>
<u>Law:</u>	<u>9:00am - 5:00pm</u>
<u>Medical:</u>	<u>9:00am - 5:00pm</u>

Important Nursing Requirements

All School of Nursing and Health Studies students must have a laptop and activate their student email account before classes begin.

1. Minimum Laptop Requirements

a. **Windows laptops** must meet the following minimum requirements:

- I. 2.5GHz Intel Core i5 or higher
- II. Windows 11
- III. 16 GB RAM or more
- IV. 256 GB hard drive or larger
- V. 802.11ac Wi-Fi
- VI. Integrated camera and microphone

a. **Apple notebooks** must meet the following minimum requirements:

- I. 2.3 GHz Intel Core i5 or higher
- II. 3.2 GHz M1 chip or higher
- III. macOS 12 or later
- IV. 16 GB RAM or more
- V. 256 GB hard drive or larger
- VI. 802.11ac Wi-Fi
- VII. Integrated camera and microphone

Unsupported devices: Tablets, including iPads and Android devices, are not compatible with Elsevier HESI exams and cannot be used instead of a laptop. Google Chromebooks are also not compatible with HESI exams.

Before class: Your laptop must be fully functional before you arrive for an exam or quiz. For the best technical support through the Student Technology Help Desk, use a device that meets the models and specifications recommended by the University's Information Technology Department.

Student Email System

Gmail is the official email platform for University of Miami students and serves as the primary method of university communication. Students are expected to log in to their student email accounts regularly and use them to

communicate with professors, classmates, and university offices. Checking your account consistently will help ensure that you do not miss important course updates, announcements, or other essential information.

Visit: <https://email-home.miami.edu/>

1. Email Etiquette and Best Practices:

- I. Follow your instructor's directions for subject lines, attachments, and formatting.
- II. Use a clear subject line that reflects the purpose of your message.
- III. Write in complete sentences and keep your message clear and concise.
- IV. Begin with a respectful greeting and end with your name.
- V. Avoid typing in all capital letters, which can appear unprofessional.
- VI. Review your email for spelling, grammar, and tone before sending.
- VII. Be courteous and professional and avoid offensive or casual language.
- VIII. Reply in a timely manner when a response is needed, especially for course-related communication.

Student Computer Competency

Students are expected to have a basic level of computer proficiency to support their academic success. The following are essential computer skills that every student should be able to use confidently for coursework, communication, and online learning.

- I. Use your official miami.edu email account to send and receive messages
- II. Attach files to an email
- III. Open, save, and print email attachments
- IV. Download files
- V. Upload files
- VI. Browse the internet using basic web navigation skills
- VII. Post and respond to discussion threads in Canvas or Blackboard
- VIII. Use basic word processing tools
- IX. Save files in different formats

1. Available resources for students:

- I. Self Service Portal: <https://www.it.miami.edu/about-umit/resources/online-learning/index.html>
- II. Paid Courses: <https://ucontinue.miami.edu/>

Guide to Software Requirements for Online Courses

You may be enrolled on an online course. Although online learning offers flexibility, your computer must meet the required specifications to help prevent technical issues that could interfere with your coursework. It is your responsibility to make sure your computer is ready before orientation and the first day of class. If your computer does not function properly during the course, special arrangements will not be made for delays caused by technical problems. Your faculty members will collect this form during the first week of the term.

1. Students Taking Online Courses

The University of Miami provides software free of charge to all currently enrolled full-time students. All nursing students, especially those taking online courses, are encouraged to download and install them from www.miami.edu/software/

Nursing students taking online courses should also have the following software installed on their systems:

- I. Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- II. Chrome Web Browser (<https://www.google.com/chrome/>)
- III. FireFox Web Browser (<https://www.mozilla.org/en-US/firefox/new/>)
- IV. Respondus Lockdown Browser (www.respondus.com/lockdown/information.pl?ID=527636896)

For best audio results using Collaborate, a headset with an integrated microphone is highly recommended. A headset is also required now for some questions on the HESI exams.

You will be registered for the University's wireless network, **CaneNet_Wireless**, during onboarding, so it will be ready for you to use on campus.

When you are on campus, you should always connect to **CaneNet_Wireless**. This is especially important in the School of Nursing, where using this network is essential for reliable access to course resources and is imperative during exams.

Cloud-Based Data Storage and File Sharing Solutions

The University of Miami's three cloud-based data storage and file sharing solutions are now fully accessible: **Box**, **Google Drive**, and **Microsoft OneDrive**. These three solutions are available to all faculty, staff, and students at no cost.

Box, Google Drive, and Microsoft OneDrive enable you to easily store and manage content in a secure online environment, while being able to share files and collaborate with individuals and teams. We invite you to learn more below:

Log in*:

<https://box.miami.edu/>

Benefits of Box:

- *File Space*: Unlimited free storage.
- *Collaboration*: Files can be stored in one secure place online, so you and your team always have access to the latest version.
- *Special benefits*: Recommended solution for the storage of secure data; highly encrypted. Password protect links, set permissions, and access stats. Automatic backup with 30-day file recovery.

Log in*:

<https://google.miami.edu>

Benefits of Google Drive:

- *File Space*: Unlimited free storage.
- *Collaboration*: Real-time collaboration and editing within and beyond UM (Google Docs only).
- *Special benefits*: Share with anyone, with several levels of access. Any device can be used to access files stored online. Real-time editing and collaboration capabilities.

Log in*:

<https://onedrive.miami.edu/>

Benefits of OneDrive:

- *File Space*: 1 TB of free storage (Unlimited free storage coming soon).
- *Collaboration*: Enable editing permissions on any file.
- *Special benefits*: Integrated email attachment functionality. File versioning so you can access previous versions of your edited documents. Share file links via email, text message, or by posting them to a social networking site, website, or blog.

**Log in to Box, Google Drive, and/or OneDrive with your CaneID and password via UM Single Sign-On.*

In addition to web access, mobile and desktop applications are available for all three of these solutions, allowing you to edit files offline and sync when you next connect to the Internet.

UPrint – University-wide Printing Solutions

UPrint is the University's wireless and network printing service for students at Gables and RSMAS campuses. Designed to support the "Green U" initiative, it makes printing and copying more convenient while encouraging responsible use.

What services do UPrint provide?

- I. Wireless printing on campus (after you download the UPrint drivers)
- II. Black & White and Color Printing
- III. Black & White and Color Copying

These services are available on computers in libraries and computer labs at the Coral Gables and RSMAS campuses. You can also use them from your laptop by downloading the appropriate UPrint drivers. UPrint is compatible with both Windows and Mac devices.

Why was this system implemented?

UPrint added wireless printing on the Coral Gables campus and improved campus printing and copying services. Its key benefits include convenience, security, and sustainability.

As part of the University's Green initiative, UPrint helps reduce paper waste by preventing unclaimed print jobs. It also protects your documents because only you can release your print jobs at the printer.

The Student Technology Help Desk (STHD) manages the UPrint service.

For assistance or additional information about UPrint, contact:

- I. **Self Service Portal:** <http://www.miami.edu/uprint>
- II. **Email:** sthd@miami.edu
- III. **Phone:** 305-284-8887

Virtual Proctoring

Our classrooms are equipped with CCTV cameras, and exams may be monitored through virtual proctoring to help maintain a fair and secure testing environment. As School of Nursing students, you are expected to follow the code of ethics and always uphold academic integrity. Please be aware that exam activity may also be monitored at the network level, and an exam session may be captured along with video recordings during testing.

Richter Library 3rd Floor, Room 325
1300 Memorial Drive Coral Gables, FL 33146

Available Resources for Students

FREE ONLINE COURSES:

- 1) Lynda.com – Must log in through the following address while on campus:

<http://iplogin.lynda.com>

- 2) Microsoft e-Learning

http://www.miami.edu/it/index.php/services/microsoft_elearning/

PAID COURSES through UM's Division of Continuing Education

(<http://www.educationmiami.com>):

- 1) UM Computer Foundations

Details:

The UM Computer Foundations course is designed for individuals who have no prior knowledge or experience with computers. The objective of this course is to get students past that awkward and embarrassing stage when they are frightened to ask questions or not even sure what questions to ask. This course will give the absolute beginner a solid understanding of what computers can and cannot do, and why they have become such an important and useful part of our daily lives.

The course will also prepare students for the UM Office Professional course which teaches the core skills of Microsoft Office applications and will give students knowledge of all the computer skills needed in the modern office.

- 2) UM Office Professional program

Details:

The objective of this course is to certify that the student has a solid understanding of all the Microsoft computer applications needed to operate a modern office.

Appendix D

**UNIVERSITY OF MIAMI
SCHOOL OF NURSING AND HEALTH STUDIES
PhD in NURSING STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

**UNIVERSITY OF MIAMI, SCHOOL OF NURSING AND HEALTH STUDIES, PhD in
NURSING STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

I have been informed about the PhD in Nursing Student Handbook and am aware that I can access it via the official School of Nursing and Health Studies website. Go to <https://www.sonhs.miami.edu>

I am aware that all the policies and procedures are available in the PhD in Nursing Student Handbook.

Further, I am aware that it is my responsibility to read the Student Handbook and be aware of all the School of Nursing and Health Studies policies and procedures.

Student Name: _____ Date: _____

Signature: _____