

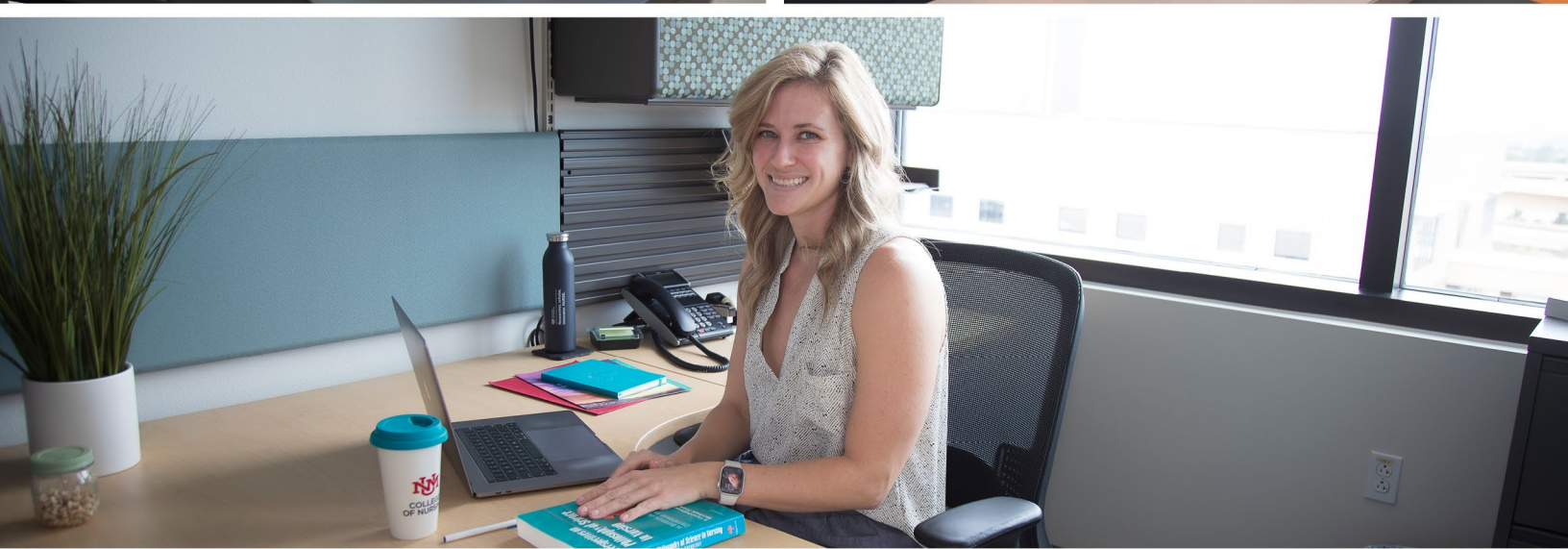
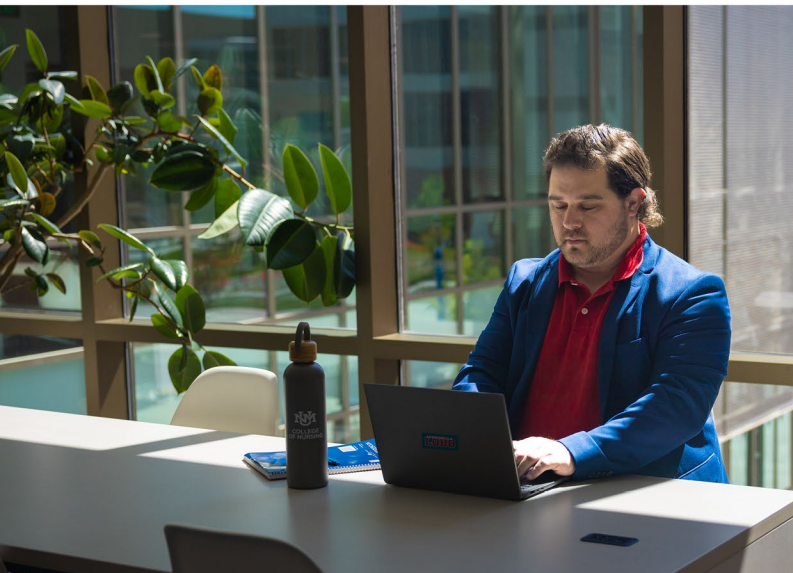
# PHD IN NURSING PROGRAM

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Student Handbook

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2025 - 2026





## **TABLE OF CONTENTS**

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Message from the Dean .....	8
Message from the PhD Program Director .....	9
Chapter 1: UNM and CON General Information .....	10
Introduction: Purpose of the Handbook .....	10
Vision & Mission .....	10
College of Nursing.....	10
Chapter 2: University of New Mexico Academic Policies .....	12
UNM Student Handbook: Pathfinder.....	12
UNM Course Catalog.....	12
Office of Equal Opportunity.....	12
Other Resources.....	13
Chapter 3: PhD Program General Information .....	14
Communication within the College of Nursing .....	14
Figure 1: Flow Chart for Informal Resolution of Academic Disputes/Grievances in the Nursing PhD Program .....	16
Academic Advisement .....	17
Responsibility of Advisor .....	17
Student Responsibility.....	17
Progression in the PhD Program .....	17
Progression Exam.....	17
Comprehensive Exam Requirement .....	18

UNM Semester Academic Calendar .....	19
Health Sciences Library and Informatics Center.....	19
Canvas: Online Courses .....	19
A Note About Online Learning .....	19
Technology .....	20
Important Dates and Deadlines .....	20
Chapter 4: Student Resources .....	21
Costs, Financial Aid, Scholarships, and Loans.....	21
Costs.....	21
Financial Aid for Graduate Students.....	21
Support Available Through GS.....	21
Free Application for Federal Student Aid (FAFSA).....	22
Teaching and Research Assistantships .....	23
Primary Funding Grants .....	23
Nurse Faculty Loan Program .....	24
NRSA Predoctoral Fellowships .....	24
CON Scholarships.....	24
Student Resources on Main Campus .....	26
University Resources.....	26
LoboCard .....	26
Health Sciences Center Library & Informatics Center (HSLIC).....	26
Libraries .....	27
Parking.....	27
Graduate Student Life.....	27
Graduate and Professional Student Association.....	27

Graduate Student Nurses' Association .....	28
Sigma .....	28
Graduate Student Orientation .....	29
Communication Within the College of Nursing .....	29
Academic Advisement .....	29
UNM College of Nursing Academic Calendar .....	30
Health Sciences Library and Informatics Center (HSLIC).....	30
Chapter 5: PhD Program in Nursing Overview .....	31
In-Person Requirements .....	31
Residency Week .....	31
A Research Conference .....	31
Overview of the PhD Program Curriculum.....	32
Areas of Study.....	32
Curriculum Plan.....	32
Course Information.....	35
Additional Options for PhD Coursework.....	35
Chapter 6: PhD Program General Regulations and Requirements .....	37
General Academic Regulations .....	37
PhD Program Requirements.....	37
PhD Progression Examination .....	38
Guidelines for the PhD Comprehensive Examination in the CON.....	40
HSC Compliant Data & Electronic Research Record Storage for the Dissertation	44
The Final Examination for the Doctorate (Dissertation Defense) .....	45
Notification to GS .....	45
Quality of the Dissertation .....	46

Notification of Intent to Graduate.....	47
Graduation Courtesy Policy .....	47
Electronic Submission of the Dissertation .....	47
Petition for an Embargo .....	48
Accompanying Forms .....	48
UMI Fee .....	50
Copyright Registration.....	50
Time Limit for Completion of Degree Requirements .....	50
Graduation/Dissertation Checklist.....	50
Chapter 7: Academic Progression.....	52
Academic Status.....	52
Academic Regulations of the College of nursing .....	52
Academic Standing, Grades, Probation, and Disenrollment.....	53
Academic Standing .....	53
Grade Point Average.....	53
Grade Requirements for Graduation .....	54
Incomplete Grades.....	54
Extension of Incomplete.....	55
Change of Grade/Academic Record .....	55
Changes in Enrollment.....	56
Academic Probation and Consequences.....	56
Type 1: Grade Point Average.....	56
Type 2: NC-F-WF-IF Grades.....	56
Type 3: Incomplete Grades .....	57
Suspension.....	57

By UNM Graduate Studies .....	57
By a Degree Program .....	58
Readmission After Suspension .....	58
Graduate Credit .....	58
Transfer Credit .....	59
Time to Degree .....	59
Continuous Enrollment Policies.....	60
Petitions to Modify Academic Requirements .....	62
Graduate Student Academic Grievance PProcess .....	64
Chapter 8: Student Requirements and Expectations .....	66
Policies to Review.....	66
University of New Mexico Policies.....	66
College of Nursing Social Media Policy.....	66
UNM Health Sciences Center Email Policy .....	66
Appendix A: Library and University Resources .....	68
Health Sciences Library & Informatics Center (HSLIC) .....	68
Zimmerman Library.....	68
Zimmerman Library, 1st Floor, West Wing.....	68
Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor .....	68
Parish Memorial Library .....	68
Fine Arts and Design Library, Fine Arts Center .....	69
Centennial Science and Engineering Library.....	69
Other University Resources.....	69
Appendix B: College of Nursing Forms and Procedures .....	72
Appendix C: Review for Protection of Human Subjects in Research .....	88

Appendix D: Tenured and Tenure-Track Faculty ..... 90  
Appendix E: Quick Links to Electronic Forms..... 91

## MESSAGE FROM THE DEAN

Welcome to The University of New Mexico College of Nursing. Here, we provide our students with the support they need to complete their program, setting them up for a continuous curiosity that will serve them throughout their life as a nurse. Your education will be unmatched. We believe that our communities deserve quality health care providers who are prepared at the highest level and knowledgeable about the population's unique needs.

Our aim is to educate our students, serve our patients, increase access, and advance health care. Whether you are studying to become a nurse or advancing your career, you will have educational, clinical and leadership skills that will help you address increasingly complex health issues and health equity.

At the UNM College of Nursing, our scientific investigations examine health care from the nurse's perspective—a holistic perspective and an interdisciplinary approach to understanding acute care, chronic illness and health promotion. Our graduates advance the science of nursing by translating and evaluating evidence-based practice and building new knowledge.

The faculty are experts in their fields, their achievements include nationally funded projects, state-funded contracts, as well as leaders in nursing higher education and active influencers in professional nursing organization. They are excellent methodologists, content experts, and mentors.

Our staff is here to assist you on your journey as well. They are highly educated professionals in their area of student assistance. Their focus is to offer student services that will help navigate a rigorous but doable nursing educational journey.

I believe that your choice of becoming a nurse will be life transforming. I am pleased to welcome you on behalf of the UNM College of Nursing. Please take full advantage of services the College and University has to offer you. I know your educational endeavor will be a truly rewarding one. I wish you a professionally growth-producing and personally satisfying journey!



Rosario Medina  
PhD, RN, FNP-BC, ACNP, CNS, FAANP, FAAN  
Dean and Clinician Educator, Professor

## MESSAGE FROM THE PHD PROGRAM DIRECTOR

Welcome to the PhD program at the UNM College of Nursing. On behalf of the College of Nursing faculty and staff, I want to extend a warm welcome as you join or return to our PhD program. We are excited about working with you as you pursue your PhD degree at the College of Nursing. Making the decision to pursue a PhD is an important, personal commitment to your education and career development. Your time here will be an unmatched opportunity for personal growth as you gain the knowledge and abilities that will enable you to contribute to the development of the discipline of nursing.

As a researcher and scholar, you will have a leading role in shaping the future of nursing and in building the knowledge base that is the basis for everything we do as nurses. Additionally, there is a critical need for PhD-prepared nurses. Currently, less than 1% of nurses have an earned doctorate in nursing or a nursing-related field. We look forward to working with you to achieve your goal of earning a PhD in Nursing. With a PhD in Nursing, you will contribute your knowledge and experience to building a future of health equity, improved health outcomes, and health policy that reflects the holistic nursing perspective.

This Handbook is an important source of information for you as you pursue your studies. I strongly encourage you to become familiar with it and use it to help answer your questions that arise as you progress through your program.

I wish you great success as well as enjoyment as you progress through the program. Please do not hesitate to contact me any time if I can be of assistance to you. Again, I offer a sincere welcome and congratulations on becoming a Lobo!



Sharon Ruyak  
PhD, RN, CNM, FACNM  
PhD Program Director and Associate Professor

# CHAPTER 1: UNM AND CON GENERAL INFORMATION

## INTRODUCTION: PURPOSE OF THE HANDBOOK

The PhD Student Handbook for the University of New Mexico (UNM) College of Nursing (CON) has been developed to help both students and faculty find the answers to common questions that arise as students' progress through the Doctor of Philosophy (PhD) program. Policies and procedures included in this document are subject to change and may be superseded by actions of the CON PhD Committee or changes in University or College policies. Additional references, which contain policies for the PhD Program, can be found in "The Graduate Program" section in the UNM Catalog.

All students are responsible for compliance with the rules and regulations set forth in the UNM most current Catalog and The Pathfinder-UNM Student Handbook. CON students are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the UNM Catalog and The Pathfinder-UNM Student Handbook that are/were in effect at the time of admission or readmission.

Do not hesitate to contact an advisor in CON Student Advisement or your faculty advisor with additional questions.

## VISION & MISSION

### College of Nursing

#### Mission Statement

The mission of the CON is to provide exemplary and innovative education, research, practice, service, and leadership that improve state, national, and global health. The College's efforts focus on the scholarship of nursing education, research, practice, and policy to inform and lead in the delivery and analysis of nursing and health care.

#### Vision Statement

The vision of the CON is to develop solutions for the most important nursing challenges pertaining to human health and health equity in our communities through education, scholarship, practice, and service.

## **Diversity Statement**

The University of New Mexico College of Nursing wants each and every one of our community members to be educated and work in an inclusive environment. We are open and respectful of all Lobos. Our diverse backgrounds – your diverse backgrounds – enhances our insights and learning.

We know we have more listening and learning to do. We do not have all the answers. We are counting on you – our students, faculty and staff. Lead the conversation, join the conversation. Raise awareness and respect for all the different ways of being and thinking.

## **Values**

The following five core values serve as guiding principles:

- Academic Excellence
- Diversity and Inclusion
- Innovation
- Integrity
- Respect

## **Programmatic Goals**

According to the [CON Strategic Plan](#), the College has three major goals:

- Prepare successful nursing professionals.
- Create a community within The University of New Mexico CON that is diverse, inclusive, and supportive.
- Develop and sustain collaborative partnerships.

## **Values Statement**

The UNM Health Sciences Center's most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with integrity and accountability. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of diversity; to fully understand the health needs of our communities, and to advance clinical, academic, and research.

## CHAPTER 2: UNIVERSITY OF NEW MEXICO ACADEMIC POLICIES

### UNM STUDENT HANDBOOK: PATHFINDER

Students in the nursing program are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the UNM Catalog and the Pathfinder-UNM Student Handbook <https://pathfinder.unm.edu/> that are/were in effect at the time of admission or readmission.

All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. In addition, important messages will be sent to students through their UNM\_HSC email, i.e. UNMNetid@salud.unm.edu. Students should not hesitate to contact the student advisors in the CON Student Advisement Office with additional questions.

### UNM COURSE CATALOG

The UNM Course Catalog is an online tool that provides universal information regarding all academic programs offered at the University of New Mexico. Students can find specific information in the catalog including course descriptions, program objectives, course requirements, and other policies and procedures associated with University requirements for degree completion. The general academic regulations of the University as well as the specific regulations of the CON are found in the UNM catalog. Students are responsible for knowing and meeting these regulations.

Access the online catalog at: <https://catalog.unm.edu>

### OFFICE OF EQUAL OPPORTUNITY

[UNM Policy 2720](#): Equal Opportunity, Non-Discrimination, and Affirmative Action, prohibits religious discrimination and requires reasonable accommodation of employees and students sincerely held religious beliefs, observances, and practices when requested, unless accommodation would impose an undue hardship on business operations.

Religious Holidays and Observances calendar is updated on the Division for Equity and Inclusion's website: <https://diverse.unm.edu/>.

For more information about the Office of Equal Opportunity: <https://oeo.unm.edu/> or (505) 277-5251.

## OTHER RESOURCES

**UNM Degrees:** <https://degrees.unm.edu/>

**UNM LoboWeb:** <https://my.unm.edu/home>

**UNM Office of Admissions:** [LOBO Trax Audit](#)

## **CHAPTER 3: PHD PROGRAM GENERAL INFORMATION**

### **COMMUNICATION WITHIN THE COLLEGE OF NURSING**

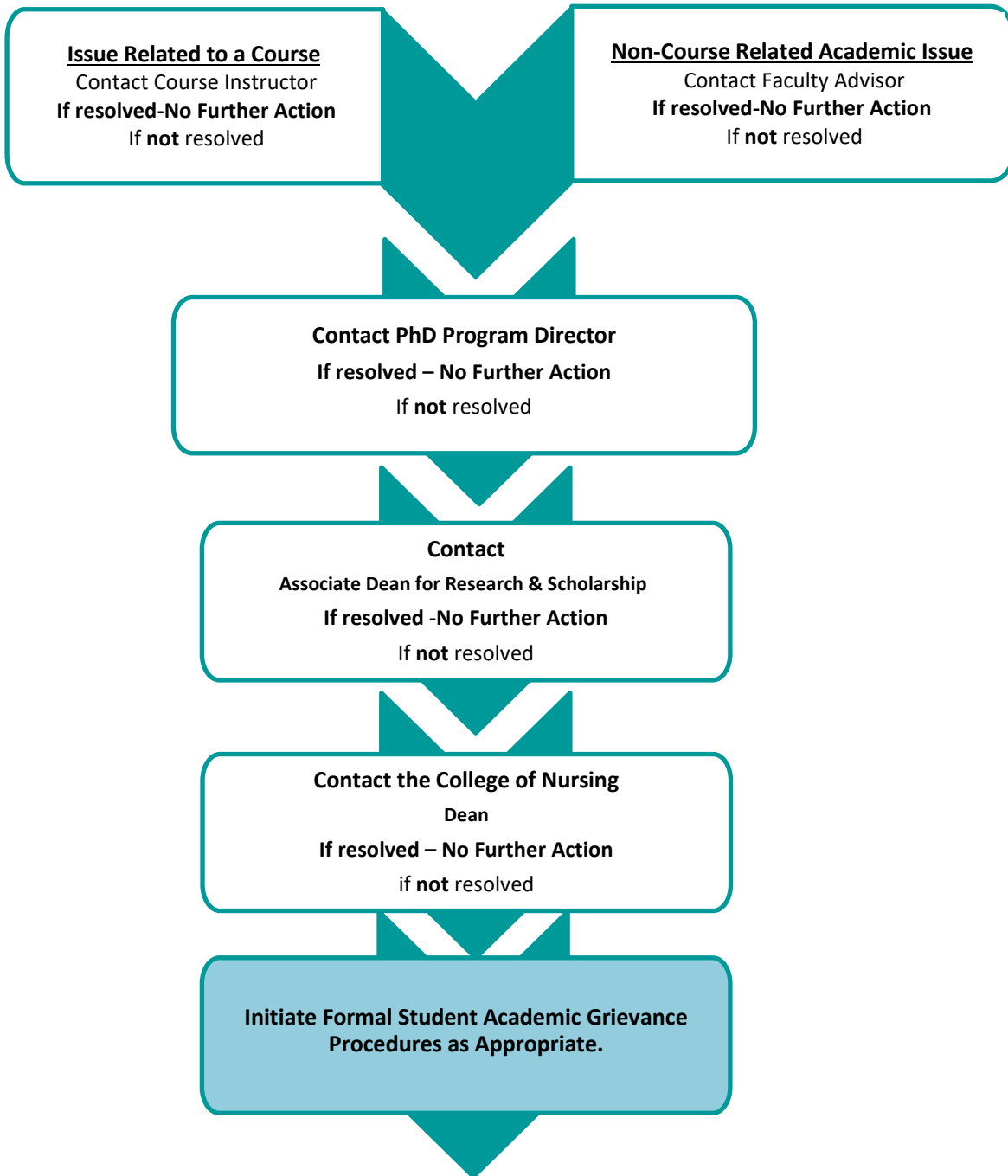
Throughout your Doctor of Philosophy (PhD) program of studies, you will find faculty and staff who are ready to facilitate your progress. For course-related issues or questions, be sure to contact the course instructor first. The faculty advisor assigned to you during your first semester of enrollment is also available to answer questions and assist you until after you have completed the Progression Exam. This typically occurs early in the second year of enrollment. After passing the Progression Exam, you will work with your advisor to identify a Chair of your Dissertation Committee. The Chair will then serve as both your dissertation director and faculty advisor through the end of your program. Details regarding these committees and processes are included in this Handbook.

If you have course or program questions or concerns that cannot be resolved at the level of the course instructor or advisor, you should contact the PhD Program Director. If the issue still cannot be resolved, contact the Associate Dean for Research in the College of Nursing (CON). Follow the process outlined in Figure 1. Names and contact information for these faculty, as well as our PhD staff contacts in the CON Advisement Office, are listed below:

Faculty	Staff
<b>Rosario Medina</b> , PhD, RN, FNP-BC, ACNP, CNS, FAANP, FAAN Dean Clinician Educator, Professor	<b>Graduate Student Advisors</b> <a href="mailto:HSC-CON-Advising@salud.unm.edu">HSC-CON-Advising@salud.unm.edu</a>
<b>Sharon Ruyak</b> , PhD, RN, CNM PhD Program Director Associate Professor  <a href="mailto:slruyak@salud.unm.edu">slruyak@salud.unm.edu</a>	

**Note:** Your faculty advisor should be consulted (as appropriate) whenever there is an issue of concern to you. Often, the issue can be resolved at the level of the faculty advisor. If not, then the informal communication process, depicted in Figure 1, should be followed. The formal process for resolution of issues not otherwise resolved is described in the University of New Mexico Catalog and in this Handbook under the section entitled Graduate Student Academic Grievance Procedures.

**Figure 1: Flow Chart for Informal Resolution of Academic Disputes/Grievances in the Nursing PhD Program**



## ACADEMIC ADVISEMENT

Initially, an advisor is assigned to you on admission to the program, and this faculty member will guide you through your first year of study. Student interests and faculty commitments are among the considerations that go into assigning the initial academic advisor. A reasonable attempt will be made to match you with someone who shares your identified research interests.

### **Responsibility of Advisor**

The advisor's responsibility is to guide the student through the program of studies (pre-Progression Examination) and help navigate the system. The student is required to plan communication sessions with the advisor at least once a semester to plan coursework for the upcoming semester. Students typically have an opportunity to meet with the advisor in person at least once a year (e.g., at the Western Institute of Nursing [WIN] conference or at a recommended conference by faculty advisor or during Residency Week). Meetings may also be scheduled via videoconferencing technology or telephone. Once a student has passed the Progression Exam, he/she should work with the advisor to identify a Dissertation Chair within the next semester. The Chair will then serve as the student's advisor for the remainder of the PhD program.

### **Student Responsibility**

Your responsibility includes scheduling meetings (in person, via phone, or through e-mail) with your advisor or Chair and monitoring your own progress. See Appendix B, College of Nursing Forms and Procedures, for copies of Advising Sheets for PhD Students.

## PROGRESSION IN THE PHD PROGRAM

### **Progression Exam**

Students are required to take a Progression Exam after completing the following six core courses of the program:

- NURS 600 - Philosophical Foundations of Nursing Science
- NURS 601 - Theoretical Foundations of Research
- NURS 606 - Quantitative Methods in Health Research

- NURS 607 - Qualitative Methods in Health Research
- NURS 620 - Health Care Statistics I
- NURS 621 - Health Care Statistics II

The Progression Exam is an online, written exam comprising three sections that test a student's knowledge of the content presented in the six core courses of the PhD Program. The exam is typically offered in August, over a 2-day period. A student must take the exam following the student's completion of the first six core courses. All students who take the exam during a given exam period receive the same questions, but questions vary with each exam administration. See [Chapter 6](#) for policies regarding the Progression Exam and advancement in the PhD program.

### **Comprehensive Exam Requirement**

The University of New Mexico requires that a PhD student complete a Comprehensive Exam once coursework is completed in order to progress to candidacy. At the CON, the Progression Exam is the first component of the Comprehensive Examination requirement. The second component is satisfied by preparing a written dissertation proposal and successfully defending that proposal in an oral presentation to the student's Dissertation Committee.

During the second year of enrollment, all PhD students in the CON must identify whom they would like to have as Chair of their Dissertation Committee. The Chair is the central individual in supervising the student's program of research as he/she progresses through the completion of the program of studies, dissertation proposal, and PhD candidacy. For CON PhD students, the Dissertation Committee Chair must be a tenured or tenure-track faculty member of the CON. The Chair will assist the student in identifying other members for the dissertation committee to make sure membership conforms to Office of Graduate Studies policies. The Chair and committee members assist students in planning the remainder of their program of studies (coursework) and in choosing their dissertation topic.

The members of the Dissertation Committee will guide the student through the dissertation proposal process and review and approve the Application for Candidacy before the student becomes a PhD candidate. See Chapter 4 for policies and procedures regarding the dissertation proposal (the second component of the Comprehensive Examination) and the composition of the Dissertation Committee.

## UNM SEMESTER ACADEMIC CALENDAR

See calendars at <https://hsc.unm.edu/nursing/students/start/calendar.html>.

## HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER

505-272-2311, <http://hsc.unm.edu/library/>

Nursing Services Librarian – Lisa Acuff, 505-272-4250, [LAcuff@salud.unm.edu](mailto:LAcuff@salud.unm.edu)

- Health Sciences archives, 505-272-0656
- Reference and computer searches, 272-2311, <https://hsc.unm.edu/hslic/help/ask-a-librarian.html>
- Nursing Collection Development, 272-0638, [LAcuff@salud.unm.edu](mailto:LAcuff@salud.unm.edu)

## CANVAS: ONLINE COURSES

Online courses offered at the CON are delivered through Canvas (<https://canvasinfo.unm.edu/>). Because all PhD Core Classes and many specialty classes are only offered online, all CON graduate students must be proficient with Canvas or take necessary steps to develop proficiency. Students in these classes must log on within a week of the start of class or be dropped from the class.

### **A Note About Online Learning**

Online learning requires that the student be motivated and self-directed to succeed. A significant factor in the quality of the learning experience is the level of student engagement. It is important to keep up with class schedules, anticipate deadlines, and be prepared in the event of technical problems. Multiple resources are available in your web courses to assist you with online learning and the course management system, Canvas. Faculty are available to you in person, via email, videoconferencing, or

telephone. Please be sure to contact them with questions. Contact information for the faculty is available at: <https://hsc.unm.edu/college-of-nursing/faculty/index.html>.

## TECHNOLOGY

Technical support is available to students by clicking on the Technical Support link on the CON web page or submitting an IT Support Ticket to <https://hsc.unm.edu/nursing/about/resources/it.html>. The CON building and the Domenici Center buildings are Wi-Fi accessible.

## IMPORTANT DATES AND DEADLINES

The PhD program follows the UNM Academic Calendar. The remainder of the CON follows a three-term calendar. The UNM Academic Calendar can be found at: <http://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html>.

## CHAPTER 4: STUDENT RESOURCES

### COSTS, FINANCIAL AID, SCHOLARSHIPS, AND LOANS

#### Costs

Tuition and Fees for nursing students are higher than the standard UNM Tuition and Fees. Information about the cost of both Resident and Non-Resident Tuition and Fees can be found on the CON website at: <https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html>

If you have any questions, please contact the CON's Financial Aid Officers at [HSC-CON-FinancialAid@salud.unm.edu](mailto:HSC-CON-FinancialAid@salud.unm.edu)

CON Financial Aid is located on the 2<sup>nd</sup> floor CON, room 260. Schedule appointments with CON's Financial Aid Officers via the on-line scheduling link at: <https://booknow.appointment-plus.com/3v655pee>.

### FINANCIAL AID FOR GRADUATE STUDENTS

A variety of grant and loan programs are available to assist students with their education expenses. Information about financial aid available through UNM Graduate Studies (GS) can be found at <http://grad.unm.edu/funding/index.html> and through the CON Graduate Resources website, at <https://hsc.unm.edu/nursing/admissions/financial-aid/>.

#### Support Available Through GS

Graduate student support funds at UNM are provided in a variety of ways, including fellowships, grants, and assistantships. Contact the CON Financial Aid Office for information on the availability of assistantships (<https://grad.unm.edu/funding/assistantships/assistantships.html>).

**Pivot** is an online service that allows the UNM community to search a wide variety of databases for funding information and opportunities, including grants, contracts, fellowships, and sponsored support. Databases include ARIS: Biomedical Sciences Report, Social and Natural Sciences Report, and Creative Arts and Humanities Report; Reference Service Press: Funding for Minorities, Funding to Go Abroad, Funding for

Women; Taft Directory of Corporate and Foundation Givers; NIH Guide for Grants and Contracts; CFDA (Catalog of Federal Domestic Assistance), Commerce Business, Federal Register; and the New Mexico Funding Directory.

You must have a UNM NetID to access the service. Pivot funding opportunities link is found on Faculty Research Development Office (FRDO) website

[https://frdo.unm.edu/?q=funding\\_opportunities](https://frdo.unm.edu/?q=funding_opportunities)

GS administers a variety of financial support programs

(<http://grad.unm.edu/funding/index.html>), some of which require nomination by a graduate unit. They include:

- Graduate Dean's Dissertation Fellowships.
- The Minority Doctoral Assistance Student Loan-for-Service Program.
- 3 Percent Scholarship.
- NM-AGEP (New Mexico Alliance for Graduate Education & the Professoriate).

Two funding programs allow for direct student application:

- The Graduate Fellowship Program
- Graduate Research, Project and Travel (RPT) grants.

For a complete list, see the [OGS Funding page](#).

Each of the GS-administered funding programs has an established deadline. If you are interested in being considered for programs that require nomination by the unit, it is important to contact the funding program well in advance of the deadline dates.

### **Free Application for Federal Student Aid (FAFSA)**

The FAFSA (Free Application for Federal Student Aid) application is used to apply for student loans. It is very important to complete this as soon as possible. The priority deadline is January 5th of each year; however, applications are accepted throughout

the year. New students should complete both the most current FAFSA application. Applications may be submitted at <https://studentaid.gov/h/apply-for-aid/fafsa>.

### **Teaching and Research Assistantships**

Teaching Assistants are hired prior to the beginning of the term/semester to assist faculty teaching large undergraduate courses or levels.

- The graduate student applying for a TA contract, must be enrolled half-time. Non-resident students gain an additional benefit of being charged resident tuition rates for the term.

A College of Nursing Teaching Assistant (TA) typically receives:

- 6 credits of tuition (New Mexico residents or student on a tuition waiver)
- Resident tuition rates (non-resident students)
- Health Insurance
- Monthly stipend (amount dependent on FTE)

To apply, complete the TA/RA application located on the following website:

<https://hsc.unm.edu/nursing/docs/ta-and-ga-application-form-22.pdf>.

- Please note that if student has another source of funding designated to tuition and fees only, e.g. scholarship or federal funding source, the TA contract will not pay the 6 credits of tuition.

### **Application Deadlines**

March 30<sup>th</sup> for summer term; June 30<sup>th</sup> for fall term; November 15<sup>th</sup> for spring term. Applications may be emailed to [HSC-CON-FinancialAid@salud.unm.edu](mailto:HSC-CON-FinancialAid@salud.unm.edu) or faxed to (505) 272-3970.

### **Primary Funding Grants**

- NIH NINR: F32 Predoctoral Fellowship
- National Institute of Nursing Research – Graduate Partnership Program:  
<https://www.training.nih.gov/programs/gpp>

- Seth Bonder Scholarship for Applied Operations Research in Health Services: Novartis Pharmaceuticals Post-Master's Certificate Scholarships.
- Nursing Loan for Service and Nurse Educator Loan for Service: [http://www.hed.state.nm.us/students/nursing\\_lfs.aspx](http://www.hed.state.nm.us/students/nursing_lfs.aspx) and <http://www.hed.state.nm.us/students/nurseeducator.aspx>.
- Health Outcomes Predoctoral Fellowships. Full-time students only.
- Zeta Phi Beta Sorority Inc. National Educational Foundation General Graduate Scholarship: Full-time female students only.
- Josephine de Karman Fellowship Trust: [www.dekarman.org](http://www.dekarman.org).
- MacArthur Fellows Program.
- Ford Foundation Fellowship Program: <http://sites.nationalacademies.org/pqa/fordfellowships/index.htm>.
- National-Academies.org: This site offers a listing of numerous fellowships.

### **Nurse Faculty Loan Program**

The Nurse Faculty Loan Program (NFLP) is for graduate students who have a goal of being a full-time faculty member in a professional nursing program (associate degree, BSN, or graduate) after completing the PhD program. Post-graduation, a 4-year service obligation as a faculty member in an accredited nursing program in the United States is required. Funding is limited, and students already in the NFLP receive priority. Please contact Nursing Financial Aid for further information by email at [HSC-CON-FinancialAid@salud.unm.edu](mailto:HSC-CON-FinancialAid@salud.unm.edu).

### **NRSA Predoctoral Fellowships**

Students may be eligible to apply for a Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship. This National Institutes of Health-sponsored program requires a faculty mentor. Please speak with your faculty advisor if you are interested in learning more about this award.

### **CON Scholarships**

The CON makes departmental scholarship funds available to assist with the cost of books, tuition, and fees, with average awards of \$250 to \$500. All admitted and enrolled students with completed Free Application for Federal Student Aid (FAFSA) will

automatically be included in the review for scholarships. There is not a separate application. Scholarships are for both students with financial need and students with no financial need.

If you have questions, please contact a CON Financial Aid Officer noted above.

The following departmental scholarships are available to CON students:

- Aladino and Nellie Matteucci Endowed Scholarship: First preference given to graduate students. Must be full time and demonstrate academic achievement.
- Blanche Ausley Montgomery Memorial Scholarship: Must be NM state resident and a full-time undergraduate or graduate student who demonstrates academic achievement and financial need.
- Carolyn Dooley Martinez Scholarship Endowment in Nursing. Open to current BSN, MSN, and PhD students.
- Dean Eleanor King Memorial Scholarship Endowment. Must be in good academic standing and an undergraduate student admitted, enrolled, and working on a Bachelor of Science in Nursing (BSN) or a graduate student working on an MSN or PhD in Nursing.
- Maggie Ferguson Memorial Scholarship Endowment in Nursing. Open to current BSN, MSN, and PhD students.
- Marty and Dave Evans Scholarship Endowment in Nursing. Open to current BSN, MSN, and PhD students.
- Maryann and Edwin G. Roos Endowed Scholarship in Nursing. Open to current BSN, MSN, and PhD students in good academic standing.
- Peter and Geneva Meerdink Endowment Fund. Open to current BSN, MSN, and PhD students.

- Virginia S. Jackson Endowed Scholarship in Nursing. Open to current BSN, MSN, and PhD students in good academic standing. Preference given to NM residents.

## STUDENT RESOURCES ON MAIN CAMPUS

See [UNM Pathfinder](#).

## UNIVERSITY RESOURCES

### LoboCard

The [LoboCard](#) is the official UNM ID card used for access to various UNM Albuquerque Main Campus facilities and buildings, including Johnson Gym, SHAC, libraries, campus dining facilities, computer pods and more. To obtain your Lobocard, please visit the Lobocard Office in person in the Student Union Building Suite 1067.

Please see the [Lobocard website](#) for current policies and procedures. For any questions, email the LoboCard Office at [lobocard@unm.edu](mailto:lobocard@unm.edu) or call 505-277-9970.

### Health Sciences Center Library & Informatics Center (HSLIC)

505-272-2311, <http://hsc.unm.edu/library/>

UNM's Health Sciences Library and Informatics Center (HSLIC) is New Mexico's only publicly accessible health sciences library. HSLIC faculty and staff strive to improve health and health equity for all New Mexicans through active collaboration and partnership in education, research, clinical care, and community engagement. HSLIC has expert faculty and staff, a state-of-the-art collection of electronic, print and audiovisual materials, and a facility designed to meet the needs of today's learners.

The HSLIC facility encompasses 37,030 sq ft of technology-infused space, offering 44 computer workstations, a variety of group study and collaboration spaces, individual study rooms, a virtual reality suite, a lactation room, and classrooms. Wireless access is available throughout the building, and guests may use wireless or designated HSLIC computer workstations to access online resources. Comprised of three floors, HSLIC has 449 seats, including 46 in our 9 group study rooms and 9 in our individual study rooms. Study rooms can be booked in advance using an online reservation system: <https://libcal.health.unm.edu/reserve/rooms/study>. HSC-affiliated patrons have 24/7 access to HSLIC. HSLIC is open to the public Monday through Friday, 8 am to 5 pm and Saturdays 12 to 5 pm.

Need Help? Ask A Librarian: <https://hsc.unm.edu/hslc/help/ask-a-librarian.html>

Nursing Resource Guide – Your one stop for resources targeted to nursing students and nurses: <https://libguides.health.unm.edu/nursing>

- (For additional HSLIC links & library information see [APPENDIX A](#))

## **Libraries**

The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts Library, Parish Memorial Library, and the Centennial Science and Engineering Library. On north campus there are the Health Sciences Center and the Law Libraries.

## **Parking**

Parking permits may be purchased at UNM Parking and Transportation Services (PATS) <https://pats.unm.edu/> located at 2401 Redondo Drive NE, Phone: 505-277-1938.

## **GRADUATE STUDENT LIFE**

### **Graduate and Professional Student Association**

The Graduate and Professional Student Association (GPSA) is the representative governing body for all graduate and professional students. GPSA represents the interests of graduate students through continuing contacts with the University administration, Board of Regents, and state legislature. In addition, GPSA maintains an active network with other graduate student organizations nationally. The primary goal of the association is to enhance graduate educational opportunities for all students at the University <https://gpsa.unm.edu/>

GPSA maintains a Student Research Allocations Committee, which provides financial aid to graduate students completing research projects. Money is also available to students for attending academic conferences. Graduate departments that have student organizations chartered by the GPSA can apply for funding or workshops and other special events. For further information concerning these and other services, contact the GPSA offices, Room 1021 of the Student Union Building, 505-277 3803, or email to [gpsa@unm.edu](mailto:gpsa@unm.edu).

## **Graduate Student Nurses' Association**

Members of the Graduate Student Nurses' Association (GSNA) must be enrolled as graduate students at the UNM CON. This organization is a chartered member of the Graduate and Professional Student Association (GPSA). Officers of GSNA are voting members of the GPSA Council and represent graduate student nurses at the university level. The GSNA objectives are to:

1. Represent, support and advocate for graduate nursing students;
2. Provide supplemental scholarship and financial information and resources; and
3. Promote the scholastic, professional, and social interests of the graduate student nurse while serving as a conduit for student-faculty communication.

Additional information can be found at

<https://hsc.unm.edu/nursing/students/experience/organizations/>.

## **Sigma**

<https://www.sigmanursing.org/>

Sigma (formerly Sigma Theta Tau International) is the Honor Society of Nursing. Founded in 1922; there are now more than 600 chapters around the world. Gamma Sigma Chapter is the 88th Chapter, chartered in 1978 at the UNM CON. To locate a local chapter go to: <https://thecircle.sigmanursing.org/home>.

Membership in Sigma is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in nursing are also eligible for membership consideration. Membership is available by invitation through active chapters.

Research Grants: Applications for small research grants for dissertations are available through Sigma chapters and the international organization. See Sigma's website above for more details.

## GRADUATE STUDENT ORIENTATION

Watch your email for communications from the UNM College of Nursing Advisement Office. You will receive forms to fill out and information about the date for the on-campus or virtual Master of Science in Nursing orientation for your program. You are required to attend.

## COMMUNICATION WITHIN THE COLLEGE OF NURSING

Throughout your PhD Program of Studies (POS), you will find faculty and staff who are ready to facilitate your progress.

**PhD Nursing Administration Program** faculty and staff:

## ACADEMIC ADVISEMENT

Academic advisement is an important component to successful completion of program and degree requirements. Students are ultimately responsible for obtaining information needed from advisors. There are two formal levels of advisement: advisement from the CON Advisement Office and advisement from Faculty Advisors.

The CON Advisement Office (CON Room 255) provides procedural information, answers to general questions, and referral to specific Program Coordinators, faculty members, and other offices as appropriate.

Faculty advisors provide guidance student through the program of studies (pre-Progression Examination) and other academic matters.

An advisor is assigned to you on admission to the program, and this faculty member will guide you through your first year of study. Student interests and faculty commitments are among the considerations that go into assigning the initial academic advisor. A reasonable attempt will be made to match you with someone who shares your identified research interests.

Help beyond the level of an advisor's responsibility is available through:

1. The Student Health Center for physical and/or mental health matters;
2. The Accessibility Resource Center for students with documented disabilities;
3. Specialists off campus, if unavailable on campus; and

#### 4. UNM Graduate Studies for university-wide regulations.

In addition, important messages will be sent to you through your UNM HSC email, i.e. [yourid@salud.unm.edu](mailto:yourid@salud.unm.edu).

### UNM COLLEGE OF NURSING ACADEMIC CALENDAR

The CON term calendars for 2024 are located at from this College of Nursing webpage: <https://hsc.unm.edu/nursing/students/start/calendar.html>

### HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER (HSLIC)

Ingrid Hendrix is the librarian dedicated to the College of Nursing to assist with questions about literature searches for papers, finding full-text articles, and anything else related to finding information for papers or projects. There is a nursing research guide that pulls together a wide variety of resources in one place. Check it out at:

<https://libguides.health.unm.edu/nursing> or click on Research Guides from the Resources dropdown menu on the library's homepage and then click on Nursing from the listing on the left of the screen. The best way to reach her is either through [LAcuff@salud.unm.edu](mailto:LAcuff@salud.unm.edu) to set up an appointment or ask a question via email.

For those with smartphones, HSLIC has a mobile site to access some library resources:

<https://libguides.health.unm.edu/mobileapps> . For a complete listing of resources available through the library, check out this page:

<http://libguides.health.unm.edu/az.php>. To see what journals UNM subscribes to electronically, go to this site <http://px7gv7gt2n.search.serialssolutions.com/> <https://hslic-unm.on.worldcat.org/atoztitles/search#journal> and type in the title of the journal you are searching.

## CHAPTER 5: PHD PROGRAM IN NURSING OVERVIEW

The Doctor of Philosophy (PhD) Program prepares individuals to be a nationally competitive scientist and/or policy maker. Graduates of the PhD program will be able to:

- Assume the role of the novice PhD-prepared nurse in research, science, and policy.
- Accept the responsibility for self-directed scholarly development in an ongoing research program, focused on improving health outcomes and health disparities.
- Conduct independent formal inquiry or research, and generation of new knowledge and theory.
- Practice nursing reflectively, guided by theory, based on scientific literature and/or established policy.
- Achieve research expertise across the range of nursing science in human health or illness, non-human models, or in silico models.
- Evaluate and critique governmental policy relevant to health care.

The PhD program is planned for full or part-time study. The part-time program is expected to take 4 to 5 focused years for master's-prepared applicants, with an additional year for students admitted under the BSN to PhD option. Students are required to complete 6 credit hours of prescribed courses each semester (Fall, Spring, Summer) until completion of coursework. Options exist for students who wish to complete the program faster. On acceptance into the program, each student will be required to commit to a program of studies (see Appendix B, College of Nursing Forms and Procedures).

### IN-PERSON REQUIREMENTS

#### **Residency Week**

During the first 3 years of enrollment, all students are required to come to Albuquerque for one (1) week every Fall semester for an intensive on-the-ground experience.

#### **A Research Conference**

Students are required to attend a research conference recommended by their faculty advisor or the Western Institute of Nursing (WIN) Research Conference or other equivalent conference for their first 3 years, where they will have opportunities to

present their scholarship and meet with their faculty, classmates, and other scholars from the western states.

## OVERVIEW OF THE PHD PROGRAM CURRICULUM

### Areas of Study

All PhD students complete a required core of coursework. Additional work is focused either on Health Policy or Health Equity and Preparedness (as an area of concentration) or a program of study that is structured to meet individual goals (individualized plan of study). Students wishing to have a PhD with a concentration in Health Policy or Health Equity and Preparedness must be formally accepted into the concentration at the time of admission to the PhD program or subsequent to admission to the PhD program through submission of required materials by the deadline. All students take the same 30 credits of core courses plus prescribed research methods courses. The coursework will vary, depending on the student's plan of study (individualized vs. Health Policy or Health Equity and Preparedness concentration). The student's advisor and Dissertation Chair will guide the student in selecting coursework that will move the student to a depth of knowledge and expertise in their content area. The student and advisor should review the Plan of Studies annually to ensure the plan aligns with the student's research and scholarly goals (see Advising Sheet in [Appendix B](#)).

### Curriculum Plan

The PhD curriculum consists of a core of PhD courses on philosophy of nursing science, theory, statistics, health policy, and research design. Students additionally choose from a selection of research methods courses, health policy courses, and electives. Students admitted under the BSN entry option complete 18 prerequisite credits before starting the PhD coursework. Post-baccalaureate students should consult the PhD Program Director for requirements that are in addition to those listed in this section.

### Core Courses – 30 credits

At this time, all students are required to take the following core courses:

- NURS 600\* Philosophical Foundations of Nursing Science
- NURS 601\* Theoretical Foundations of Research

- NURS 606\* Quantitative Methods in Health Research
- NURS 607\* Qualitative Methods in Health Research
- NURS 620\* Health Care Statistics I
- NURS 621\* Health Care Statistics II
- NURS 640 Health Policy, Politics, and Research
- NURS 690 PhD Seminar

\*Required Core Courses to sit for the Progression Exam at the end of Year 1.

**Health Policy Concentration Courses – 10 credits (required for Health Policy students)**

- NURS 641 Understanding Health Disparities in Policy & Research
- NURS 642 Health Care Economics
- NURS 648 Health Policy Field Placement Prep
- NURS 649 Health Policy Field Placement

**Health Equity and Preparedness courses – 10 credits (required for Health Equity and Preparedness students)**

- NURS 650 - Disaster Science and Health Equity
- NURS 651 - Issues in Disaster Health Care
- NURS 652 - Impacts of Climate Change on Disaster Risk and Health
- NURS 653 - Environmental Health Science

**Methods Courses – 6 credits**

All students are required to select at least one of the advanced courses (NURS 612 Health Outcomes Research or NURS 623 Advanced Qualitative Methods) PLUS one additional course:

- NURS 612 Health Outcomes Research
- NURS 613 Mixed Methods Research
- NURS 615 Critical Ethnography and CBPR in Health Care Research
- NURS 623 Advanced Qualitative Methods

## **Electives – 21 credits (Individualized Program) or 12 credits (Health Policy or Health Equity and Preparedness concentration)**

Students will take elective courses in the student's area of interest approved in advance by the student's advisor or Chair. For all students, subject to the approval of the advisor or Chair, up to 6 credits of electives may be taken as independent study as part of the program of studies; however, no more than 3 credits of independent study in Nursing may be applied to the degree requirements. Students are strongly advised against replacing a methods course with an independent study; such substitutions will be considered only in special circumstances.

- NURS 605 Symptom Management Science
- NURS 608 Environments of Human Health and Nursing
- NURS 609 Family Nursing: Concepts, Issues, and Outcomes
- NURS 611 Rural and Cultural Health
- NURS 615 Critical Ethnography and CBPR in Health Care Research
- NURS641 - Understanding Health Disparities in Policy and Research
- NURS642 - Health Care Economics
- NURS650 - Disaster Science and Health Equity
- NURS652 - Impacts of Climate Change on Disaster Risk and Health
- NURS653 - Environmental Health Science
- NURS654 - Disaster Theory and Research Methods
- NURS655 - Contemporary Threats of Terrorism and War
- NURS656 - Disaster Health Education and Communication
- NURS657 - Population Focused Health and Human Services Impact from Disasters
- NURS658 - Refugee Health
- NURS659 - Complex Humanitarian Disasters
- NURS 693 (selected topics)
- NURS 694 Research Practicum
- NURS 715 Genetics and Genomics for Advanced Practice
- NURS N727 Health Care Innovations and Informatics

Or

- Other courses as approved by the student's advisor or dissertation Chair and Committee

### Dissertation – 18 credits

Students must complete a minimum of 18 credits of NURS 699. Students must enroll for 6 credits per semester of NURS 699 each semester between the conclusion of the courses in their program of study until degree completion. However, only 18 credits of NURS 699 will be counted toward graduation. Students must make satisfactory progress in each semester they are registered for NURS 699. Failure to make progress in any semester will result in a grade of NC (no credit) for that semester.

<b>Individualized Plan of Study</b>	51 credits of coursework + 18 credits of dissertation <b>Total Credits: 69 credits</b>
<b>Health Policy Concentration</b>	52 credits of coursework + 18 credits of dissertation <b>Total Credits: 70 credits</b>
<b>Health Equity and Preparedness Concentration</b>	52 credits of coursework + 18 credits of dissertation <b>Total Credits: 70 credits</b>
<b>BSN Entry Option</b> <i>Includes 18 credits of bridge coursework</i>	69 credits of coursework + 18 credits of dissertation <b>Total Credits: 87 credits</b>

### Course Information

The titles and descriptions for all PhD courses can be found in the [University Catalog](#).

### Additional Options for PhD Coursework

The University of New Mexico:

See [University Catalog](#) for available courses. Your advisor can help you identify courses which will fit your plan of study.

### NEXus Doctoral Elective Courses

The UNM College of Nursing is part of NEXus (the Nursing Education Exchange). NEXus is a collaboration among a number of doctoral programs in nursing that offer graduate courses through distance education and that have entered into an agreement that allows the programs to share seats in courses and transfer credits in those courses across member institutions.

Membership in NEXus provides students access to a wide variety of both methods and general electives.

### **NEXus Course Financial Considerations**

The current tuition for a NEXus course is \$995.00/credit hour (subject to change annually; check the NEXus website for the most current information.) This fee typically covers all associated university fees. Students are responsible for the cost of books and educational materials.

Students must have permission from the advisor or Chair to register for a NEXus course. The NEXus site and available courses can be viewed at <https://winnexus.org/>. See complete information in [Appendix B](#).

## CHAPTER 6: PHD PROGRAM GENERAL REGULATIONS AND REQUIREMENTS

All students must follow the guidelines in the [UNM Catalog](#) (click the link under Current Catalog). Each academic year's catalog has a link for The Graduate Program where General Academic Regulations of UNM Graduate Studies are found at <http://registrar.unm.edu/UNM%20Catalog/>.

### GENERAL ACADEMIC REGULATIONS

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico [UNM]) and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

**Ignorance of a rule is not accepted as a basis for waiving that rule.**

Students may graduate under the degree requirements of any catalog in effect since the year in which they were first enrolled in a degree-granting graduate program at UNM, provided that they have maintained continuous active status and they complete the graduation requirements for the degree sought within the appropriate time period. Students who are readmitted or who transfer from one degree-granting program to another within the University will graduate under the catalog in effect at the time of their readmission/transfer or a succeeding catalog.

The catalog under which a student intends to graduate must be specified on the first page of their Program of Studies/Application for Candidacy. Students must meet all the degree requirements for graduation in the catalog chosen.

**Notwithstanding the above, the College of Nursing and UNM reserve the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.**

### PHD PROGRAM REQUIREMENTS

The University requires doctoral students to pass a Doctor of Philosophy (PhD) Comprehensive Examination, specific to the discipline, before advancement to PhD

candidacy. At the CON, the Comprehensive Examination consists of two parts: **(1)** successful passage of the Progression Exam; and **(2)** successful defense of a dissertation proposal. Students must pass both of these requirements to be admitted to candidacy. The final examination for the PhD degree is the dissertation defense.

- Students are required to sit for the Progression Exam. The Progression Exam tests for knowledge of the first six core courses required in the PhD program.
- No later than the second year of enrollment, all PhD students in the CON must identify the Chair of their Dissertation Committee who are content matter experts. The Chair must be a tenured or tenure-track faculty member of the CON. The Chair will assist the student in identifying other members for the dissertation committee to make sure membership conforms to Office of Graduate Studies (GS) requirements (also see Committee Service Guidelines: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>). The Chair and committee members assist PhD students in planning the remainder of their program of studies (coursework) and choosing a dissertation topic.

The PhD Director will approve the assignment of chairs and committees to assure a content matter match.

- The members of the Dissertation Committee will supervise the student through the dissertation proposal process and review and approve the Application for Candidacy before the student becomes a PhD candidate. All students must defend their dissertation proposal before advancement to PhD candidacy.
- All students must successfully prepare and defend a written dissertation.
- **Note: Candidates are never to use the title of PhD(c), PhD (Cand) et al.**

### **PhD Progression Examination**

Students are required to take a Progression Exam after completing the following six core courses of the program:

- NURS 600 – Philosophical Foundations of Nursing Science  
NURS 601 – Theoretical Foundations of Research
- NURS 606 - Quantitative Methods in Health Research

- NURS 607 - Qualitative Methods in Health Research
- NURS 620 - Health Care Statistics I
- NURS 621 - Health Care Statistics II

The Progression Exam is an online, written exam comprising four sections that test a student's knowledge of the content presented in the six core courses of the first year of the PhD Program. ***The exam is offered in August of each year. A student must take the exam following the student's completion of the first six core courses.***

- Students must earn a passing grade on each section of the exam. The PhD Program Director will notify the student of the results on or before the 14th day following the last day of the exam.
- A student who fails only one section of the exam must retake that section in the subsequent exam administration.
- A student who fails more than one section of the exam must retake all sections of the exam in the subsequent exam administration.
- A student who fails one or more sections must also receive his or her advisor's approval prior to enrolling in, or continuing to be enrolled in, any course.

Prior to retaking all or part of the exam, the student and advisor should develop a remediation plan for increasing the student's knowledge in one or more subject areas needed to pass the exam. It is the student's responsibility to work with the advisor to follow the remediation plan, which may include additional coursework or independent study, prior to retaking the exam. The PhD Program Director will work with the advisor to develop an individualized plan for each student. Students should be aware that a course that is taken for remedial purposes prior to re-taking the exam MAY not count toward fulfillment of PhD program requirements. A student who fails all or part of the exam on a second attempt will be suspended from the PhD program for 1 year per the GS Policy on suspension by a degree program: <http://catalog.unm.edu/catalogs>. After 1 year, the student may reapply to the PhD program; however, readmission is at the discretion of the PhD program faculty and is not guaranteed.

## **Guidelines for the PhD Comprehensive Examination in the CON**

At the CON, the Progression Exam is the first component of the Comprehensive Examination requirement. **The second component is satisfied by preparing a written dissertation proposal, consisting of the first three dissertation chapters (Introduction/Background; Literature Review; Methods), and successfully defending the written proposal in an oral examination by the student's Dissertation Committee.**

The administration of the Comprehensive Exam and progression to candidacy is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. The student must be enrolled in a minimum of 1 credit of graduate course work in the semester in which he/she takes the PhD Comprehensive Examination (proposal defense).
3. In consultation with the Chair and members of the dissertation committee and at least 2 weeks prior to the date of the examination, the CON (via the Student Advisement Office) requests approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. Students are usually informed of the results immediately following the oral exam (defense). However, if changes to the proposal are required, the graduate unit will notify the student of the results of the examination no later than 2 weeks after the date on which it was administered.
5. The results of the examination must be reported to the Dean of Graduate Studies via an online form sent to the Chair and committee members by GS.
6. If a student fails the examination, the Committee may recommend a second examination, which must be administered within 1 calendar year from the date of the first examination. The PhD Comprehensive Examination may be taken only twice. A second failure will result in the student's termination from the program.

## **Oral Component of the Comprehensive Examination (Proposal Defense)**

The purpose of the oral component of the proposal defense is to clarify, expand, and/or elaborate on core content and any of the concepts, theories, or methods developed in the written proposal. The oral component has a maximum time limit of 2 hours and must be completed in person on the UNM Albuquerque campus. The student must pass both the written and oral component of the examination and file the Application for Candidacy with GS before the Graduate Dean will consider advancement to PhD candidacy. Once the PhD Comprehensive Examination (Progression Exam AND dissertation proposal defense) is passed, the student has no more than 5 years from the date of the examination in which to complete the PhD degree.

## **The Dissertation**

Each PhD candidate must prepare and defend a written dissertation proposal and a final dissertation. The dissertation for the degree of Doctor of Philosophy must demonstrate ability to do independent research and competence in scholarly exposition. It should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field. In addition to the approval of the dissertation committee, the research will require review and approval by the Human Research Protections Office of the UNM Health Sciences Center to ensure compliance with requirements for protection of human research subjects; or the [UNM Health Sciences Center IACUC \(Institutional Animal Care and Use Committee\)](#). (See [Appendix C: Review for Protection of Human Subjects in Research](#)).

### *Composition of the Dissertation Committee.*

- The Dissertation Committee consists of at least four members, all of whom must be approved for committee service by the Dean of Graduate Studies.
- The Chair must hold a tenured or tenure-track appointment in the College of Nursing.
- At least one other committee member must hold a tenured or tenure-track appointment at UNM (i.e., at least two members must have tenured or tenure-track UNM appointments).

- At least one member must be a tenured or tenure-track faculty member external to the CON (either in another academic unit at UNM or at another university).
- It is allowable for a committee member (usually only one) to be a non-tenure UNM faculty member or someone considered an expert in the field.
- Members with an academic appointment at another university or who are non-tenure UNM faculty, or others considered experts in the field, must be approved for committee service by GS.
- <https://grad.unm.edu/resources/graduate-students/gc-forms/announcement-examination.html>

The CON Advisement Office will initiate paperwork for GS approval of committee members who are not tenured or tenure-track faculty of UNM. The student should obtain a curriculum vitae from a proposed member who does not hold a UNM appointment. For a list of all tenured/tenure-track faculty at the CON, see Appendix D.

*Dissertation options.* Candidates in the PhD in Nursing Program at the CON have the option of completing either a traditional or a non-traditional (hybrid) dissertation. The PhD candidate, in consultation with his/her Dissertation Committee, must decide which format is most appropriate.

- A traditional dissertation is a single written document, authored solely by the student, presenting original scholarship.
- A non-traditional (hybrid) dissertation, as defined by the graduate unit, consists of a collection of related articles prepared for publication or already published. The dissertation must include “Introduction” and “Conclusion” sections.

**The non-traditional dissertation option is not appropriate for all students.**

**Students considering the non-traditional dissertation should discuss the option with their dissertation Chair early in their dissertation planning.** Considerations include the topic, timeline, and student’s demonstrated ability to write, evaluate, and synthesize existing literature. The final decision regarding format is a joint decision involving the student and the Dissertation Committee.

Please see [Appendix B: College of Nursing Forms and Procedures](#), of this Handbook for details regarding CON PhD dissertation options, as well as a comparison chart for the dissertation options.

The candidate:

- Must meet the general manuscript format criteria set forth in the UNM Catalog/website on manuscript guidelines. <https://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>
- Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.
- Students must be enrolled continuously in NURS 699 throughout the dissertation stage of the program, **unless a Leave of Absence has been approved by GS.**
- ***Continuous Enrollment Rule for Thesis/Dissertation students.*** All graduate students enrolled in thesis or dissertation credit hours (599 or 699) must maintain continuous enrollment, excluding summer terms, from the first semester of registering in these credit hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence; if students miss one or more semesters without an approved leave of absence, they must file for readmission as described below. Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit.

*Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit processes the application through the Office of Admissions (Applications for readmission may be processed off-cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student re-enrolls).*

*Readmission is at the discretion of the department. There is no guarantee that a student who leaves the program without an approved leave of absence will be readmitted. In addition, students are readmitted under the terms of the UNM Catalog in place at the time of readmission; to be readmitted under their original Catalog requirements students must submit a Petition to the Dean of Graduate Studies.*

- The student is responsible for preparing a high-quality dissertation in the proper format that is free of grammatical and typing errors. Guidelines on dissertation format must be followed carefully. Students are urged to print current guidelines from the GS website before defending their dissertations.
- The general manuscript format guidelines and most required forms are available at <http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>. Examples of the front matter and reference pages are also available on the GS website. All dissertations should be prepared in American Psychological Association format, using the most recent edition of the *Publication Manual of the American Psychological Association*.
- *NOTE:* Although the sample dissertations shown on the GS website indicate that Appendices should precede the References, *please note that in APA style, Appendices should be placed after the References.*
- A dissertation that does not conform to University and CON guidelines will not be accepted, which could result in a delay of graduation.

### **HSC Compliant Data & Electronic Research Record Storage for the Dissertation**

The UNM HSC requires all electronic data to be stored on the N drive (see <https://hsc.unm.edu/research/compliance/research-data-and-informatics/>). This includes any electronic documents, such as protocols and recruitment flyers. The Student N drive access request process is:

1. The Dissertation Chair submits dissertation project to the IRB.
2. The Dissertation Chair directs the student to complete the HSC VPN training (ONLINE COURSE CLT 110-A) in Learning Central.

3. After Steps 1-2 are completed, the Dissertation Chair completes the Secure File Storage/Transfer Service Request (see Appendix B) and sends form and e-mail request to [CON-IT-Help@salud.unm.edu](mailto:CON-IT-Help@salud.unm.edu) for review.
4. Once approved, the folder access rights are setup and the drive path is sent to the Dissertation Chair.
5. The Dissertation Chair requests VPN access be granted to the student at <https://hscithelp.health.unm.edu/>.

### **The Final Examination for the Doctorate (Dissertation Defense)**

The PhD final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance as such. The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars.
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions.
3. To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member.
4. To ensure that the candidate is thoroughly familiar with the particular focus of the dissertation, the breadth of the literature relevant to the topic, and relevance to the discipline of which it is a part.

### **Notification to GS**

- At least 2 weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring graduation, or July 1 for Summer graduation, the CON must notify GS of the scheduled defense date by submitting the appropriate announcement form.
- To qualify to sit for a PhD exam during the intersession, the student must be registered for the following semester.

- The student is responsible for providing each member of the Dissertation Committee with a complete copy of the dissertation in ample time for review prior to the examination.

The presentation and examination phases of the exam are open to the University community and are published in various sources; the deliberation phase is only open to the committee. At the conclusion of the examination, the Dissertation Committee members will confer and make one of the following recommendations, which must be agreed upon by at least three of them:

1. That the dissertation be approved without change;
2. That the dissertation be approved subject only to minor editorial corrections; or
3. That the dissertation be rewritten or revised before approval.
4. Failure of the dissertation defense.

If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance, the Chair of the Dissertation Committee will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to GS. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

### **Quality of the Dissertation**

The responsibility of the Dissertation Committee (especially the Chair) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate's competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology, or exposition arise through a review of the Report on Thesis or Dissertation forms, the Graduate Dean may seek the counsel of the Dissertation Committee, graduate unit chairperson, and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

### **Notification of Intent to Graduate**

See the Graduation/Dissertation Checklist section later in this chapter for information related to notifying the Advisement Office about your plans for graduation. Graduation is dependent on the completion of all degree requirements for graduation by November 15 for Fall, April 15 for Spring, and July 15 for Summer. Only students who have completed all degree requirements may participate in commencement exercises.

### **Graduation Courtesy Policy**

University regulations require that the student must be enrolled and complete a minimum of 1 hour of graduate credit in the semester he/she completes degree requirements. Should the student miss the graduation deadline (July 15 for Summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation) but complete all degree requirements on or before the last day of that semester, the student is not required to register for the next (graduation) semester. The degree program must submit the student's name on the proposed graduation list for the actual semester of graduation.

### **Electronic Submission of the Dissertation**

PhD students must submit their dissertations to the Dean of Graduate Studies for approval by:

- November 15 for Fall graduation,
- April 15 for Spring graduation, or
- July 15 for Summer graduation.

If the dissertation approved by the full committee is not submitted by these deadlines, the student will not be able to graduate in that semester. Whereas GS accepts dissertations in electronic (pdf) form, dissertation Chairs may also require paper copies (check with your dissertation Chair).

All PhD students at UNM must submit their dissertations to GS electronically for filing in UNM Library's electronic, open-access database, [UNM Digital Repository](https://repository.unm.edu), where their work is accessible to Internet search engines, such as Google and Yahoo (see <https://repository.unm.edu>).

Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Dissertations filed in open access at UNM Digital Repository are fully copyrighted and are afforded the same intellectual property protections as print manuscripts and publications. PhD students must also file their dissertations with ProQuest (<http://www.proquest.com/>; see dissertation submission guidelines).

### **Petition for an Embargo**

In some cases, students, in consultation with their committee Chair may find it appropriate to submit a petition to the Dean of Graduate Studies to embargo, or to delay the release of, the electronically submitted dissertation (ETD). An embargo is a period of time during which researchers cannot access your ETD from external online search engines. Embargos may be appropriate for authors who (1) are filing for patents, (2) want to publish their work through a traditional press that considers open-access publication to be equivalent to prior publication, or (3) need to protect sensitive data or information.

The default period for the embargo is 2 years. Upon expiration of the embargo period, the ETD will be moved into open access, although authors may request an extension of the embargo by petitioning the Dean of Graduate Studies. Authors of embargoed dissertations must petition for renewal at least 3 months prior to the expiration date of the embargo in place at the time.

The Dean of Graduate Studies will review all requests for embargos and embargo extensions, with the goal of balancing students' requests with the need of the scholarly community for broad and open access to scholarly and creative work. Even when an embargo is granted, the title, author, and keywords associated with the dissertation will be available through open access. In all cases, a former UNM student may terminate the embargo at any time.

### **Accompanying Forms**

The following forms, which must be submitted along with the manuscript, may be obtained from GS or the GS website: <https://grad.unm.edu/degree-completion/thesis->

[dissertations/forms-procedures.html](https://grad.unm.edu/degree-completion/thesis-dissertations/forms-procedures.html). Also see Appendix E, Quick Links to Electronic Forms.

1. A Report on Thesis or Dissertation form, completed by each committee, must be received by GS before the student's dissertation receives final approval.
2. A Certification of Final Form
3. An Information Cover Sheet
4. A Survey of Earned Doctorates (<https://sedsurvey.org/>)
5. The UMI Dissertation Microfilm Agreement form (available at GS) and a cashier's check or money order covering the UNM fee (with an expiration date of at least 1 year from the purchase date)
6. ETD Embargo Restriction Request/Renewal Form

The front matter should consist of the:

- Approval Page,
- Title Page,
- Dedication Page (optional),
- Acknowledgment Page (optional),
- Abstract Page,
- Table of Contents,
- List of Figures (if applicable),
- List of Tables (if applicable), and
- Preface Page (optional).

Front matter templates can be found at <https://grad.unm.edu/degree-completion/thesis-dissertations/forms-procedures.html>. Dissertation guidelines can be found at <https://grad.unm.edu/degree-completion/thesis-dissertations/index.html>.

**NOTE:** In the electronic thesis/dissertation environment, signatures are no longer required on the Approval Page and, in fact, should not be used at all. Thus, the Approval Page is required but it must contain only the typed names of the committee members. GS will use the signatures on the Announcement/Report of Examination form to verify the committee's approval.

## **UMI Fee**

As part of graduation requirements, all PhD students must have their dissertations published through University Microfilms International (a subsidiary of ProQuest). PhD students should complete a UMI Dissertation Agreement form, available from the manuscript reviewer at GS. Copies of the dissertation abstract and the title page, as well as the microfilming fee, must accompany the form. There are two options for submitting your dissertation to the ProQuest- UMI Administrator site: “traditional” and “open access.” There is no fee for traditional publishing, whereas there is a \$95.00 fee for open access publishing. See the UNM ProQuest-UMI Repository information page (<https://grad.unm.edu/degree-completion/thesis-dissertations/proquest-repository.html>) and the ProQuest ETD Administrator site (<http://www.etdadmin.com/cgi-bin/home>).

## **Copyright Registration**

Copyright Registration is optional. If choosing to copyright the manuscript through UMI, the fee is currently \$65, payable by cashier’s check or money order made out to ProQuest (with an expiration date of at least 1 year from the purchase date).

## **Time Limit for Completion of Degree Requirements**

PhD candidates have 5 calendar years from the semester in which they pass their PhD Comprehensive Examination to complete the degree requirements. The final requirement is generally the acceptance of the student’s dissertation by the Dean of Graduate Studies.

## **Graduation/Dissertation Checklist**

A student approaching the end of his/her PhD program must complete the required forms to graduate (all forms can be found in the forms section of the GS website unless marked otherwise <https://grad.unm.edu/degree-completion/thesis-dissertations/forms-procedures.html>).

## **Notification of Intent to Graduate**

Students must inform the CON in writing of their intent to graduate. The graduate units must submit their proposed graduation list to GS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

The CON Advisement Office requests that you notify them in writing of your intent to graduate by:

- March 1 for Summer graduation
- July 1 for Fall graduation
- October 1 for Spring graduation

**NOTE:** Failure to notify the CON of your intent to graduate on time may delay your graduation. **The student is responsible for filing all required forms. Any missing documentation is the sole responsibility of the student alone, without exception.**

The **Announcement of Examination** form (<https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html> under Examinations/Grades) is due in GS at least 2 weeks before your dissertation defense is scheduled.

### **Deadlines for Completion of Degree Requirements**

In order to graduate in a particular semester, all degree requirements, dissertation defense, and all necessary revisions to your manuscript must be accepted by GS by the following dates:

- Spring Graduation – April 15
- Summer Graduation – July 15
- Fall Graduation – November 15

**NOTE:** If any of the deadlines occur on a weekend or a holiday during which UNM is closed, the deadline will be moved to the next business day. **Manuscript formatting guidelines** are available at: <https://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>

**Please make sure you follow them carefully.** Check with your Chair about CON guidelines. **The CON follows APA format.**

# CHAPTER 7: ACADEMIC PROGRESSION

## ACADEMIC STATUS

Students who have been admitted to the program are required to complete a minimum of 6 credit hours per semester, including summers. Non-degree students who have not been admitted to the program may be permitted to take courses with permission of the instructor. No more than 9 credits of approved non-degree coursework may be applied to the Doctor of Philosophy (PhD) program of study.

Grading System		
98-100 = A+	87-89 = B+	77-79 = C+
93-97 = A	83-86 = B	73-76 = C
90-92 = A-	80-82 = B-	72 and below = F

## ACADEMIC REGULATIONS OF THE COLLEGE OF NURSING

The minimum passing grade for graduate nursing courses is a “C” (73%). Individual Graduate Nursing Concentrations may impose a more rigorous passing grade for their clinical courses. Graduate students who do not earn a passing grade or better in any graduate nursing course on the second attempt are not allowed to progress. Graduate nursing students receiving less than a passing grade in any two nursing courses are also not allowed to progress in the College of Nursing (CON). Prior to repeating a nursing course, the graduate student’s record is reviewed by an academic advisor. Progress will be monitored by an academic advisor.

NOTE: A grade of “B” or better is required for courses taken in non-degree status or at another university in order to be applied to the program of studies.

### Satisfactory Academic Progress

Students must meet the minimum standard of academic performance in their coursework and progression toward a degree. All students’ academic progress is monitored at least annually to determine continued eligibility for financial assistance. A

student who fails to meet the criteria will not be eligible to receive financial aid at the University of New Mexico (UNM). Petitions will be allowed for students with extenuating circumstances beyond their control, such as a serious personal illness, divorce, or the death of a close family member.

## ACADEMIC STANDING, GRADES, PROBATION, AND DISENROLLMENT

### Academic Standing

To remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at UNM.

### Grade Point Average

UNM Graduate Studies (GS) checks the student's grade point average at the end of every semester and Summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted semester hours or two semesters, whichever comes first, are placed on probation or suspended, according to the University regulations and those of their graduate unit (see the section on Probation in the UNM Catalog).

The grade point average is calculated using all grades earned in graduate coursework while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student's grade point average. The UNM extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the UNM graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of quality grade points earned (see the section on Grades in the UNM Catalog) by the total number of coursework hours attempted and truncated by two decimal places. Grades of credit (CR), withdrawal passing (WP), no credit (NC), and progress (PR) are excluded from the cumulative grade point average calculation. Grades of withdrawal no credit (W/NC),

no credit (NC), withdrawal failing (WF), and incomplete failing (IF) may have an adverse impact on a student's academic standing, financial aid, and assistantship eligibility.

### **Grade Requirements for Graduation**

To earn a graduate degree at UNM, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion, as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy. Students may not graduate with Incompletes or not reported (NR) grades pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements, nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than B (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of coursework in which a grade of C (2.0), C+ (2.33), or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

**NOTE:** Honors (Cum Laude, Magna Cum Laude, or Summa Cum Laude) are not awarded at the graduate level.

### **Incomplete Grades**

The grade of Incomplete (I) is given only when circumstances beyond the student's control prevent completion of the coursework within the official dates of a semester or Summer session.

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from UNM. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class to resolve the Incomplete, the student must register for the course on an audit basis.

**Incomplete grades received must be resolved no later than 1 year (12 months) from the published end day of the semester in which the grade was assigned.**

Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an F (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the appropriate deadline. Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

**Extension of Incomplete**

A student may apply for an extension of the time allowed to complete the required coursework removing the “I” grade. The Petition for Extension of an Incomplete Grade form may be obtained at the UNM Office of the Registrar Student Forms website <https://registrar.unm.edu/forms/index.html>. Students must submit the form with all required signatures to GS by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer). For the student who re-enrolls in residence, a one-semester extension may be granted. If an extension is granted, it is the student’s responsibility to remove the “I” grade by the date indicated.

**Change of Grade/Academic Record**

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, only the instructor who issued the original grade (Instructor of Record) may submit a change by submitting a grade change form to Records and Registration in the Office of the Registrar. The student’s department chairperson and/or college dean and the Dean of Graduate Studies must approve any change of grade submitted more than 30 days after the end of a semester. Any change in grade must be reported within 12 months after the original grade was issued.

Once a student has completed the academic requirements for a graduate degree or certificate and has received his/her diploma and appropriate notations on his/her official transcript, UNM will make no modifications to his/her academic record.

### **Changes in Enrollment**

Please see the deadline table in the Schedule of Classes (<http://www.unm.edu/~schedule/> or <http://registrar.unm.edu/>) for information on semester deadlines for changes in enrollment (e.g., drops, adds, withdrawals, etc.). Note that the deadlines for the CON are earlier than the deadlines for Main Campus programs.

## **ACADEMIC PROBATION AND CONSEQUENCES**

Students who do not maintain good academic standing will be placed on academic probation by GS. There are three types of probation:

### **Type 1: Grade Point Average**

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status will be placed on Type 1 academic probation. The student will be suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 semester hours of graduate coursework or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, take PhD Comprehensive Examinations, defend theses or dissertations, or graduate.

### **Type 2: NC-F-WF-IF Grades**

Students who earn any combination of two grades of NC, F, WF, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student will be suspended from graduate status if a third NC, F, WF, or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, take PhD Comprehensive Examinations, defend theses or dissertations, or graduate. When students on Type 2 probation are ready to take final exams or

defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a grade point average of 3.5 for two consecutive semesters will have the sanctions (inability to hold an assistantship, take culminating exams, and graduate) waived and will receive written notification thereof from GS.

**NOTE:** A student who is placed on Type 2 probation after a semester has begun and holds an assistantship for that semester must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during Spring semester that he/she is on Type 2 probation must resolve the probationary status to be eligible to hold an assistantship for the following Summer and/or Fall.

### **Type 3: Incomplete Grades**

A student who receives 6 or more credit hours of “Incomplete” grades in graduate-level courses will be placed on Type 3 academic probation. Type 3 probation will end when the credit hours of “Incompletes” drop below six (6). However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take master’s examinations, take PhD Comprehensive Examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester if their semester grade point average is 3.0 or higher.

## **SUSPENSION**

### **By UNM Graduate Studies**

A student who is suspended from graduate status is removed from all student status at UNM. A student may not apply for readmission to graduate status for 1 year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

### **By a Degree Program**

If in the opinion of the graduate unit a student shows little promise of completing the degree program (e.g., if the student has committed an academic violation such as plagiarism, etc.), the graduate unit will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit.

Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of 1 year from the effective date of the suspension.

### **Readmission After Suspension**

If, after a period of 1 year, a suspended student wishes to apply for readmission to graduate studies at UNM, he/she must follow the readmission procedure delineated in the UNM Catalog.

If a graduate unit decides to readmit a student after academic suspension, it will specify the conditions required by the student to re-establish his/her good standing. The period of suspension will be included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status will be placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) will have 12 hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. Students who fail to achieve the minimum grade point average within the allotted time will be permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted will be permanently suspended from their degree program if a fourth grade of NC and/or F in graduate-level coursework is earned.

## **GRADUATE CREDIT**

In general, courses numbered 5xx and 6xx are available for graduate credit.

Additionally, some 3xx or 4xx courses are available for graduate credit, if they are noted as available for graduate credit in the online Catalog. Only students in graduate or non-degree graduate status will automatically receive graduate credit for these courses.

Please note that selected programs offer 3xx/4xx courses that are only available for graduate credit for students outside the discipline. These courses are marked with a double asterisk. A graduate student who is enrolled in the degree program offering the course must obtain a PROGRAM override from their department. Additional information is available on the GS website: <https://grad.unm.edu/home/>

### **Transfer Credit**

Students who have completed graduate-level coursework at an accredited institution other than UNM, whether they were in graduate or non-degree status, may request that these hours be used toward their degree program. Such credits may be transferred into a degree program by listing them on the Program of Studies or the Application for Candidacy, within the limits described in the Catalog sections on Master's, Master of Fine Arts, and PhD degrees.

The student must have earned a grade of B or better in the courses for which transfer credits are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities will not be accepted for graduate credit at UNM.

The CON specifies that a limited number of courses may be considered for transfer to UNM. Coursework must be no more than 5 years old at the time of Application for Candidacy, and the transfer of credits must be approved by the student's advisor or Chair.

**NOTE:** Coursework that has been counted toward a previous degree may not be counted again toward any other degree except Master's coursework for a PhD degree.

### **TIME TO DEGREE**

PhD candidates have 5 calendar years from the semester in which they pass their PhD Comprehensive Examination to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation by the Dean of Graduate Studies.

## **Continuous Enrollment Policies**

### **Three-Semester Rule**

All graduate students who are admitted and complete at least one semester in graduate status at UNM will receive registration materials for three subsequent semesters (including Summer session) whether they enroll or not. Prior to enrolling in thesis or dissertation hours, graduate students may register for classes and continue in their graduate program without having to apply for readmission as long as they enroll for classes by the published registration deadline of the third semester (including Summer session). Students who have not received an official leave of absence and who do not enroll by the registration deadline of the third semester must apply for readmission to their degree program and to UNM. The time lost during such “stop-out” periods is counted in the time to degree limits, unless students have received an official leave of absence from their graduate unit and GS. NOTE: A student must be enrolled in a semester in order to use his/her Lobo Card. (See “Readmission Process” in the UNM Catalog.)

### **Continuous Enrollment Rule for Thesis/Dissertation Students**

All graduate students enrolled in dissertation hours (NURS 699) must maintain continuous enrollment, excluding summer terms, from the first semester of registering in these hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence; if students miss one or more semesters without an approved leave of absence, they must file for readmission as described below. Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit. The CON requires continuous enrollment of 6 credits per semester, including summers.

Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit will process the application through the Office of Admissions and notify GS whether or not the student has been readmitted. (Applications for readmission may

be processed off cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student reenrolls.)

Readmission is at the discretion of the department. There is no guarantee that a student who leaves the program without an approved leave of absence will be readmitted. In addition, students will be readmitted under the semesters of the UNM Catalog in place at the time of readmission; to be readmitted under their original Catalog requirements, students must submit a petition for approval to GS. Additional information on submitting petitions may be obtained from the GS website:

<https://grad.unm.edu/resources/graduate-students/gc-forms/index.html>

### **Leave of Absence**

If extenuating circumstances require that a student must interrupt his/her studies for one or more semesters, he/she must request a formal leave of absence in advance from the home graduate unit and GS. Leaves of absence may be granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities.

Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of 1 calendar year. With a formal leave of absence approved in advance, the time a student is on leave does not count against the time to degree limit.

### **Readmission**

Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit will process the application through the Office of Admissions and notify GS whether or not the student has been readmitted. (Applications for readmission may be processed off cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student reenrolls.)

Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit.

## **Suspension of University Resources**

A student on leave of absence or who drops out of continuous enrollment for one or more semesters informally will not have access to university resources outside of those provided for use by the general public.

Additional information on submitting petitions may be obtained from the GS website:

<https://grad.unm.edu/resources/graduate-students/gs-forms/index.html>

## **PETITIONS TO MODIFY ACADEMIC REQUIREMENTS**

Graduate students may petition the Dean of Graduate Studies for an exception to any of the university-wide policies or regulations specified in the UNM Catalog. Petitions are intended to allow students the opportunity to deal with unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly. It should be kept in mind, however, that a hallmark of fairness is the uniform application of the same standards and deadlines to all students. The need for a petition should be discussed in extraordinary situations and must be discussed with the advisor and PhD program director as a first step.

A petition, in the form of a memo or letter addressed to the Dean of Graduate Studies, is initiated and signed by the student. It should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated. Before considering a petition, the Dean may require that the student have either an approved Program of Studies or Application for Candidacy on file at GS. If this has not already been submitted, the documents may be turned in simultaneously, with the petition attached to the front. The student always should consult with the advisor/committee Chair first regarding any issues that affect progression.

Petitions must be submitted in the sequence listed below:

1. The student must first submit the petition to his/her instructor of record (for grade changes only) or graduate advisor (for all other academic petitions). The

advisor/instructor should indicate whether he/she endorses the student's request and why.

2. The petition must next be submitted to the student's graduate unit—the faculty graduate director, the chairperson, or the departmental graduate committee, depending on the practice in the particular unit. In the CON, petitions are submitted to the PhD Program Director. The student may choose to submit the petition to the graduate unit even if the instructor/advisor does not endorse it. The unit should also indicate whether it supports or does not support the student's request and why.
3. This petition should then be forwarded to the Dean of Graduate Studies. The student may choose to submit the petition to the Dean of Graduate Studies even if his/her academic unit does not support it. Additional information may be requested by the Dean of Graduate Studies prior to review of the petition. In certain cases, the Dean or his/her designee may ask the Senate Graduate Committee, serving in an advisory capacity, to review the petition and offer its recommendation for approval or disapproval. The decision of the Dean is final.

A written response to a complete petition will usually be mailed to the student within 2 weeks from its receipt by GS and a copy sent to the academic unit. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The original petition will be retained in the student's file at GS. Petitions that are lacking required documentation will not be considered until all documentation has been received.

Additional information may be obtained from the GS website:

<https://grad.unm.edu/home/>

**NOTE:** A graduate student seeking retroactive withdrawal, enrollment, or disenrollment; extension of time for removal of an incomplete grade; a grade option change; or other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the UNM Catalog must submit a petition to the University Registrar. This petition process does not cover disputes involving academic judgments. Petitions must include the student's current return mailing address.

A petition to modify CON requirements should be submitted using the Petition for Exception to a CON Rule form in Appendix B. The request is initiated and signed by the student. It should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated.

## GRADUATE STUDENT ACADEMIC GRIEVANCE PROCESS

The Graduate Student Academic Grievance (GSAG) Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by students enrolled in graduate degree programs at UNM. Although conflicts that on occasion occur between students and faculty or administrators may be resolved through formal adjudication, a more informal and productive kind of resolution—one that is mutually agreed upon by the parties involved—is strongly encouraged.

**NOTE:** The informal procedure for the CON was described in [Chapter 3](#) of this Handbook.

The GSAG procedures are available for the resolution of a variety of possible issues related to the academic process. These may include, but are not limited to, issues related to progress

toward a degree and allegedly improper or unreasonable treatment, except that grievances based upon alleged discrimination or sexual harassment should be directed to the Office of Equal Opportunity (OEO). The grievance procedures may not be used to challenge the denial of admission to a degree program or to appeal the denial by the Dean of Graduate Studies of a petition or an exception to university-wide degree requirements, policies, or procedures.

1. A student with a complaint related to academic matters may consult with GS to discuss his/her concerns, seek or clarify pertinent rules and regulations governing graduate study, and explore constructive ways to resolve the problem directly with the faculty member or administrator involved. This should occur as soon as reasonably possible after the student has become aware of the problem.

2. The student should then arrange a meeting with the faculty or administrator involved in the complaint to address the problem and to explore the possibility of a jointly achieved resolution.
3. If agreement cannot be reached, the student may seek the assistance of the departmental faculty graduate advisor and/or the chairperson in resolving the dispute. If the dispute is with a faculty member in a department different from the student's, the appropriate chairperson or advisor would be in the department in which the faculty member resides or the department in which the course is offered. It is expected that these administrators will play an active part in helping to resolve the disagreement. In the event that the graduate unit involved is non-departmentalized, the student may go directly to the dean or director of that unit for assistance.
4. If the matter cannot be resolved at the departmental level, the student may bring the problem to the attention of the school or college Dean. The school or college Dean will determine whether to adjudicate the dispute or to refer the student to the Dean of Graduate Studies for a resolution. If the dispute is with a faculty member in a school or college different from the student's, the appropriate dean would be the one in the unit in which the faculty member resides or in which the disputed course was offered

In the resolution of grievances at the level of a school or college Dean or the Dean of Graduate Studies, the procedures are described in the UNM Pathfinder under "Student Grievance Procedure," Sections 2.3.1–2.3.7 (<https://pathfinder.unm.edu/campus-policies/graduate-student-grievance-procedure.html>)

## CHAPTER 8: STUDENT REQUIREMENTS AND EXPECTATIONS

The Pathfinder is the University of New Mexico (UNM) Student Handbook. It can be found at: <https://pathfinder.unm.edu/>.

Selected sections of the Standards of Conduct have been reprinted below. Students are encouraged to thoroughly review The Pathfinder.

Please refer to the College of Nursing Policies and Procedures web page <https://hsc.unm.edu/nursing/about/resources/policies.html> web page for a complete list of all College of Nursing policies.

### POLICIES TO REVIEW

#### University of New Mexico Policies

- [Student Code of Conduct](#)
- [Policy on Academic Dishonesty](#)
- [Dishonesty in Academic Matters](#)
- [Graduate and Professional Student Conduct and Grievance Procedures](#)
- [Intellectual Property Policy](#)

#### College of Nursing Social Media Policy

The College of Nursing Social Media Policy, policy number [CON-401](#), applies to students, faculty, and staff and is intended to ensure that social media and social networking technologies are used in a professional and responsible manner.

Please refer to the UNM Social Media Guidelines for additional information <https://social.unm.edu/guidelines/>

#### UNM Health Sciences Center Email Policy

College of Nursing (CON) students have an HSC email account (@salud.unm.edu) automatically provisioned for them upon enrolling in any HSC course of study. Students are required to use their HSC email for all official HSC correspondence. Important messages will be sent to you though your UNM email. It is strongly suggested that students check their HSC email account a minimum of two to three times per week.

**NOTE:** Upon graduation, your HSC email address will be deactivated within 24 to 48 hours.

Prior to graduation, please take steps to transition your communications to another email address. It is a HIPPA violation to forward email messages from your HSC email account to any other email account. Please provide the College of Nursing's Student Services Office with the change in email address for future correspondence.

## APPENDIX A: LIBRARY AND UNIVERSITY RESOURCES

### HEALTH SCIENCES LIBRARY & INFORMATICS CENTER (HSLIC)

505-272-2311, <http://hsc.unm.edu/library/>

- Need Help? Ask A Librarian: <https://hsc.unm.edu/hslc/help/ask-a-librarian.html>
- Nursing Resource Guide: <https://libguides.health.unm.edu/nursing>
- HSLIC Online catalog: <https://hslc-unm.on.worldcat.org/discovery>
- Interlibrary Loan Office: <https://unmhslc.hosts.atlas-sys.com/Logon>

### ZIMMERMAN LIBRARY

505-277-9100 | <https://library.unm.edu/about/libraries/zim.php>

In addition to books and journals on humanities, social science and education, Zimmerman houses:

- [Government Information](#)
- Reference Department <https://elibrary.unm.edu/>
- Center for Academic Program Support (CAPS) <https://caps.unm.edu/>

#### Zimmerman Library, 1st Floor, West Wing

505-277-6451

- Center for Regional Studies, 505-277-2857 <https://elibrary.unm.edu/cswr/>
- Chaco Archives, 505-346-2884
- Spanish Colonial Research Center, 505-346-2890
- Center for Southwest Research, <http://library.unm.edu/cswr/index.php/>

#### Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor

505-277-9100

- Hard copy newspapers from Latin America & Iberia
- Core journals in Latin American/Iberian studies
- Internet access, conference room, exhibition gallery, affiliated programs

### PARISH MEMORIAL LIBRARY

(Adjacent to Graduate School of Management)

505-277-5912 | <http://library.unm.edu/about/libraries/pml.php>

- Books, journals, etc. on business, economics, management
- U.S. and international corporate annual reports
- SEC10 K reports
- Copy machines, study rooms
- Reference services, computerized databases, CD-ROMs, Internet access

## FINE ARTS AND DESIGN LIBRARY, FINE ARTS CENTER

505-277-2357, <https://library.unm.edu/about/libraries/fadl.php>

- Books, journals, etc. for art, architecture, photography, music
- Recordings, music scores
- Listening/viewing facilities
- Exhibition catalogs

## CENTENNIAL SCIENCE AND ENGINEERING LIBRARY

505-277-4858 | <https://library.unm.edu/about/libraries/csel.php>

- Books, journals for science and engineering
  - Technical reports
  - Maps & geographic resources
- Reference and database services

## OTHER UNIVERSITY RESOURCES

Agora Crisis Center (505-277-3013 or 1-800-HELP-1-NM)

This program offers a free volunteer paraprofessional listening and referral service. Open 9:00 a.m. to midnight, 7 days a week, depending on volunteer availability. Call or walk in. Located at 1820 Sigma Chi Rd NE, connected to the Psychology Clinic.

Counseling and Therapy Services (CATS; 505-277-4537)

Located in the Student Health Center, CATS provides assessment, referral, crisis and emergency interventions, therapy, and medication services. Open Monday through

Friday, 8:00 a.m. to 5:00 p.m., and Tuesdays, 9:00 a.m. to 5:00 p.m. Fees, hours, access, and services are available on the website: [shac.unm.edu/](http://shac.unm.edu/).

#### Department of Psychology Clinic (505-277-5164)

Located on campus at 1820 Sigma Chi NE, this clinic offers a broad range of psychological services, including therapy for the adult individual, family, child, couples, and psychological testing (by appointment only; sliding scale; waiting list).

#### HSC Wellness Center Gym: <https://hsc.unm.edu/assets/doc/wellness/wellness-faq.pdf>

The gym is located on the second floor of Domenici Center West Wing, directly above the UNM Medical-Legal Bookstore.

#### Student Activities Center (505-277-4706)

This office oversees more than 300 student organizations and many student events. Services also include an off-campus housing service and an emergency messaging service for students. Website: <https://sac.unm.edu/>

#### Student Health Center: Student Health and Counseling (505-277-3136)

Located on main campus, this center provides comprehensive primary medical care and counseling services. It is available to all UNM students. The copayment is \$15.00 for a student taking 6 or more credits or \$30.00 for a student taking fewer than 6 credits. SHAC is open for advance and same-day medical appointments, Monday through Friday, 9:00 a.m. to 5:30 p.m. (the last appointment of the day is at 5:30 p.m.). Website: [shac.unm.edu/](http://shac.unm.edu/).

#### Veterans Counselor and Advisor (505-277-3184 or 505-277-3181)

This service helps veterans and children of veterans become certified to receive their VA education benefits. Coursework is reviewed for eligibility for payment. This office is located in the Student Union Building (SUB), Suite 2002. Website: [vrc.unm.edu/](http://vrc.unm.edu/).

#### Women's Resource Center (505-277-3716)

Main Campus location: Located at Mesa Vista Hall, Room 1160, the purpose of the center is to improve the status of women in the academic community by offering

academic advising, workshops, and counseling. Open 8:00 a.m. to 5:00 p.m., Monday through Friday. For additional information refer to their website at [women.unm.edu/](http://women.unm.edu/).

HSC Women's Resource Center location: 917 Vassar NE

# APPENDIX B: COLLEGE OF NURSING FORMS AND PROCEDURES



COLLEGE  
OF NURSING

## Approval to Waive a PhD Course

### Student Information

Last Name \_\_\_\_\_ Date \_\_\_\_\_  
First Name \_\_\_\_\_ Banner ID # \_\_\_\_\_  
MI \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Course Information

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Section Ref No. Semester Yr Credits Instructor*

### Rationale to Waive Course

### Approvals

Instructor of Course Being Waived \_\_\_\_\_  Approved  
Dissertation Chair \_\_\_\_\_  Approved  
PhD Program Director \_\_\_\_\_  Approved  
Chair, Research and PhD Studies \_\_\_\_\_  Approved

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## Student Information

Last Name \_\_\_\_\_ Date \_\_\_\_\_  
First Name \_\_\_\_\_ Banner ID # \_\_\_\_\_  
MI \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Rule for Which You Are Requesting an Exception

## Rationale and Pertinent Supporting Detail

## Statement by Faculty Advisor

## Approval

PhD Program Director \_\_\_\_\_

Approved  
 Denied

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# PhD Course Rotation Schedule\*

<b>CORE COURSES</b> All students must take these courses (27 credits). NEXus courses cannot be used to fulfill this requirement.			<b>2023-2024</b>			<b>2024-2025</b>			<b>2025-2026</b>		
<b>Course No.</b>	<b>Credit</b>	<b>Title</b>	<b>Fa 23</b>	<b>Sp 24</b>	<b>Su 24</b>	<b>Fa 24</b>	<b>Sp 25</b>	<b>Su 25</b>	<b>Fa 25</b>	<b>Sp 26</b>	<b>Su 26</b>
600	3	Philosophical Foundations of Nursing Science			X			X			X
601	3	Theoretical Foundations for Research	X			X			X		
606	3	Quantitative Methods in Health Research		X			X			X	
607	3	Qualitative Methods in Health Research			X			X			X
620	3	Health Care Statistics I	X			X			X		
621	3	Health Care Statistics II		X			X			X	
640	3	Health Policy, Politics, & Research	X				X			X	
690	3	PhD Seminar	X			X			X		
<b>METHODS COURSES</b> All students must take one advanced methods course (N612 or N623) and one additional methods course, which may be a NEXus course (6 credits total).			<b>2023-2024</b>			<b>2024-2025</b>			<b>2025-2026</b>		
<b>Course No.</b>	<b>Credit</b>	<b>Title</b>	<b>Fa 23</b>	<b>Sp 24</b>	<b>Su 24</b>	<b>Fa 24</b>	<b>Sp 25</b>	<b>Su 25</b>	<b>Fa 25</b>	<b>Sp 26</b>	<b>Su 26</b>
612	3	Health Outcomes Research	X			X			X		
613	3	Mixed Methods Research		X			X			X	
615	3	Critical Ethnography and CBPR in Health Care Research			X			X			X
623	3	Advanced Qualitative Methods				X			X		
<b>ELECTIVE COURSES</b> Students in an individualized plan of study must take seven elective courses (21 credits). Students in the Health Policy concentration must take four elective courses related to Health Policy (12 credits). Students in the Health Equity and Preparedness concentration must take four elective courses related to Health Equity and Preparedness (12 credits) A total of two NEXus courses may be used to fulfill this requirement.			<b>2023-2024</b>			<b>2024-2025</b>			<b>2025-2026</b>		
<b>Course No.</b>	<b>Credit</b>	<b>Title</b>	<b>Fa 23</b>	<b>Sp 24</b>	<b>Su 24</b>	<b>Fa 24</b>	<b>Sp 25</b>	<b>Su 25</b>	<b>Fa 25</b>	<b>Sp 26</b>	<b>Su 26</b>
605	3	Symptom Management Science (TBD)									
608	3	Environments of Human Health & Nursing			X			X			X
611	3	Rural and Cultural Health		X						X	
615	3	Critical Ethnography and CBPR in Health Care Research**			X			X			X
641	3	Health Disparities & Policy	X			X			X		
693	3	Topics (arranged with faculty)	X	X	X	X	X	X	X	X	X
694	3	Research Practicum (arranged with faculty)	X	X	X	X	X	X	X	X	X
654	3	Disaster Theory and Research Methods (TBD)									
655	3	Contemporary Threats of War and Terrorism (TBD)									
656	3	Disaster Health Education and Communication						X			
657	3	Population-focused Health and Human Services Impacts From Disasters (TBD)									
658	3	Refugee Health (TBD)		X							
659	3	Complex Humanitarian Disasters (TBD)									
<b>HEALTH POLICY COURSES</b> Required for students in the Health Policy concentration (10 credits). N641 and N642 may serve as electives for students who are not in the Health Policy concentration.			<b>2023-2024</b>			<b>2024-2025</b>			<b>2025-2026</b>		
<b>Course No.</b>	<b>Credit</b>	<b>Title</b>	<b>Fa 23</b>	<b>Sp 24</b>	<b>Su 24</b>	<b>Fa 24</b>	<b>Sp 25</b>	<b>Su 25</b>	<b>Fa 25</b>	<b>Sp 26</b>	<b>Su 26</b>
642	3	Health Care Economics									
648	1	Intro to Health Policy Field Placement									
649	3	Health Policy Field Placement									
641	3	Understanding Health Disparities in Policy & Research									

<b>HEALTH EQUITY AND PREPAREDNESS COURSES</b> Required for students in the Health Equity and Preparedness concentration (10 credits).			<b>2023-2024</b>			<b>2024-2025</b>			<b>2025-2026</b>		
<b>Course No.</b>	<b>Credit</b>	<b>Title</b>	<b>Fa 23</b>	<b>Sp 24</b>	<b>Su 24</b>	<b>Fa 24</b>	<b>Sp 25</b>	<b>Su 25</b>	<b>Fa 25</b>	<b>Sp 26</b>	<b>Su 26</b>
650	3	Disaster Science and Health Equity									
651	1	Issues in Disaster Healthcare									
652	3	Impacts of Climate Change on Disaster Risk and Health									
653	3	Environmental Health Science									

**NOTE: \*This rotation of courses is not binding. Various factors may result in cancellation of courses or revisions to this schedule.** Please also note that this schedule does not include any other electives that may be offered under the 593 or 693 Topics numbers. Be sure to check with your advisor and the UNM Class Schedule to identify appropriate electives (with advanced approval of your advisor or Dissertation Chair). **\*\*PH556 Community Participatory-Based Research is offered in person through the College of Population Health.**

### Secure File Storage/Transfer Service Request

<b>Ticket Number</b>	<b>IRB Number</b>	<b>SPO DUA FP Number</b>

<b>Principal Investigator Information</b>			
<b>First Name</b>	<b>Last Name</b>	<b>HSC NetID*</b>	<b>Phone</b>

Secondary Contact Information			
First Name	Last Name	HSC NetID	Phone

Data Description
Data Classification (PHI, limited data set, de-identified, PII):
Data Direction (incoming, outgoing, bi-directional):

Local Storage: Desktop Mapped Drive	
A folder will be created for storage and transfer that is automatically mapped (desktop Health domain).	Research-Studies/
As an optional item, please identify any sub-folders that will be needed for project data handling.	
If large amounts of data will be transferred over the life of the project, estimate the storage space required. If you expect to store 1TB or more a \$24/TB/Month fee will be assessed (fees annually reviewed and subject to change).	

**Access Requirements: HSC Users Access List** (see table below)

- Enter the following information for each HSC user who is authorized through the IRB protocols to access the Research Study folder.
- It is the obligation of the PI to keep the access list for HSC users current.
- Data is not to be copied, shared or transferred outside this folder unless authorized by the approved IRB protocol.

HSC Users Access List			
First Name	Last Name	HSC NetID	Access Rights (Full Rights or Read Only)

--	--	--	--

**Access Requirements: External Users Access List** (see table below)

- Enter the following information for each external (non-HSC) user (this includes UNM Main campus users) who will need access to the folder.
- Access for external users expires one year from the day it is granted unless a shorter expiration is requested. Expired accounts are subject to deletion after 90 days.
- It is the responsibility of the PI or the backup contact to provide notification of users whose access should be modified/removed.
- NOTE: In order to maintain the minimum necessary access, by default External Users are granted the right to upload only, and are not able to view files in the research folder.
  - If additional rights are needed, please indicate when you return this form. Options: Upload, Download, Rename, Replace, Delete, Create sub-folders, Rename sub-folders

External Users Access List					
First Name	Last Name	Affiliation (e.g., business, company, university)	Business ( <u>not personal</u> ) Email Address	Access Rights (Default: Upload Only)	Expiration Date ( <u>leave blank to request the one year maximum</u> )

Special Instructions: Describe Additional or Alternate Data Transfer Requirements (optional)

## Dissertation Format for College of Nursing

The student is responsible for preparing a dissertation in proper format that is of high reproduction quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. **The College of Nursing uses APA formatting. All CON dissertations should be in APA format.** Students are urged to print current guidelines from the GS website and to consult with the GS manuscript reviewer for advice before defending their dissertations. These guidelines and most required forms are available on the GS website:

<https://grad.unm.edu/resources/graduate-students/gs-forms/index.html>

A traditional dissertation is a single written document, written solely by the doctoral candidate, presenting original scholarship. A non-traditional (hybrid) dissertation consists of a collection of related articles submitted for publication or already published.

Doctoral candidates in the PhD Program in the College of Nursing have the option of completing either a traditional or a non-traditional (hybrid) dissertation. The doctoral candidate, in consultation with his/her Dissertation Committee, must decide which format is most appropriate.

The non-traditional dissertation is an option that is not appropriate for all students. Students considering the non-traditional dissertation should discuss the option with their Dissertation Committee Chair early in their dissertation planning. Considerations include the topic, timeline, the student's demonstrated ability to write, evaluate, and synthesize existing literature. The final decision is a joint decision with the student and the Dissertation Committee.

The dissertation must include:

- An introduction and conclusion section
- Three manuscripts. All students must prepare a manuscript of the key findings.
- Students will typically also prepare:
  - a manuscript that addresses the state of the science (literature review) or the conceptual underpinnings of the study **and**

- a methodological manuscript that focuses on a unique application of a method, measurement, or instrument development.
- Additionally, pilot study results, or policy analysis may be considered.
- If appropriate students may consider a second findings article. The content of the second and the third manuscript should be negotiated with the Dissertation Committee in advance of the study.
- Appendices with
  - IRB approved research protocol
  - All unpublished data necessary to answer research questions –analyzed and sufficiently described

The candidate must meet the general manuscript format criteria set forth in the UNM Catalog/website on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

See Comparison Chart on next page for Dissertation Options.

<b>Traditional Format</b>	<b>Non-Traditional: CON Three-Manuscript Option</b>
<b>Front Matter</b>	<b>Front Matter</b>
Abstract Dedication Acknowledgements Table of Contents List of Figures List of Tables Symbols/Abbreviations	Abstract Dedication Acknowledgements Table of Contents List of Figures List of Tables Symbols/Abbreviations
<b>Chapter I: <i>Introduction</i></b>	<b>Chapter I: <i>Introduction</i></b>
Purpose Hypothesis and rationale for each Scope of the Study Limitations Assumptions Significance of the Study	Intro to Chapter Significance of Study (include abbrev. lit review) Purpose of Study Research Questions/Hypothesis Assumptions Operational Definitions Summary to include intro to the 3 manuscripts and how they fit together as a dissertation
<b>Chapter II: <i>Review of Literature</i></b>	<b>Chapter II: <i>Manuscript I</i></b>
Topic-specific subheadings	Possibilities include: a concept analysis, a review/critique of key literature, or as negotiated with committee.
<b>Chapter III: <i>Methods</i></b>	<b>Chapter III: <i>Manuscript II</i></b>
Methods Setting Subjects Procedures Research Design Statistical Analyses Topic-specific sub-headings	Possibilities include manuscript on methods, if applicable (or as negotiated with committee) <ul style="list-style-type: none"> <li>• Methods, if applicable (or as negotiated with committee)</li> <li>• Pilot study findings</li> <li>• Policy analysis</li> </ul>
<b>Chapter IV: <i>Results</i></b>	<b>Chapter IV: <i>Manuscript III</i></b>
Results Descriptive Characteristics Topic-specific sub-headings	Key findings manuscript Will include applicable literature and methods consistent with journal standards.
<b>Chapter V: <i>Discussion</i></b>	<b>Chapter V: <i>Summary, Conclusions, &amp; Recommendations</i></b>
Topic-specific sub-headings	Serves to pull together the 3 articles – discuss implications of work. Purpose is NOT to discuss data not presented in manuscript
<b>Chapter VI: <i>Summary, Conclusions, &amp; Recommendations</i></b>	
Summary Conclusions Recommendations	
<b>References</b>	<b>References</b>
	Complete list for the entire dissertation <ul style="list-style-type: none"> <li>• Note: each manuscript will additionally include the references specific to that manuscript</li> </ul>
<b>Appendices</b>	<b>Appendices</b>
A. Informed Consent B., C., D., etc., Topic specific	A. All unpublished data necessary to answer research questions – analyzed and sufficiently described B. IRB-approved research protocol C. Informed Consent documents D, E. Topic specific

## Student Information

Last Name \_\_\_\_\_ Date \_\_\_\_\_  
 First Name \_\_\_\_\_ Banner ID # \_\_\_\_\_  
 MI \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Undergraduate       Graduate: MSN       Graduate: PhD

## Course Information

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Section                      Ref No.                      Semester                      Yr                      Credits                      Instructor*

## Proposed Statement of Work

## Approvals

Supervising Faculty \_\_\_\_\_  Approved  
 Additional Faculty \_\_\_\_\_  Approved

This form is to be executed for every Independent Study offered by the College of Nursing. It is expected the student and instructor will agree upon the course content and appropriate credit hours in advance of executing this contract. It is the responsibility of the instructor to ensure the contents of this contract of the executed form are correct.

**This completed and approved form must be signed by the Instructor.\***

\* Doctoral students must have approval of committee of study for an independent study to count as part of their application for candidacy; only 3 credits of nursing NURS 691/591 are eligible.

## Distribution

**Original:** Student file      **Copy:** Instructor, Student

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**Student Information**

Last Name	_____	Date	_____
First Name	_____	Banner ID #	_____
MI	_____	Phone	_____
Email	_____		
Address	_____		
City	_____	State	_____
			Zip _____

**Course Information**

_____ / _____ / _____ / _____ / _____ / _____
<i>Section Ref No. Semester Yr Credits Instructor</i>

**Proposed Statement of Work**
**Criteria for Evaluation**
**Student Signature**

\_\_\_\_\_ Date  
\_\_\_\_\_

**Approvals**

Supervising Faculty _____	<input type="checkbox"/> Approved
Additional Faculty _____	<input type="checkbox"/> Approved

This form is to be executed for every Independent Study offered by the College of Nursing. It is expected the student and instructor will agree upon the course content and appropriate credit hours in advance of executing this contract. It is the responsibility of the instructor to ensure the contents of this contract of the executed form are correct.

**This completed and approved form must be signed by the Instructor.\***

\* Doctoral students must have approval of committee of study for an independent study to count as part of their application for candidacy; only 3 credits of nursing NURS 691/591 are eligible.

**Distribution**

**Original:** Student file                      **Copy:** Instructor, Student  
v20180306

## **NEXus Doctoral Elective Courses**

The University of New Mexico College of Nursing is part of NEXus (Nursing Education Xchange), a partnership among select U.S. institutions to facilitate enrollment in doctoral courses not available on a student's home campus (e.g., UNM). NEXus is managed through the Western Institute of Nursing (WIN). Through NEXus, the institutions have identified courses that are available at a distance and open for enrollment from Academic Collaborator and Affiliate member institutions. This allows participating institutions to share seats in courses and transfer credits in those courses across member institutions. Students should discuss plans to enroll in a NEXus course with their advisor or Chair before enrolling in the course. Without the approval of the Chair, students might not be able to include the course(s) on their Application for Candidacy.

### **Financial Considerations**

Check the website for current rates for a NEXus course per credit <https://winnexus.org/>. This fee covers all associated university fees. The student should not be billed for any additional university fees (e.g., technology fee, library fee, enrollment fee, etc.). As with all courses, students are responsible for the cost of their books and educational materials.

NEXus courses qualify for financial aid. If you are receiving financial aid and plan on taking a NEXus course, please email [HSC-CON-FinancialAid@salud.unm.edu](mailto:HSC-CON-FinancialAid@salud.unm.edu) to complete a UNM consortium agreement.

Students are responsible for meeting the registration and payment deadlines of the institution that is offering the course. In most cases, this will not coincide with UNM's calendar, so advanced planning financially and academically is important.

### **Academic Considerations**

Policies on the transfer of NEXus courses vary by institution; UNM students cannot substitute courses from other institutions for the following courses:

NEXus courses cannot be substituted for core courses or the following electives:

- NURS 600 Philosophical Foundations of Nursing Science
- NURS 601 Theoretical Foundations of Research
- NURS 606 Quantitative Methods in Health Research
- NURS 607 Qualitative Methods in Health Research
- NURS 608 Environments of Human Health and Nursing
- NURS 611 Rural and Cultural Health
- NURS 620 Health Care Statistics I
- NURS 621 Health Care Statistics II
- NURS 623 Advanced Qualitative Methods
- NURS 640 Health Policy, Politics, and Evidence
- NURS 641 Understanding Health Disparities in Policy & Research
- NURS 642 Health Care Economics
- NURS 648 Health Policy Field Placement Prep
- NURS 649 Health Policy Field Placement
- NURS 650 - Disaster Science and Health Equity
- NURS 651 - Issues in Disaster Health Care
- NURS 652 - Impacts of Climate Change on Disaster Risk and Health
- NURS 653 - Environmental Health Science
- NURS 654 - Disaster Theory and Research Methods
- NURS 655 - Contemporary Threats of Terrorism and War
- NURS 656 - Disaster Health Education and Communication
- NURS 657 - Population Focused Health and Human Services Impact from Disasters
- NURS 658 - Refugee Health
- NURS 659 - Complex Humanitarian Disasters
- NURS 690 PhD Seminar

Students enrolled in a NEXus course must meet all course requirements. Students are encouraged to contact the course faculty in advance to ensure that they understand the

course requirements (e.g., prerequisite courses, vacation periods, on-campus requirements, technology requirements, synchronous versus asynchronous discussions, etc.).

Visit <http://www.winnexus.org/> for contact information and registration deadlines and dates. For assistance in registering for a NEXus course contact [HSC-CON-StudentServices@salud.unm.edu](mailto:HSC-CON-StudentServices@salud.unm.edu).

I, (name) \_\_\_\_\_, request a grade of Incomplete in the following course for the reason(s) listed below.

### Course Information

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Section Ref No. Semester Yr Credits Instructor*

### The request is based on the following reason(s)

### The remaining coursework, which I will complete and submit to the instructor, is as follows

I will submit the remaining work on or before the following date: \_\_\_\_\_. I understand that if the work is not submitted by this date, the final grade to be assigned is \_\_\_\_\_  
 \_\_\_\_\_. If I cannot meet this deadline due to extenuating circumstances, I will submit a new Request for a Grade of Incomplete form to the course instructor before this deadline has passed. I understand that as long as this deadline is earlier than the deadline specified in the UNM Catalog, this deadline supersedes the UNM deadline for removal of grades of Incomplete. If the grade assigned is a "W", I understand that I will have to re-enroll in the course, and pay tuition for the course again.

### Comments

### Signatures

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

After signatures are obtained, the instructor and student will retain a copy, and the instructor will forward the original of this signed form to the College of Nursing, Advisement Office.

From the UNM Catalog (2003-2005): "The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a session. Students should not re-enroll or re-register (for credit) in a course for which an Incomplete has been received in order to resolve the Incomplete" (p. 42).

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- The student must follow the UNM Catalog in place at the time of his/her admission (or subsequent catalog), plus any additional College of Nursing (CON) requirements.
  - The student must meet the general degree requirements published in the UNM Catalog.
  - The student should check his/her academic record (LoboWeb) at the end of each semester to ensure that his/her status, degree program, grades, and GPA are correct and in compliance with University policies.
  - The student is required to pass a doctoral Comprehensive Examination (at the CON includes the Progression Exam and Dissertation proposal defense). The Announcement of Examination form must be submitted to GS a minimum of 2 weeks before the scheduled date of the examination (CON Advisement Office will submit this form). The student must be enrolled and complete a minimum of one hour of graduate credit in the semester s/he takes the Comprehensive Examination and must be in good academic standing.
  - The student must submit an Application for Candidacy (AC) listing all the courses that apply to the degree. The AC form should be completed by the student and submitted to the CON Advisement Office following successful completion of the Progression Exam. Following successful completion of the oral component of the PhD Comprehensive Examination (proposal defense), the CON Advisement Office will submit the signed AC form to UNM Graduate Studies.
  - The student is advanced to Doctoral Candidacy by the Dean of Graduate Studies in the semester when all the following criteria have been met:
    1. The doctoral Comprehensive Examination has been passed;
    2. GS has approved the Application for Candidacy;
    3. Language/skill requirement (not typically required for nursing) is satisfied; and
  - The student must notify the CON Advisement Office of his/her intent to graduate the semester prior to the semester of graduation. The student should confirm additional deadlines with his/her program.
  - The student must defend his/her dissertation. An Announcement of Examination form must be submitted 2 weeks prior to the dissertation defense date (CON Advisement Office will submit this to GS).
  - The student must satisfy degree requirements (defended and submitted final dissertation to GS) by the deadlines of July 15 for Summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.
  - The student must complete a minimum of 18 hours of dissertation/699. Once a student begins enrollment in 699 s/he must enroll in 699 every semester until the dissertation is accepted by GS.
  - The student must meet all dissertation requirements. Please refer to Doctoral Degrees – Graduation Requirements form at the GS website. The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the semester graduation deadline, whichever comes first. Manuscript formatting guidelines are available at the GS home page.
  - The student who misses the semester graduation deadline, but completes degree requirements by the last day of that semester may choose to follow the Graduation Courtesy Policy.
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**NOTE:** Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.

## APPENDIX C: REVIEW FOR PROTECTION OF HUMAN SUBJECTS IN RESEARCH

Any individual affiliated with UNM HSC who wishes to conduct or work on a research study must complete mandatory research trainings as described below. The Human Research Protections Office (HRPO), located on the HSC Campus, supports several research review committees at the HSC UNM, including the HSC Human Research Review Committees (HRRC). As students in the CON, you must obtain approval from the HSC HRRC before you can begin a study involving human subjects. The HRPO uses **ClickIRB**, an online submission system for all research protocols that involve the participation of human subjects. Investigators, including students, need to complete training on the use of this system. All research that involves the HRPO, IRB, or HRRC must be submitted using the online ClickIRB system.

- Students may contact the HRPO Office at 272-1129 with any questions. However, contacting your advisor or course faculty should be the first step in obtaining information pertaining to your individual situation.
- The Research website for the UNM HSC has additional information that you may find helpful: <http://hsc.unm.edu/research>.

### CITI Training

Prior to submission of any Human Subjects application, all investigators (including students) must complete an external human subjects research training. The Collaborative Institutional Training Initiative (CITI) is available to all investigators at no cost. It is the responsibility of the Principal Investigator to ensure that all personnel involved in a research project have adequate training in the protection of human research subjects; therefore, all “key personnel” must complete the CITI training. Key personnel include all individuals responsible for the design and conduct of the study. Proof of your completion of this important training must be on file before you can participate in any research. Such training may be required prior to engaging in any research-related work with faculty.

## HIPAA Training

All students must complete the Health Insurance Portability and Accountability Act (HIPAA) training. This assures UNM that you understand the privacy rights of patients and research subjects. Proof of your completion of this important training must be in your file before you participate in any research. The HIPAA training is available on Learning Central.

## Conflicts of Interest Training

Students must complete the UNM Conflicts of Interest (COI) training prior to engaging in any research activities (available in Learning Central—see below under Training Websites). They are also required to complete a brief training video in Learning Central to get an account authorization for the Click COI system.

## Training Websites

- ClickIRB and HIPAA Training on Learning Central:  
[https://hcm20.ns2cloud.com/sf/start?s\\_crb=TF%252ba0p0fIYoy02aelGtuLhCLTgngwgmbQoDbyg77cUc%253d#/login](https://hcm20.ns2cloud.com/sf/start?s_crb=TF%252ba0p0fIYoy02aelGtuLhCLTgngwgmbQoDbyg77cUc%253d#/login)
- Log on using your NetID and password and search for the desired module.
- CITI Training: <https://www.citiprogram.org/>
- COI training: Log in to Learning Central and look for course under “Grants and Research for HSC Investigators” or search for HSC 104-002.
- *Click* COI: Follow instructions for Acquiring a Click COI Account at <http://hsc.unm.edu/research/coi/click-coi-help/acquiring-a-click-coi-account/index.html>

## Informational Websites

- HRPO: <https://hsc.unm.edu/research/compliance/hrpo/>
- HSC Research Office: <https://hsc.unm.edu/research/>
- Animal Care and Use Office:  
<https://hsc.unm.edu/research/compliance/oacc.html>

## **APPENDIX D: TENURED AND TENURE-TRACK FACULTY**

Mary Pat Couig, PhD, MPH, RN, FAAN

Maryam Hamidi, PhD, MSPH, RN

Katie Kivlighan, PhD, MS, RN, CNM

Roberta P. Lavin, PhD, RN, FNP-BC, FAAN

Jongwon Lee, PhD, RN

Melissa Lehan Mackin, PhD, RN

Hector Olvera-Alvarez, PhD, PE

Abigail Reese, PhD, RN, CNM

Sharon Ruyak, PhD, RN, CNM, FACNM

Beth Tigges, PhD, RN, PNP-BC

Xiaozhong Yu, MD, PhD, MPH

## APPENDIX E: QUICK LINKS TO ELECTRONIC FORMS

Access all forms at <https://grad.unm.edu/resources/graduate-students/gs-forms/index.html>

- Application for Candidacy for the Doctoral or MFA Degree
- Appointment of Dissertation Committee
- Certification of Final Form of an Electronic Thesis or Dissertation (ETD)
- Some Common Manuscript Problems
- Information Cover Sheet for Theses and Dissertations
- Petition for Extension of an Incomplete Grade
- Proxy Signature Request Form
- Report on Thesis or Dissertation
- Thesis and Dissertation Formatting and Submission Guidelines

**Note:** Whereas the GS provides a format that calls for the references to appear at the end of the appendices, the CON uses APA format, which specifies that the references be placed immediately after the text.