FIU

Nicole Wertheim College of Nursing & Health Sciences

PhD Nursing & Health Sciences Student Handbook

BSN-PhD (Nurse Practitioner/Nurse Education)

MSN-PhD

HSc-PhD

(2025-2026)

Office of the PhD Program
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Last update 1/13/2026

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Director's Welcome Message

Dear FIU Nursing & Health Sciences PhD Student,

It is my great pleasure to welcome you to our prestigious PhD program. Congratulations on your acceptance! Embarking on this journey in a PhD program is a significant milestone in your academic and professional life. This is an exciting time for you, and we look forward to guiding you through your success.

As a PhD student, we are eager to provide you with the support for your academic success, professional development, and personal well-being. The FIU Nursing & Health Sciences PhD program fully prepares you for leadership roles and research careers in academia, the healthcare industry, government entities, and other public and private organizations focused on the delivery of healthcare services. During this journey, you will learn the steps of the research process while building your program of research. You will begin by identifying gaps in knowledge, critically and with precision review literature, developing you under studied research questions and hypotheses, navigating through the pandemonium of the research process to acquire the necessary knowledge to be an independent professional researcher. At the completion of your journey, your dissertation Chair, committee members and I will be very ecstatic and delighted to see this happen.

We look forward to personally welcoming you to FIU's Nursing & Health Sciences PhD Program. We are confident that you will find this a truly exciting place to pursue the next step of your educational journey. Once again, congratulations on your acceptance to the FIU Nursing & Health Sciences PhD program. We are excited to welcome you into our program and look forward to supporting you as you pursue your academic and professional goals.

Regards,

Jean Hannan, PhD Program Director

About Florida International University

FIU is a public university in the state of Florida, governed by a board of trustees. The members of the Board of Trustees are appointed by the Governor of the State of Florida and the Board of Governors of the State University System. Reporting directly to the Board of Trustees, FIU is led by President, Jeanette M. Nuñez. She, along with the other members of her executive team, direct the academic and administrative activities of the University.

Florida International University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's, and doctoral degrees.

A World-Class Institution

FIU is Miami's public research university. Offering bachelor's, master's, and doctoral degrees, both on campus and fully online, FIU is worlds ahead in its service to the academic and local community. Designated as a top-tier research institution, FIU emphasizes research as a major component in the university's mission. The Herbert Wertheim College of Medicine and the Knight Foundation School of Computing and Information Sciences' Discovery Lab, are just two of many colleges, schools, and centers that actively enhance the university's ability to set new standards through research initiatives. For over five decades, FIU has positioned itself as one of South Florida's anchor institutions by solving some of the greatest challenges of our time. We are dedicated to enriching the lives of the local and global community. With a student body of more than 56,000, we are among the top 10 largest universities in the nation and have collectively graduated more than 275,000 alumni, 165,000 of whom live and work in South Florida.

Mission & Vision: https://cnhs.fiu.edu/

Our Driving Forces

The FIU Nicole Wertheim College of Nursing & Health Sciences has forged a path of academic excellence and social responsibility that guides our faculty and students to keep the practice of healthcare evolving for the better.

Our Mission:

- To prepare healthcare professionals as providers and leaders in the delivery of high quality accessible, culturally competent and compassionate care within a highly technological and global environment.
- To teach, conduct research and practice in service to the community through interprofessional collaboration.
- To create, promote, expand and validate scientific knowledge and evidence-based practice through interdisciplinary research.

Our Vision:

To be globally recognized as the higher education destination organization that is innovative, inquiry-driven and technologically advanced, drawing top-class faculty, students, staff and others for positive transformation of society with a focus on the healthcare needs of underserved populations.

Doctor of Philosophy in Nursing & Health Sciences (PhD) Program

The Florida Board approved the Doctor of Philosophy in Nursing (PhD) Program of Governors in 2003. In 2009, a BSN-PhD track was added for students who demonstrated outstanding academic accomplishment in their undergraduate courses. In 2025, the PhD Program was expanded and renamed as PhD in Nursing & Health Sciences. The program's purpose is to develop individuals who will be leaders and educators in generating and applying the science needed to guide nursing practice. Graduates have the knowledge and skills to conduct research in the healthcare field and direct and guide the application of other evidence-based healthcare findings to improve the health of people from diverse cultures and underserved populations.

Ongoing changes in the health care system present challenges and opportunities for educators, researchers, and clinicians to transform current academic models that prepare scholars and health care professionals for the 21st century. This requires new spheres of knowledge that integrate the bio-psychosocial sciences, health care economics, policy analysis and ethics into existing scientific foundations for nursing and health sciences scholarship and practice. This expanded knowledge base will inform and support care delivery within the changing health care system. This is particularly relevant given the current health care focus on providing high quality, effective, and efficient care in a culturally diverse society characterized by multiple chronic health problems.

The NWCNHS PhD Program prepares nursing and health sciences scholars who can respond effectively to these challenges. Specifically, students in the NWCNHS PhD Program are prepared to generate, test, and disseminate knowledge relevant to healthcare, which enhances and promotes the health of individuals, families, and communities. As part of the curriculum, students have opportunities to develop, implement, and evaluate the efficacy of innovative nursing practice models, health care policy, and health care delivery systems. Importantly, the PhD program produces nurse and health scientists who are prepared for educational leadership roles and skilled in the design, and evaluation of care delivery models that are evidence-based, sensitive and responsive to the health needs of individuals, families, and diverse communities.

Graduates of the PhD in Nursing and Health Sciences program from the FIU Nicole Wertheim College of Nursing & Health Sciences will have the knowledge and skills to conduct research in the healthcare field, and direct and guide application of other evidence-based healthcare findings to improve the health of people from diverse cultures and underserved populations.

The Nicole Wertheim College of Nursing & Health Sciences PhD Handbook

This handbook is intended as a supplement to the University Graduate School's handbook. The information provided in this publication specifies, in more detail, the policies and procedures relevant to The Nicole Wertheim College of Nursing and Health Sciences (NWCNHS) PhD programs.

The PhD in Nursing and Health Sciences unit at the Florida International University Nicole Wertheim College of Nursing & Health Sciences is cultivating the next generation of nursing and health sciences leaders who will create and apply the evidence-based science necessary to guide the future of nursing practice, education and research.

We also graduate leaders who advocate for the development and application of healthcare policies to address the needs of our society at every level, especially for minority and vulnerable populations.

Our distinguished faculty create a collaborative and challenging environment coupled with a stimulating and creative research experience for students through a curriculum combining evidence-based practice, cutting-edge science and diverse clinical proficiencies.

The FIU PhD in Nursing & Health Sciences programs fully prepare you for leadership roles and research careers in academia, the healthcare industry, government entities, and other public and private organizations focused on the delivery of healthcare services.

A PhD from the NWCNHS will greatly expand your career opportunities, giving you the scientific foundation and leadership skills to shape the standards of nursing practice and education, contribute to the growth of our nursing community and advocate for improved healthcare delivery.

Useful NWCNHS Faculty Contact Information
https://cnhs.fiu.edu/about/faculty-staff/index.html for individual CVs

NWCNHS Administration

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Dr. Deborah Sherman PhD, APRN, ACHPN, FAAN
Office: AHC3 – Room 222 Phone: 305-348-7748
Email: desherma@fiu.edu;

Faculty with Dissertation Advisor Status (DAS)

For the most up to date information on NWCNHS faculty with DAS status please consult: http://gradschool.fiu.edu/facultystaff/#toggle-id-17

Important Links:

PhD Program: https://cnhs.fiu.edu/academics/nursing/phd-in-nursing/index.html

University Graduate School: http://gradschool.fiu.edu/

Academic Calendar and Deadlines: https://onestop.fiu.edu/academic-calendar/

Your personal portal to academics, finances, etc.: http://my.fiu.edu

Petitions, Evaluations and Mentoring, Milestone tiles:
http://gradschool.fiu.edu/students/#studentforms

NWCNHS PhD Canvas Page: https://canvas.fiu.edu

FIU Student Code of Conduct: https://dasa.fiu.edu/

Academic Integrity and the FIU Pledge: http://integrity.fiu.edu

FIU IRB Resources: http://research.fiu.edu/irb/obtaining-approval/

Regulations for Electronic Thesis and Dissertation (ETD) Preparation Manual:
https://gradschool.fiu.edu/thesis-dissertation/

Formatting and Regulations Manual for Electronic Theses and Dissertations (ETD)
https://gradschool.fiu.edu/wp-content/uploads/2021/10/2021-2022-ETD-Student-Manual-optimized.pdf

University Resources

MyFIU
MyFIU is Florida International University's online student information system. Students use MyFIU to check their class schedules, access their grades, and review their student financial accounts. Please visit MyFIU at https://my.fiu.edu

FIU Panther Mail
Students are expected to use the FIU Panther email system. This is the primary form of communication between the PhD office and the students. This account can be accessed by G-mail. Students must first login to MyFIU to set up an account.

Canvas
Canvas is Florida International University's online course delivery system. Every course at FIU is set up on Canvas using information from the Registrar's system to enroll the correct students. Faculty control how much Canvas is used in their courses. It may contain basic information about a class, for instance the course syllabus, or it may contain all the materials necessary to teach and test students. Access to Canvas is controlled by password protected. All users must have both an FIU Network ID and password.

All PhD Students are part of a non-term associated Canvas section that serves a hub for PhD program announcements and communications. Important deadlines are pre-populated on each student's Canvas calendar.

Division of Information Technology
The Division of Information Technology supports the educational goals of the NWCNHS by supplying and maintaining technology hardware, software, and services. A range of services is provided including desktop support, file and print services, and consulting.

University Technology Services
All students are eligible for a FREE, one-time download of the latest Microsoft office and McAfee Antivirus for PC and Mac. To redeem your software, log in to PantherTECH@fiu.edu with your MyAccounts username and password. Please note that new students must wait until the add/drop date of their first semester.

Student Open Labs
Open computer labs are available to currently registered students. These labs are equipped with both PCs and Macintosh computers. Logon access to the computers uses MyAccounts credentials. The labs are setup for pay-to-print using your FIU OneCard, which can be recharged online or using any major credit card.

- Labs are closed on holidays at which FIU is closed.
- Semester break hours at MMC usually run from 9am – 6pm (Mon-Fri)
- For the most up-to-date hours of operation, please call 305.348.2568

Computer Lab in Graham Center
This computer lab for employees, and students is open Monday – Thursday: 8:00a.m. -1:00a.m, Friday: 8:00a.m. -10:00p.m, Saturday – Sunday: 9:00a.m. -10:00p.m. The Computing Center at Graham Center contains Windows computers, and printers.

Academic and Personal Counseling - The Counseling Center

The staff of the Florida International University office of Counseling and Psychological Services (CAPS) provides assistance to help you have the most rewarding and successful university experience while at FIU. They offer a range of services to that end and encourage you to look through their web site and call if you have other questions. If you would like to meet with one of their highly experienced staff members in person, just visit one of the Counseling Center offices weekdays between the hours of 9:00am to 3:00pm, except on Tuesdays when "walk in" hours are between 9:00am – 12:00pm.

The services and programs offered by CAPS are provided by licensed psychologists and licensed clinical social workers that retain expertise in dealing with student concerns and development. Registered students are qualified to make use of services at no additional cost, as the center is funded by the Student Health Fee.

All services provided adhere to confidentiality requirements as stipulated by the state of Florida. For more information, please visit the following website: Counseling and Psychological Services | FIU Division of Academic & Student Affairs

Contact Information: Modesto A. Maidique
(305) 348–2277
Monday to Friday, 8:00am – 5:00pm Evening appointments by request.

National Graduate Student Crisis Line
The National Graduate Student Crisis Line also offers immediate Help for Grads in Crisis or visit http://www.hopeline.com or call 911

Wellness Center and Student Health Center
The Wellness Center and Student Health Center provides health promotion and disease prevention activities throughout the FIU community as well as professional, accessible and cost effective primary care. For information on the services provided, please visit: Student Health & Wellness | FIU Division of Academic & Student Affairs

Office of Disability Recourses Center
Students with disabilities must register with the Disability Resource Center prior to the beginning of the semester. At the beginning of the course, the student must inform the faculty member concerning his/her disability. Personnel in the Disability Resource Center will provide a written statement regarding any necessary accommodations.

Florida International University's NECNHS is committed to ensuring that all University goods, services, facilities, privileges, advantages, and accommodations are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local laws.

FIU provides all persons an equal opportunity to participate in and benefit from all programs and services. The Office of Disability Recourses Center (DRC), http://drc.fiu.edu assists students in receiving a variety of services including alternative testing, note taking, alternative media formats, interpreting, advocacy, and mobility/transportation assistance.

Eligibility for services is determined by DRC. Students must self-identify and provide proper documentation as outlined by DRC. It is the student's sole responsibility to initiate the process to be considered for accommodation. In order to initiate this process, students must notify the Office of Disability Resources Center that they may have a disability that requires accommodation, and they must complete the registration process in its entirety at the FIU Office of Disability Recourses Center. The DRC web page can be accessed at http://drc.fiu.edu. Call (305) 919-5345 (BBC) or (305) 348-3532 (MMC) for further information about disability services.

Helpful Resources & Services

Panther Tech @ FIU
Email: **https://panthertech.fiu.edu/**
Located in the Graham Center.
Store Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.
(305) FIU-TECH (305-348-8324);

FIU Green Library (MMC)
The Circulation Desk is located on the second floor (305) 348-2000.
Hours: Monday – Thursday: 7:30 a.m. - 1:00 a.m.; Friday: closes at 10:00 p.m. Saturday: 8:00 a.m. - 8:00 p.m.; Sunday, 10:00 a.m. – 1:00 a.m.
https://library.fiu.edu/

FIU Hubert Library (BBC)
The Circulation Desk is located on the first floor (305) 919-5718.
Hours: Monday – Thursday: 7:30 a.m. - 3:00 a.m.; Friday: closes at 12:00a.m.; Saturday: 8:00 a.m. - 8:00 p.m.; Sunday, 10:00 a.m. – 3:00 a.m.
https://library.fiu.edu/

FIU OneCard Center
The FIU OneCard is a debit and access identification card. You can use the FIU OneCard at campus dining facilities and health services, in copy machines at the campus library, and also to access the computer lab. For more information about the FIU OneCard call 305-FIU-CARD / (305) 348-2273. The FIU OneCard Office is located in Gold Garage room 100. Hours Monday-Thursday 8:30am- 6:00 pm and Friday 8:30am-5:00pm
https://shop.fiu.edu/onecard/

Library Liaison Services
This page is intended to acquaint faculty with some of the library's services. Take advantage of what we have to offer and offer suggestions for how we can better assist you and your students. If you have questions or comments, please contact your departmental library liaison at:
https://library.fiu.edu/allnursing

Photocopying/Printing
Student photocopying machines are located in the Graham Center in the Ricoh shop. Printing is available Graham Center on MMC and the Wolfe Center on BBC in the computer lab. The FIU ID card may be used in these machines.

If course packets are required, they are available at the University bookstore. The School adheres to U.S.copyright law and to Florida International University policies on copying. Copy centers are also located in the Green library on campus, and in the Health Sciences building.

Campus Map
The Florida International University campus map can be viewed online at:
http://facilities.fiu.edu/Documents/mmc_map.pdf

FIU Student Handbook
https://dasa.fiu.edu/all-departments/student-handbook/

IMPORTANT FIU POLICIES

Full-time Status
The University requires (9) credit hours, or its equivalent, for Fall and Spring and six (6) credit hours, or its equivalent, for Summer of graduate enrollment for full-time status. A heavier load must be approved by both the Director of the PhD Program and the Dean. Once a doctoral student has advanced to candidacy, three (3) dissertation credits is considered full-time enrollment.

Continuous Enrollment Requirement for Dissertation and Thesis Students
After a doctoral student is admitted to candidacy, continuous registration for at least 3 dissertation credit hours each term (including the summer term) is required until the dissertation requirement is fulfilled. Failure of a graduate student to comply with this requirement will result in dismissal from the program. A student who finds it necessary to be excused from registration must formally request a leave of absence from the graduate program.

Time Limitations for Completion of Degree
All requirements, including the successful Defense of a Dissertation, must be completed within **nine** years of first enrollment in the doctoral program. The student is expected to successfully complete and defend the Dissertation within five (5) years from the date of advancement to Dissertation Candidacy (i.e. successful completion of written Candidacy Examination favorable recommendation of the supervisory/guidance Committee, and an approved Dissertation Proposal).

Establishing a plan of study and a timetable at the outset with advisor and closely adhering to it will help to ensure steady progress. This is especially important at the Dissertation stage, when the only structure is that created is by the student. Many adult students have family and employment obligations that compete for the time and effort needed for doctoral study. It is expected nevertheless that they will sustain the focus and momentum necessary to complete the studies within the nine-year limit.

Leave of Absence
Lapses in enrollment totaling three semesters require that the student apply for readmission, if they have not yet advanced to candidacy status. The student is subject to the admission procedures, criteria and policies in effect at the time the reapplication is made.

A student who finds it necessary to be excused from registration while in the PhD program, and any student who has reached candidacy status must formally request a leave of absence a semester before the anticipated leave. Prior to requesting a leave of absence, students must discuss this with his/her advisor.

Leave time must be approved by the Director of the PhD Program and the Dean of UGS and in accordance with UGS' Policy 380.048, Leave of Absence from a Graduate Program. Leave will be granted only under exceptional circumstances and in accordance to UGS procedure. When there is no mutual agreement between student and committee the decision will be made by the Dean of the College. When a student returns from a leave of absence, decisions concerning previous or current program of study will be mutually agreed upon by the student's advisor or dissertation chair and the student.

Withdrawal from the University
Students who withdraw from the University must file the appropriate paperwork with the OneStop Office – https//onestop.fiu.edu. See the Student Withdrawal form for additional policies/procedures related to withdrawal.

Information for International Students

ISSS Orientation
All students at FIU in F1 or J1 student status are required to attend a MANDATORY Immigration Orientation conducted by ISSS. This is a separate orientation from other academic, departmental, or university-wide orientations and it will cover information specific to international students that you MUST be aware of. This orientation is offered at both the Biscayne Bay Campus and the Modesto Maidique Campus every semester.

During the fall semester only, an ISSS Immigration Orientation will be offered as part of the Graduate Student Orientation offered by the Graduate School at the Modesto Maidique Campus. If you are not a graduate student or if you do not attend this orientation, you will be expected to attend a separate ISSS Immigration Orientation offered for all new international students. If you are unable to attend an ISSS Immigration Orientation before the semester begins, you must schedule an appointment with an ISSS advisor at your earliest convenience to receive counseling related to your immigration status. For more information, please visit: http://isss.fiu.edu/

Fellowship/Scholarship Information

NWCNHS Scholarships

Each year the College offers a variety of "donor" scholarships for deserving students across our programs. Admitted students to the College will be invited to apply during the semester using the University's scholarship website https://fiu.academicworks.com/ using the Academic Works system by logging into fiu.academicworks.com. It is important to continuously access this site, as it is updated with all University scholarships, along with specific application deadlines.

Graduate Students Receiving Assistantships: Health Insurance
For those graduate students receiving Assistantships (GAs), a university subsidized health insurance plan is included. The payments for the plan are deducted over several salary payments. If the GA has their own health insurance and plan to use it, student must fill out a waiver form through the university insurance provider to opt out. For step-by-step instructions and to fill out the electronic form, visit https://fiu.myahpcare.com/waiver to opt out.

This opt out form must be submitted each semester. All international students in F1 status must have medical insurance that meets certain requirements in order to register and continue their studies at FIU. You may purchase medical insurance through University Health Services with a cashier's check or money order or you may go online to http://www.collegiaterisk.com/students/fiu/fiu.html and purchase with a Visa or MasterCard credit card. If you have your own insurance, your insurance company must complete an Alternate Insurance Form. The Alternate Insurance form is available in the University Health Center Office on the Biscayne Bay Campus (HWC) and on the Modesto Maidique Campus (UHSC 101). It is also available in the ISSS office on the Biscayne Bay Campus (WUC 363) and on the Modesto Maidique Campus (GC 355). If your policy meets the University's minimum medical insurance requirements, it will be approved.

Graduate Assistantships
These assistantships involve work assignments as teaching or research assistants. Details and instructions can be found here: https://gradschool.fiu.edu/students/funding/assistantships/

University Graduate School Scholarships and Fellowships
There are many internal University fellowships, scholarships, and awards that are available to graduate students. Details and instructions for applying can be found here:

Graduate Scholarships and Fellowships
There are also FIU scholarships that graduate students may qualify for. Information on those may be found here.

International Student Fellowships
Fellowship opportunities for international students can be found here.

Ruth L. Kirschstein National Research Service Award (NRSA) Individual Pre-doctoral Fellowship (Parent F31)
The goal of the NIH Ruth L. Kirschstein National Research Service Award (NRSA) program is to help ensure that a diverse pool of highly trained scientists is available in appropriate scientific disciplines to address the Nation's biomedical, behavioral, and clinical research needs. In order to accomplish this goal, NRSA training programs are designed to train individuals to conduct research and to prepare for research careers.
Applicants for the F31 must be candidates for the PhD degree and have identified a dissertation research project and sponsor(s).
Additional information can be found at: Ruth L. Kirschstein National Research Service Award (NRSA) Individual pre-doctoral Fellowship

External Funding
All students are encouraged to apply for external funding for their research. This is an essential requirement for being competitive in the academic job market, and is becoming an essential component of graduate training expectations at FIU and nationally. Resources for locating external funding can be found at: http://gradschool.fiu.edu/current-students- graduate-funding.shtml

Attaining a PhD Degree

Ongoing changes in the health care system present challenges and opportunities for educators, researchers, and clinicians to transform current academic models that prepare scholars and health care professionals for the 21st century. This requires new spheres of knowledge that integrate the bio-psychosocial sciences, health care economics, policy analysis and ethics into existing scientific foundations for nursing and health sciences scholarship and practice. This expanded knowledge base will inform and support care delivery within the changing health care system. This is particularly relevant given the current health care focus on providing high quality, effective, and efficient care in a culturally diverse society characterized by multiple chronic health problems.

The NWCNHS PhD Program prepares health scholars to generate, test, and disseminate knowledge relevant healthcare, which enhances and promotes the health of individuals, families, and communities. As part of the curriculum, students have opportunities to develop, implement, and evaluate the efficacy of innovative practice models, health care policy, and health care delivery systems. Importantly, the PhD program produces health scientists who are prepared for educational leadership roles and skilled in the design, and evaluation of care delivery models that are evidence-based, sensitive and responsive to the health needs of individuals, families, and communities.

The program's purpose is to prepare individuals who will be researchers, educators, and leaders. Graduates have the knowledge and skills to advance health science, educate the next generation of health scientists, as well as direct and guide the application of evidence-based health care findings to improve the health of people.

Program Objectives:

Graduates of this program will be able to:

1. Generate and disseminate knowledge obtained through health research, particularly in the areas of chronic health end of life palliative care, maternal and child health, health disparities, gerontology, elder care, HIV/AIDS, rural health, and veteran's health.

2. Improve health outcomes through targeted interdisciplinary original research and the design and evaluation of innovative programs in clinical practice.

PhD Curriculum/Plan of Study

Specific degree requirements and plan of study can be found on the PhD program section of the cnhs.fiu.edu website. Additionally, a checklist of required courses can be found in Appendix A & B. These checklists should be used to track progression through the program.

Students in the MSN or HSc to PhD Majors are required to complete a minimum of 60 credit hours:

- Thirty-nine (39) credit hours of core coursework.
- A minimum of 3-9 credit hours of Candidacy Examination: (1 semester up to 3 semesters)
- Eighteen (18) hours of Dissertation credits (up to 6 semesters)

Students in the BSN to PhD Major are required to complete a minimum of 94 credit hours:

- Thirty-six to thirty-nine (36-39) hours of credits toward the MSN degree (see plan of study)
- Three to nine (3-9) hours of credit for Candidacy;

- Eighteen (18) hours of Dissertation credits.

The program can be completed in 4½ -5 years of full-time study or 6-7 years of part-time study.

In order to be awarded a PhD degree, all students must demonstrate graduate level knowledge in 4 stages:
-Stage I Core Coursework
-Stage II Candidacy Examination (written and oral)
-Stage II Proposal Defense
-Stage III Dissertation Defense

PhD in Nursing and Health Sciences

Graduates of the **PhD in Nursing and Health Sciences program** from the FIU Nicole Wertheim College of Nursing & Health Sciences will have the knowledge and skills to conduct research in the healthcare field, and direct and guide application of other evidence-based healthcare findings to improve the health of people.

The program can be completed in **four (4) years of full-time study**.

Program Requirements

1. Students in the Post Graduate PhD Program are required to complete core coursework, Candidacy Examination, and Dissertation credits.
2. Complete curriculum components as outlined by the individual plan of study and the Nicole Wertheim College of Nursing and Health Sciences.
3. Maintain an overall cumulative GPA of 3.0 or above.
    - Students with a cumulative GPA of less than 3.0 will be placed on academic probation for one (1) semester and are subject to dismissal if the 3.0 GPA requirement is not met upon completion of the probationary period.
4. Removal of all conditions, deficiencies and incomplete grades. Students are expected to register for courses with letter grades. Credit hours for courses in which the grade is “B-” or below will not count toward satisfying graduate degree requirements.
5. Demonstrate graduate knowledge in three stages to be awarded a PhD in Nursing and Health Sciences degree:
    - Stage I - Candidacy Examination (written papers and oral defense)
    - Stage II - Proposal Defense
    - Stage III - Dissertation Defense
6. Complete a dissertation five (5) years from the date of advancement to candidacy (i.e., successful completion of written and oral examinations, favorable recommendation of supervisory/guidance committee, and an approved dissertation proposal).

Registration

Students may not self-register unless direct written consent is provided. The office of the Director of the PhD Program provides information about the courses to be offered in a specific semester. Students are required to register for courses and/or Dissertation each semester (per their Plan of Study) until the Dissertation is concluded unless they formally request a Leave. Prior to the opening of the registration window, the NWCNHS PhD Office will send out via email registrations form. Before completing this form, students must meet with their advisor/committee chair to determine the appropriate courses for the coming semester. Upon conclusion of this, students will

provide either a signed copy of the preregistration form or a confirmation email from their advisor/chair approving the registration plan.

Dropping and Adding Courses

Students must discuss with their advisor/chair any changes in their program of study including dropping any course. With the written advisor's/chair's approval, the PhD Program Office will drop the student from the course in question. Students who fail to notify their advisor/chair and PhD Program office of a drop may jeopardize their progression in the doctoral program.

PhD Program Plan of Study

	Credit hours	Majors		
Core Knowledge		**BSN-PhD**	**MSN-PhD**	**HSc-PhD**
NGR 6123/IHS 6516 – Knowledge Development	3	X	X	X
NGR 5810 – Research Methods in Nursing	3	X		
NGR 5131 – Culture and Advanced Nursing Practice	3	X		
NGR 5141 – Pathophysiologic Concepts	3	X		
NGR 6172 – Pharmacological Concepts	3	X		
NGR 7873/IHS 7509 – Accessing, Managing, and Packaging Information	3	X	X	X
NGR 6002C – Advanced Health Assessment	4	X		
NGR 7830/IHS 7512 – Research in Health Care for Multicultural, Diverse, and Vulnerable Populations	3	X	X	X
NGR 7736/IHS 7212 – Academic, Health Care and Political Systems: Function, Structure, Leadership, and Survival	3	X	X	X
Research Methods and Design (9)				
NGR 6800/IHS 6505 – Advanced Nursing Research Methods I	3	X	X	X
NGR 6801/IHS 6507– Advanced Nursing Research Methods II	3	X	X	X
NGR 6815/IHS 6506 – Qualitative Methods	3	X	X	X
Grantsmanship (6)				
NGR 6917/IHS 6511– Grantsmanship I	3	X	X	X
NGR 6818/IHS 6513– Grantsmanship II	3	X	X	X
Statistics (6 credits)				
PHC 6052 – Biostatistics I (recommended) OR NGR 6851 – Empirical Evidence for Clinical Research II	3	X	X	X
PHC 6091 – Biostatistics II (recommended) OR NGR 6857 – Empirical Evidence for Clinical Research III	3	X	X	X
Cognate Electives (6) – faculty advisor approval required				
NGR 6850 – Empirical Evidence for Clinical Research and Practice I	3	X	X	X
XXX 6/7000 level course	3	X	X	X
Specific NP track – choose course(s) relating to Adult-Gero, Family, Child or Psych Mental Health				
NGR 6201C-Adv. Adult or 6601C-Adv. Family or 6301C-Adv. Child or NGR 6503 Adv. Psych Health 1	3-4	X		
NGR 6201L-Adv. Adult or 6601L-Adv. Family or 6301L-Adv. Child or NGR 6503L –Adv.Psych Practicum 1	3-4	X		
NGR 6202 -Adv. Adult or 6602C-Adv. Family or 6302C-Adv. Child or NGR6504C Adv. Psych Health 2	3-4	X		
NGR 6202L-Adv. Adult or 6602L-Adv. Family or 6302L-Adv. Child or NGR6504L Adv. Psych Health Practicum 2	3-4	X		
Total Clinical Hours Adult / Child / Psych Mental Health: 1170 hours **Total Clinical Hours Family: 1310 hours**				
NGR 6700L-Role Synthesis in Adult-Gero or 6619L-Family or 6337L-Child or 6505L – Psych Mental Health	4	X		
NGR 6209 - Clinical Decision-Making Adult or 6748-Family or 6337-Child or 6560 – Psych Mental Health	3	X		
NGR 6538 – Psychopharmacology for Advanced Practice Nursing – **Psych Mental Health track only**	3	X		
MSN Education Track				
NGR 6713 - Curriculum Development in Nursing	3	X		
NGR 6715 – Instructional Technologies in Nursing and Health Sciences	3	X		
NGR 6714C -Clinical Teaching Strategies for Nursing	3	X		
NGR 6718 – Testing and Evaluation in Nursing Education	3	X		
NGR 6708C – Classroom Teaching Strategies for Nursing	3	X		
NGR 6710L – Clinical Specialty Practicum for the Nurse Educator	1	X		
NGR 6910C - Research Project	3	X		
Candidacy Examination (3-9)				
NGR 7982/IHS 7981 – Candidacy Examination	≥3	X	X	X
Dissertation (18)				
NGR 7980/IHS 7980 – Dissertation	≥18	X	X	X

The Role of the Academic Advisor

Upon entry into the program, the student is matched with an initial Academic Advisor who has:

1) Is a tenured or tenure-earning faculty,
2) Graduate Faculty Status at FIU and
3) A research expertise/interest that is congruent with the student's research interests.

The student and the Advisor jointly plan the student's Plan of Study. The Advisor works with the student during the initial stages of the program, guiding and monitoring the student's plan of study. The student and the Advisor have joint responsibility for ensuring that each step in fulfilling degree requirements is completed and that an official record is kept. It is not uncommon for students to discover, once in the program, that another faculty member may offer a better match for the student's research interests than the Advisor initially assigned. It is entirely acceptable and appropriate for the student to change advisors at any point in the program.

Additional student responsibility: The student will meet with the (advisor/chair) at a minimum two times per semester to review their plan of study (including current courses), discuss emerging program of research and potential opportunities for pre-dissertation and dissertation research funding, and address any issues that may impede progress. These meetings will provide a formal mechanism for incorporating the students into the advisor's ongoing research (e.g., assigning the student project-related activities) as well as acculturating them into the role of nurse scientist.

Students are responsible for arranging to meet with their advisors prior to being registered for courses each semester so their specific program of study can be reviewed. Students should see their advisors if they find they are having personal or academic difficulties that could impede their progress toward graduation. In addition, the PhD program Director and Office should be informed by the advisor and student of any changes to the student's program of study. Appointments can be made directly with the faculty member. As the student progresses through required courses, he/she may identify cognate courses 6000 level or above at the direction of their advisor. These cognate courses must complement the student's nursing preparation and projected area of research (https://catalog.fiu.edu/courses?career=Graduate&subjectCode&page=1&cq=

After establishing contact and having course experiences with a range of faculty, the student will be ready to select a Dissertation Chairperson who will continue to monitor the student's Plan of Study and direct the student's Dissertation research. The Dissertation Chairperson may or may not have served as the student's Academic Advisor.

It is expected that by the end of the first year in the program, the student will have identified their dissertation chair. Once the Dissertation Chair is identified, he/she will then serve as the PhD student's advisor.

Selecting the Dissertation Chairperson

As soon as the student has identified a proposed area of research, a Dissertation Chairperson (also referred to as the Major Professor) is selected. The Dissertation Chairperson must hold Graduate Faculty status, and be a tenured or tenure earning faculty in the NWCNHS.

A current list of Graduate Faculty is available on the University Graduate School website: https://gradschool.fiu.edu/facultystaff/#toggle-id-16
A current list of tenured or tenure earning faculty in the NWCNHS is available on page 8 and 9 of this handbook.

The identification and selection of the Dissertation Chairperson is initiated by the student and the selection of this individual is dependent upon mutual agreement between the student and the faculty member who is asked to guide the Dissertation research. The choice of the Dissertation Chairperson should be made based on the student's proposed area of research and the faculty member's expertise and scholarly interests.

The Dissertation Chairperson must be the Committee member who can supervise the research as a whole, but need not be the primary resource person for all aspects of the study. A recommended approach for students to use in identifying a Dissertation Chairperson is to become informed about faculty members' research interests and areas of expertise. The student and Chairperson will work together, often intensively, over a protracted period, so careful selection is essential.

Selecting the Dissertation Committee

The purpose of the Dissertation Committee is to guide the student's Dissertation research. Through discussion with the Dissertation Chairperson, the student selects members of her/his Dissertation.

The Role of the Dissertation Chairperson

Specific responsibilities of the Dissertation Chair are to:

1. Promote the development of excellence in every graduate student:
2. Be accessible to the students under their supervision during all phases of graduate education.
3. Be sincere, fair, and committed to students' welfare and progress.
4. Supervise, encourage, and support students carefully in their academic endeavors and assist them in securing research support and seeking career opportunities and professional employment.
5. Will read, provide feedback, editorial guidance timely on all documents written by the students.
6. Will not discriminate among graduate students on the basis of gender, sexual orientation, marital status, age, ethnic background, disability, religion, national origin, or any other factor unrelated to competence or performance. Be culturally aware and sensitive.
7. Will recognize the power they have on students they supervise and will avoid engaging in conduct that exploits or demeans students or that could be construed as an abuse of that power
8. Advise students concerning the ethics of the profession, encourage the practice of research and publication consistent with ethical standards, and help students avoid ethically questionable projects.
9. Be objective in the evaluation of research and academic performance and communicate that evaluation fully and honestly to their students. Report accurately on the competence of students to other professionals who require such evaluations.
10. Will not permit personal animosities or intellectual differences with colleagues to prevent student access to those colleagues or interfere with students' research or progress.

It is strongly recommended that students participate in research activities related to their dissertation chair's ongoing research. These activities are critical for socialization into the community of scholars and gaining the skills needed for building the foundation of a sustainable program of research.

Committee: The dissertation committee must have a minimum of four members including the chair. At least two members of the committee must be from the unit offering the graduate program and one must be from outside of the department or school but within FIU. All FIU faculty who are members of the Dissertation Committee must be members of the Graduate Faculty. A fifth member from within FIU or another educational institution may be added with the approval of the Dissertation Chairperson. All Committee appointments must be approved by the Dean of the University Graduate School. A current list of Graduate Faculty is available on the University Graduate School website. To formalize the Committee, electronic signatures from all Committee members are obtained by the student on the D1 tile within the online **Dissertation Milestones** available at https://my.fiu.edu/, under your Student environment, in the To Do tasks tile. This marks the progress of a doctoral candidate as they work toward completing the dissertation.

The student must include a detailed description of each committee member's expertise and a summary that identifies the expected contributions of each committee member and his/her qualifications to serve in that capacity (no more than 2 pages). If a committee member is not FIU faculty, his/her curriculum vitae must be included. Any change in the membership of the committee must be approved by the PhD Program Director and the University Graduate School.

The Role of the Dissertation Committee

The Dissertation Committee is responsible for writing the questions to be addressed in the student's Candidacy papers, assisting the student in creating and executing an original, publishable research project, assisting in the preparation of an acceptable dissertation and administering the oral dissertation defense. The first formal Dissertation Committee meeting is during the last semester of the student's core coursework (to discuss candidacy examination papers). The full committee should meet as needed to ensure the student progresses in a timely manner. At a minimum the committee meets one time per year to discuss the student's progress and complete the annual evaluation required by UGS.

The frequency of meetings may be increased at the discretion of the committee at any time during this period. In cases where student progress is deemed inadequate, the committee may opt to identify specific goals for the following period.

Committee Meeting Summary & Progress Report

A summary of the Dissertation Committee's meetings and student progress should be prepared by the dissertation chair and placed in the student's academic file (housed in the program office). The committee chair prepares this based on outcomes of the Committee meetings. Concerns about student progress should be raised by the committee chair during the monthly PhD faculty meetings.

Changes in Dissertation Chairperson or Committee Member(s)

Changes in the Dissertation Chairperson or Committee membership must be approved by the previous and new advisor/chair, Director of the PhD Program, the student, and the Dean of the University Graduate School. To revise the Committee membership, the student is responsible for updating the D1 in their Dissertation Milestones D1 tile if Committee membership is changed.

Performance Expectations

Coursework and Grades

All students are expected to maintain good academic standing. A GPA of 3.0 or higher is required. Students who fail to maintain a 3.0 may be dismissed from the program. Students are required to attain a grade of B or above in all courses in order to remain in good academic standing.

Incomplete Grade (IN)

An incomplete grade is a temporary designation given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence (e.g., extended illness). An incomplete must be made up as quickly as possible, but no later than two semesters or it will automatically default to an "F". See the Graduate Catalog for additional policies/procedures related to an incomplete grade. It is the student's responsibility to ensure that the faculty member has received the missing materials in a timely fashion and submitted the Change of Grade in PantherSoft.

Expectations for the Quality of Doctoral Dissertations

The PhD program faculty expects their students to produce outstanding dissertations. Outstanding dissertations are characterized by originality, high-quality writing, and compelling findings that make an important contribution to the existing literature in the field. We expect that students will demonstrate a deep level of thought and insight and lead to innovative research questions/hypotheses. Students must demonstrate a sophisticated grasp and use of theory, research methodology, and statistical analyses.

An outstanding dissertation will be at the highest levels of originality or significance in that it: 1) asks new and innovative questions; 2) addresses important gaps in the existing knowledge base; 3) addresses problems or weaknesses in current theory or methodology; 4) uses or develops new tools, methods, approaches, analyses; 5) pushes the discipline's boundaries and opens new areas for research; 6) has practical and policy implications; 7) must be of sufficient quality and value to warrant its publication in a reputable professional journal.

Annual Evaluations of Performance

All students who have completed 18 credits in the doctoral program are required to complete and submit the online Annual Student Evaluation and Mentoring Plan. This is required by the Department, the College, and UGS. The evaluation is an assessment of the ongoing scholarly activities to ensure successful program completion. The evaluation process is initiated by the student each spring via a link provided in their myFIU to do list.

Students will receive an email from the PhD program office when the evaluation period begins with relevant information regarding the submission timeline. Students who do not yet have a D-1 approved and on file at UGS must have a meeting with their advisor/major professor to discuss their annual accomplishments as part of the evaluation process.

Students who have a D-1 on file and approved by UGS must have a meeting with the full dissertation committee and all members of the committee must offer feedback on the student's performance and approve the evaluation in the online system. Any meeting held after January may serve as an annual evaluation meeting.

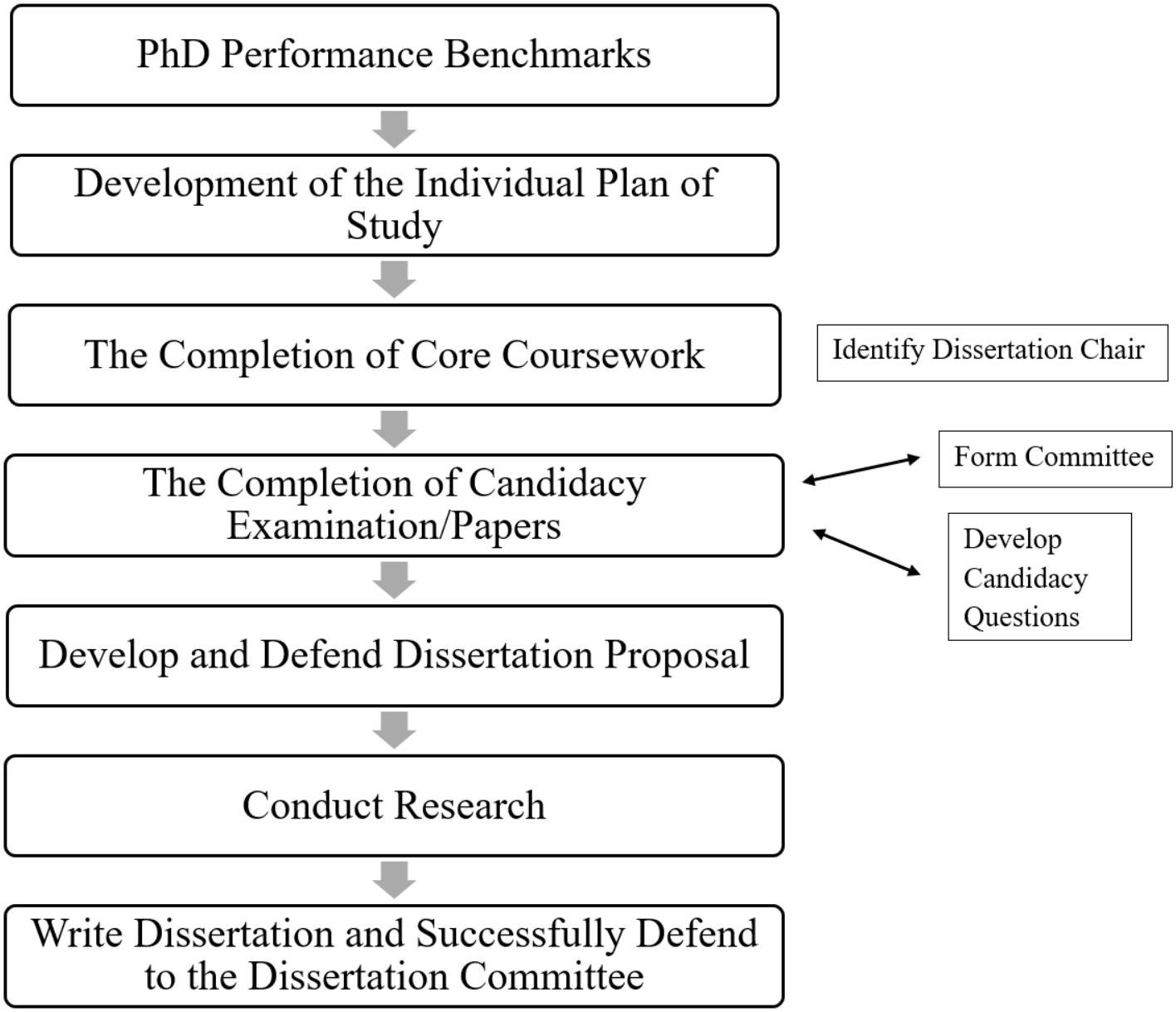
Any student who receives “occasionally does not meet expectations” in one or more areas must have a performance improvement plan included in the evaluation. The student and Dissertation Chair and if necessary, Dissertation Committee members must identify ways to address the shortcomings identified in the annual evaluation plan. The Director of the PhD program at the NWCNHS will summarize the evaluation and performance improvement plan in a memo that will be placed in the student’s file. The student has one year to meet the requirements of the performance improvement plan and provide evidence to the advisor/chair. Students may be dismissed from the program if they are not maintaining satisfactory progress in the program and if they do not meet the expectations in the performance improvement plan.

Timelines, Forms, and Deadlines

Once a student has formed a dissertation committee and submitted a D1 tile, the timelines and specific deadlines of the Nicole Wertheim College of Nursing and Health Sciences and the University Graduate School (UGS) apply. Students are fully responsible for knowing and meeting the expected timelines and deadlines.

PhD Performance Benchmarks Development of the Individual Plan of Study

Each student and academic advisor should develop an individual Plan of Study that will be filed with the PhD Program Office identifying all courses, cognates, and independent studies that are planned. The initial Plan of Study should be completed and submitted to the PhD Program office and filed in the student’s file by the end of the first semester of Year 1. The Plan of Study should be reviewed by the Dissertation Chair/Advisor at the end of Year 2 and any additional course work recommended by the committee to augment dissertation studies added at that time.



The Completion of Core Coursework

Full-time students are expected to complete their core coursework in 2-2.5 years.

Candidacy

Composition of Candidacy Committee:
The Committee must include a minimum of three faculty members from the academic unit offering the degree, along with one faculty member holding graduate faculty status from another academic unit at FIU. With the Chairs approval, a fifth member may be added as appropriate.

Candidacy Examination
The objective of the examination is to assess the readiness of the student to move beyond the coursework stage of the doctoral program, into the development of a substantial research dissertation, and to confirm the student's breadth and depth of knowledge in their chosen field of study as well as the student's understanding of the scientific process. The doctoral candidacy examination should be administered upon completion of the majority of coursework. Successful completion of the exam signifies readiness to undertake the research and dissertation component of the doctoral program. This examination must be taken within three years from the first date of matriculation or within one year of completion of course work and at least one year prior to the dissertation defense for the student to be considered in good standing. Each Candidacy Examination is prepared by the Committee members and coordinated by the Committee Chair. It is critical that students work closely with their major professors. The student's major professor is responsible for guiding the student in the preparation for this exam. The examination must have both written and oral components.

At the time the student enters into Candidacy, to initiate the examination process, the student's committee shall convene a planning meeting with the student. During the initial portion of this meeting, the committee and student will review the overall timeline and establish the date for the oral component of the examination. Once these logistics are confirmed, the committee and student will collaboratively determine and finalize the selection of the student's examination option (1–4), including its content and format. At that time, the Committee Chair will review the examination procedures and expectations with the student, including details regarding the chosen exam option, format, location, schedule for both the written and oral components, and any preparation guidelines.

Successful Completion of Candidacy: Written and Oral exam
1. The Candidate's written papers requires them to:
- Demonstrate depth and breadth of knowledge in the research area from the discipline's perspective.
- Demonstrate sufficient depth and breadth of knowledge in the related cognate areas
- Summarize the current state of knowledge in the research topic area and identify areas in which further research is needed.
- The potential to revise and submit these papers for publication in peer-reviewed journals is strongly encouraged.

2. The Oral exam requires the candidate to:
- Answer questions raised by each Committee member regarding the content and issues in the papers prepared for the Committee.
- Describe the candidate's program of research.
- Identify the topic of the Dissertation research.
- Describe how the Dissertation research contributes to knowledge development and to the discipline.

Candidacy exam rubric forms to be completed by all committee members at time of oral portion.

Oral Exam Procedure

1. Confirmation of Readiness
Each Committee Member evaluates the full set of papers/answers and/or portfolio items relative to approval. They notify the Committee Chair whether the work meets the standard for moving forward to the oral examination. The oral exam is scheduled only when all committee members agree the written component is satisfactory.

2. Scheduling the Oral Examination
The Committee Chair coordinates the scheduling of the oral exam in consultation with the candidate and all committee members. The examination may be held in person or via videoconference and is expected to be completed within a single session.

3. Format of the Oral Examination
During the exam:

- The candidate may be asked to briefly present the major findings and arguments of the papers/written answers.
- The committee members may ask in-depth questions related to the content of the papers, relevant literature, methodological choices, theoretical frameworks, and implications for future research.
- The goal is to assess the candidate's mastery of the field, depth of understanding, critical thinking, and ability to defend their scholarly work.

4. Evaluation and Outcome:
After the oral examination:

- The committee meets in private to deliberate.
- The candidate is informed of one of the following outcomes:
    - **Pass**: The student may proceed to doctoral candidacy and begin their dissertation.
    - **Conditional Pass**: Revisions to written work or a follow-up oral session may be required.
    - **Fail**: The student may be given an opportunity to retake the oral exam once within 6 months. See complete failure guidelines on page 6

5. Advancement to Dissertation
Upon successful completion of both the written and oral components of the Candidacy examination, the student is officially admitted to Dissertation. This milestone must be recorded with the university's graduate school in accordance with institutional procedures.

Doctoral Candidacy Examination 4 Options

Option 1: Critical Analysis of the Literature with 4 Papers: Extended Time (4 semesters)
Exam Papers:
The Candidacy Examination will consist of four written papers, each addressing a distinct question formulated by each of the four committee members (one question per member). Each paper should demonstrate the depth and quality of a publishable manuscript.

While there is no prescribed length for each paper, the Committee expects each to demonstrate sufficient depth and breadth to meet the standards of a publishable manuscript. The Committee Chair will work closely with the candidate on each paper prior to its submission to the respective committee member. This collaboration will focus on refining grammar, logical flow, organization, alignment with the assigned topic, and the depth of scholarly discussion.

Once the Chair approves a paper, it will be submitted to the appropriate committee member for individual review. After each committee member has approved their assigned paper, all four papers will be distributed to the full Committee for comprehensive evaluation. Each member will review all four papers and notify the Committee Chair whether, in their professional judgment, the papers collectively meet the standard required to proceed to the oral portion of the Candidacy Examination.

Timeline: Candidates are expected to complete 4 papers with a minimum of one paper per semester. The final version of the Candidacy paper must be formally submitted to the Chair and committee no later than four weeks prior to the last day of the semester, as outlined in the Florida International University Academic Calendar. All four papers are to be completed within consecutive **four semesters**. Failure to complete within the timeframe (1 paper/semester within 4 semesters), the student will receive an incomplete grade and be granted one additional semester (a fifth semester) to complete the requirement. Students who do not submit any work during any of the four semesters will receive a grade of "F" (Failure). Students who fail to complete the requirement within the extended timeframe may be subject to dismissal from the program.

Oral Examination
An oral examination will follow the submission and approval of all written papers. The exam will be coordinated by the candidate's Committee Chair and administered by the full Committee. The procedures for the oral examination are outlined in the Candidacy Exam procedure above.

Option 2: Critical Analysis of the Literature Examination Papers **(1 semester)**
Exam Papers:
The Critical Analysis of the Literature Examination Papers consists of four papers completed over one semester. These papers should ideally be submitted over the first two-thirds of the semester. Each paper will be in scholarly format and will address one question, with each question developed by a different committee member. In collaboration with each committee member, the student will identify the topic areas from which the questions will be developed. Each paper provides a critical review of the relevant research literature and articulates a clear rationale for pursuing the topic. The primary goal is for the student to demonstrate content expertise and scholarly depth in a researchable area. The specific topic for each paper will be developed in consultation between the student and the respective committee member, based on the question provided by that committee member. Each paper should reflect the depth, rigor, and scholarly quality of a publishable manuscript. While there is no prescribed page length, the content must demonstrate sufficient depth and breadth to meet this standard.

Timeline: The student is expected to complete all four papers within one semester. At the start of the Candidacy semester, the student will meet individually with each committee member to review their assigned question and agree on a due date. Upon submission, each committee member will review their respective paper and determine whether it meets expectations or requires revision. Once all four papers have been completed and approved, by the respective committee member, the Committee Chair will schedule the oral examination by the end of the semester. The final versions of the Candidacy papers (4) must be formally submitted to the Chair and committee no later than four weeks prior to the last day of the semester, as outlined in the Florida International University Academic Calendar. All four papers are to be completed within **one semester**. Failure to complete within the timeframe (4 papers within 1semester), the student will receive an incomplete grade and be granted one additional semester (a 2nd semester) to complete the requirement. Students who do not submit any work during any of the candidacy semester will receive a grade of "F" (Failure). Students who fail to complete the requirement within the timeframe may be subject to dismissal from the program

Oral Exam:
An oral examination will follow the submission and approval of all written papers. The exam will be coordinated by the candidate's Committee Chair and administered by the full Committee. The procedures for the oral examination are outlined in the Candidacy Exam procedure above.

Option 3: Two-Day Doctoral Candidacy Examination (On-Site or Take-Home) with Oral Defense.
The On-Site Examination is administered and scheduled in one of the Nursing & Health Sciences available workspace or may be a Take-Home Examination. The exam may span up to two-three days, typically consisting of one or two 3-4 hour sessions per day, for a total examination time of 9 to 12 hours.
The examination usually includes four questions, each addressing a critical aspect of the student's research area—one question submitted by each committee member. The content and structure of each exam may vary based on the student's specific research interests.
Each committee member submits one distinct question, set of questions, or problem aligned with the objectives of the examination. These questions are discussed and finalized during the committee's planning meeting with the student. The written exam is administered by the major professor (Committee Chair).

On site exam, each question or question set is to be completed within a designated time frame, typically not exceeding 6 hours per question, allowing additional time for reasonable breaks and meals. No more than two questions or question sets should be administered per day.
Take home exam, each question or question set is to be completed within a designated time frame, typically not exceeding the 2 -3 day timeframe.

Upon the student's completion of the exam, each committee member reviews and grades the response(s) to their respective question(s). The committee then convenes to collectively evaluate the overall performance on the written examination. Once the written papers have been reviewed and approved by all committee members, they notify the Committee Chair whether the work meets the standard for moving forward to the oral examination. The oral exam is scheduled only when all committee members agree the written component is satisfactory.

Timeline: The student is expected to complete answers to the four questions by the deadline agreed upon with the committee during the two designated days of the Candidacy semester. Within the first two weeks of the semester, the student is to meet individually or as a group with their committee members to review their assigned questions.
Failure to complete the work within the designated two-day timeframe will result in an incomplete grade. The student will then be granted one additional semester (a second semester) to fulfill the requirement. Students who do not take the 2-day Candidacy exam and fail to submit any work during the Candidacy semester will receive a grade of "F" (Failure). Students who received an incomplete and do not complete the requirement within the extended timeframe or receive an 'F' (Failure) may be subject to dismissal from the program.

Oral examination
An oral examination will follow the submission and approval of all written papers. The exam will be coordinated by the candidate's Committee Chair and administered by the full Committee. The procedures for the oral examination are outlined in the Candidacy Exam procedure above.

Option 4: Comprehensive Portfolio 1 semester

The comprehensive portfolio provides an opportunity for students advancing to candidacy to consolidate and synthesize knowledge they have gained from completing their course work and engaging in relevant scholarly activities. It is assumed that course work and scholarly activities exposed students to a wide range of ideas and matured their capacity to express their ideas in writing. The comprehensive portfolio, therefore, asks students to include quality examples of their own scholarly writing (2 papers) that represent their current thinking about the field. Second, the preparation of the comprehensive portfolio constitutes an opportunity for doctoral students to demonstrate that they have attained a level of knowledge and developed their talents to successfully conceptualize and conduct the kind of original inquiry expected in the dissertation. Both the form and content of the documents included in the comprehensive portfolio should be consistent with the kind of scholarly writing typically found in a quality dissertation. The works included in the comprehensive portfolio should serve as clear evidence that the student understands and can participate in scholarly discourse within the field of Nursing and Health Sciences. As committee members assess the comprehensive portfolio, the portfolio items are to address significant research topics with the depth and breadth of knowledge from the discipline's perspective and well connected to the major concepts and themes in the field. The comprehensive portfolio should include examples of clearly articulated positions on important healthcare issues that are grounded in sound reasoning and credible evidence.

Thus, the comprehensive portfolio is a compilation of academic artifacts that reflect evidence of satisfactory breadth and depth of experiences, knowledges, and skills in the areas of content and research. The student, in consultation with the committee chair and the members of the committee, will work to determine which and how many artifacts show progress worthy of admission to doctoral candidacy.

Satisfactory understanding of content and research components consists of the following:

Content Components

- Knowledge of a broad base of literature
- Knowledge of multiple perspectives
- Ability to situate studies in a particular literature and/or field/discipline
- Criticality

Research Components

- Theoretical underpinnings
- Methodology
- Interpretation of findings

The student must include:

- a CV
- a personal statement (similar to a cover letter) that addresses their (a) interest in and growing knowledge of a specific field of investigation, (b) research trajectory, (c) theoretical orientation(s), (d) familiarity with relevant methodologies, and (e) rationale for inclusion of each artifact.
- a statement of research in the field that serves as an overview of the field of Nursing and Health Sciences in which they articulate the most significant research topic including individual scholars that have influenced their current thinking juxtaposed against those ideas that they have rejected. The focus of this paper is to present a broad overview of the field and articulate the student's own "place" within it.
- Two peer-reviewed, first-author publications related to the student's program of research. These manuscripts may be revised versions of papers previously presented at conferences or entirely new works. All submitted papers must align with the student's research topic.

Other possible artifact to also include, but are not limited to:
• Teaching statement
• Inquiry project (Paper demonstrating research and possibly related to their future dissertation)
• Conference presentation
• Giving professional development presentation
• Book chapter manuscript
• Book review
• Literature review (not just a class paper)
• Critical reflection on artifacts
Possible artifacts may be co-authored, but the personal statement must describe the role that the student played in them. (The major professor will verify the roles/effort.)

Major Professor/Committee Chair Responsibilities
It is the major professor/committee chair's shared responsibility with the student to determine in which focus area (i.e., content, research) each possible artifact fits (although it may be both). The major professor should also communicate expectations of rigor and excellence for the artifacts indicating content and research competencies to the student and communicate those expectations to the rest of the committee. The major professor and the student work to ensure that the portfolio is ready for the committee's evaluation.

Student Responsibilities
In addition to the shared responsibilities above, the student is expected to submit the comprehensive portfolio to members of the committee. After a reasonable amount of time, as determined by the committee, the student will provide an oral defense to elaborate on the written portfolio and respond to any questions the committee may have. If the committee requires any revisions, the student may make them and re-present the portfolio in writing.
Committee Responsibilities
Committee members contribute to the development of expectations, including which—and how many—artifacts are needed to show evidence of content and research competencies. The committee must review the student's written portfolio (before the oral defense). At the defense, the committee may require a brief presentation and ask questions of the student. Should the committee determine that revisions need to be made, or the student is not yet sufficiently prepared to move to the dissertation stage, they may request that the student complete the suggested/required revisions. The committee should then read any revisions submitted and determine whether the student successfully met the requirements of the comprehensive portfolio.

Timeline: The student is expected to complete the portfolio within one semester. At the start of the Candidacy semester, the student will meet with their committee members to review their assigned portfolio items and agree on a due date. Upon submission, each committee member will review the portfolio and determine whether it meets expectations or requires revision. Once all work is completed and approved by the committee members, the Committee Chair will schedule the oral examination by the end of the semester. The portfolio must be formally submitted to the Chair and committee no later than four weeks prior to the last day of the semester, as outlined in the Florida International University Academic Calendar. The portfolio is to be completed within **one semester**. Failure to complete within the timeframe (1 semester), the student will receive an incomplete grade and be granted one additional semester (a 2nd semester) to complete the requirement. Students who do not submit any work during any of the candidacy semester will receive a grade of "F" (Failure). Students who fail to complete the requirement within the timeframe may be subject to dismissal from the program

Failure and Retake Policy for the Candidacy Examination

If the outcome of the Candidacy Examination is a "Failure":

- The student must wait a minimum of three months before reattempting the examination and must successfully complete the retake within six months of the original attempt.
- Dissertation Committee will determine whether the student must respond to two or more original questions, revised questions, or entirely new questions.

The Dissertation Committee must provide written documentation specifying:

- The requirements the student must fulfill prior to retaking the exam (e.g., additional coursework, directed readings, or other preparatory activities).
- Which component(s) of the exam must be repeated:
  - The written component only
  - The oral component only
  - Both written and oral components
- The retake of any written and/or oral components must follow the same procedures as the initial Candidacy Examination.

Additional requirements:

- The student and the Committee must plan in advance to ensure the availability of all committee members for the repeat examination.
- The student must submit written documentation to the Committee Chair confirming that all specified requirements have been fulfilled before the repeat examination can be scheduled.

The Candidacy Examination Purpose of Candidacy Examination

The purpose of the Candidacy Examination is for the candidate to demonstrate their ability to:
1) synthesize knowledge in the candidate's research (substantive and methods) and cognate areas;
2) visualize the long-term development of a program of research in the defined area
3) place the planned Dissertation research in the context of that program of research and the area of knowledge. Upon successfully passing the Candidacy Examination and completing all required coursework, the candidate is admitted to Dissertation Candidacy

The Candidacy Examination is be held after completion of course work requirements or in the last semester of course work as represented in the candidate's Plan of Study, and prior to the Defense of the Dissertation Proposal.
NOTE: Dissertation credits taken before advancement to Dissertation Candidacy will not be counted toward the 18 dissertation credit minimum required for the degree.

Procedure

1. The candidate will identify a SPECIFIC substantive area in which he or she is developing expertise and write a brief statement of the area.

2. The Candidacy Examination (4 papers, **minimum expected one paper per semester**, and oral exam), coordinated by the candidate's Committee Chair, will be prepared and administered by the candidate's Committee consisting of a minimum of three (3) faculty members of the academic unit offering the degree plus one (1) faculty member with graduate standing from another academic unit at FIU. On consultation with the Committee Chair, a fifth member may be added.

3. Each Candidacy Examination is prepared by the Committee members and coordinated by the Committee Chair. The Committee will formulate a set of four questions that the candidate is to address in four written examination papers. While there is no prescribed length for each paper, in the view of the Committee members, the papers must demonstrate sufficient depth and breadth of the topic to be sufficient for publication. The chair will work with the student on each paper before giving it to the specific committee member. This work includes – grammar, logical flow, organization, consistency with the paper topic, and sufficient depth of discussion of the research in the area. When the chair gives approval, Each Committee member receives the paper the candidate has prepared for him/her. After each Committee member has approved the paper prepared for him/her, each committee member will receive a copy of all 4 papers to evaluate. Each Committee member will read the 4 papers and then inform the Committee Chair whether, in their opinion, the four (4) papers are sufficient for proceeding with the oral portion of the Candidacy Examination.

4. The four questions and written papers will require the candidate to:
    a. Demonstrate depth and breadth of knowledge in the research topic area from the discipline's perspective.
    b. Demonstrate sufficient depth and breadth of knowledge in the related cognate area.
    c. Summarize the current state of knowledge in the research topic area and identify areas in which further research is needed.

5. During the Oral portion of the Candidacy Examination the candidate will:
    a. Answer questions raised by each Committee member regarding the content and issues in the paper prepared for the Committee member as well as the other 3 papers.
    b. Describe the candidate's program of research.
    c. Identify the topic of the Dissertation research.
    d. Describe how the Dissertation research will contribute to knowledge development and to the discipline.

Posting

The oral Candidacy Examination announcement is to be posted in the College 2 weeks in advance of the Examination. The candidate's Committee Chair will inform the Director of the PhD Program that each committee member has reviewed the four papers and agreed that the candidate is ready for the oral defense. During the oral defense, while open to the public, only members of the Committee can ask questions of the candidate.

Evaluation

The candidate's responses during the Candidacy Examination are evaluated by the Committee members only. Admission to Dissertation Candidacy requires that a majority of the Committee members agree that the candidate passed the Candidacy Examination. A Candidacy Examination may not be passed conditionally. A "Pass" on the Examination cannot be made contingent upon other factors such as the completion of additional coursework or the preparation of extra research projects.

Candidates are informed in writing of the results of their performance on the examination within 30 days of the examination date, although they typically receive the results verbally that same day. If the candidate fails the Candidacy Examination, the Committee, at its discretion, may provide for reexamination at a mutually satisfactory time but no more than one year from the original date of

the Examination. In this case, the Committee led by the Chair MUST identify coursework or other activities to improve the candidate's knowledge in an area and thus, their ability to pass the second and final Candidacy Examination. Passing the Candidacy Examination is a requisite to continuing in the graduate program. Candidates who fail the Candidacy Examination twice will be dismissed from the doctoral program.

Application to Dissertation Candidacy

The Director of the PhD Program and the Dean of the University Graduate School must certify, using the student initiated electronic students Milestone tiles, that the candidate has completed all required and recommended course work, has passed the Candidacy Examination, and is applying for Dissertation Candidacy. The candidate is responsible for initiating the Milestone tile that will circulate to the committee members obtaining their signatures. To obtain a copy of the certification form, please contact the NWCNHS PhD Office. The electronic form must be filed with the University Graduate School as soon as the Candidacy Examination has been passed and required coursework is completed. Advancement to Dissertation Candidacy must be approved by the Dean of the University Graduate School. Doctoral candidates who have not been advanced to candidacy will not be allowed to register for Dissertation credits.

Dissertation Proposal

A Dissertation is the culmination of a lengthy learning process through which the candidate becomes expert on a highly focused topic. The process, however, is best understood as a partnership between the candidate and the candidate's Dissertation Committee with principal responsibility vested in the Chair of the candidate's Committee. A Dissertation consists of four essential elements:

- Conceptualization of an original research project and its relation to extant knowledge,
- Development of appropriate methodology to address the research question,
- Thorough and valid analysis of collected data, and
- Postulation of significant conclusions drawn from the research.

The responsibility of the Committee is to provide sufficient pedagogical guidance to the candidate to result in a dissertation of high quality. Ultimately, however, producing a high quality Dissertation is the candidate's responsibility. Many times, the process can be viewed as an apprenticeship in which the candidate works closely with the Dissertation Chairperson, learning how to do research and how to present the results of that research while under careful supervision of the faculty.

The policies of the College and the University are intended to guarantee conformity to high standards. Toward this end there are specific milestone tiles that must be submitted during the process of completing a Dissertation. Some NWCNHS requirements differ from the requirements of the University Graduate School. These variations are described in this document.

Purpose of the Dissertation Proposal

The Dissertation Proposal has several functions and benefits. One function is that a clear and lucid description of a problem and a proposed method of solving it is a learning process and helps the candidate avoid oversights and possible mistakes. The Proposal also helps the members of the Committee to provide appropriate assistance to the candidates in their task.

The Proposal should explain the problem to be investigated and convince the Dissertation

Chairperson and the Committee members that the problem merits investigation. It should show that the candidate has read the relevant and recent literature on the subject and it should contain a list of materials consulted during the preliminary stages of research.

Developing the Dissertation Proposal

Although the Dissertation Committee may be formed, members should be consulted primarily on those aspects directly related to their areas of special competence after discussion with the Chair. Additional faculty or resource persons may be consulted as needed. It is the joint responsibility of the candidate and Chairperson to make the final decisions on problem and method, even if decisions are made that one or more Committee members believe to be less than optimal. The Committee's responsibility is to act in an advisory capacity rather than as directors of the research. It is up to the candidate to recognize useful advice and to integrate the study into a coherent whole.

The following provides guidelines for the dissertation proposal format:

The Dissertation Proposal should identify the major substantive and methodological issues of the research problem. Preliminary drafts of part or the entire Proposal can be very useful in individual discussions with Committee members prior to the oral Defense. Preferences regarding the format of the Dissertation Proposal may vary with the Committee members, so it is important to gain an understanding of members' expectations.

The written research proposal, which outlines the candidate's independent research plan, should be constructed in three chapters. The proposal should include the following sections:

Chapter One: Introduction and Specific Aims. Provide an introduction, list the broad, long-term objectives and what the specific research is intended to accomplish. State the research questions to be addressed or hypotheses to be tested. Provide conceptual/theoretical framework.

Chapter Two: Background and Significance. Provide a review of the literature leading to the research proposal, critically evaluate existing knowledge, and specifically identify the gaps which the proposal is intended to address. Concisely state the importance and relevance of the research by relating the specific aims to the broad, long-term objectives.

Chapter Three: Proposed Research Design and Methods. Describe the research design (design, sample, variables and measures, data analysis plans) and the procedures to be used to accomplish the specific aims of the project. Include any pilot work or preliminary studies related to the proposal. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Protection of Human subjects and Data Management must also be addressed.

A list of references: In general, the three chapters from the proposal defense will form the substance for the first three chapters of the Dissertation. The Proposal must be sufficient for the Committee and administrators of the College to determine the significance of the research question within the context of the existing state of knowledge and the likelihood that the proposed methods are adequate and appropriate to answer that question.

Proposal Defense and Approval

Prior to filing the Proposal with the University Graduate School, the candidate must meet with the Dissertation Committee for an oral Defense and approval of the Proposal. After the final draft of the Proposal has been distributed to all committee members, the candidate arranges a meeting of the Committee to discuss the Proposal and to rule on its acceptability. Although the candidate is responsible for arranging the meeting for the Proposal Defense and distributing copies of the Proposal, the Committee Chairperson will conduct the defense.

After the candidate has successfully completed the proposal defense and prior to submitting the electronic Online Dissertation Milestone for UGS, the candidate must receive IRB approval from the FIU Institutional Review Board. The IRB protocol needs to be submitted by the Dissertation Committee Chair. UGS requires a 5 page proposal. However, for the dissertation proposal defense the candidate is required to submit chapters one, two and three to his/her committee.

FIU Institutional Review Board (IRB) Approval

Students are required to follow the policies and procedures of the FIU Institutional Review Board (IRB) and any other IRBs required by external agencies/institutions when conducting research on animal or human subjects. There is human subjects involvement when living human beings are asked to participate physically in an activity or to donate their tissue, organs, fluids and other bodily materials; when human beings or their environment is manipulated; when information is sought from them directly (as through interview, examination, or questionnaire) or indirectly (as through observation), and when information concerning specific, individually identifiable human beings is asked for from third parties whether through access to files, data banks, or other depositories or through direct inquiry.

Animal subjects are any live, vertebrate animals used or intended for use in research, research training, experimentation, or biological testing or for related purposes. Research or experiments utilizing animal subjects, including tissue taken from live vertebrates for the purpose of research, must be submitted for review by the IACUC.

The FIU Institutional Review Board web site has up-to-date information, current policies and procedures related to research and required forms to be completed. Since candidates may be engaged in the Dissertation project over an extended period of time, he/she must access the IRB web site on a regular basis to determine if there is new information or policies/procedures have been revised. For additional guidance on conducting research with human subjects, please visit: http://research.fiu.edu/irb/

FIU has a Reciprocity Agreement with all the Universities in the State University System (SUS). Candidates that wish to utilize this agreement for a multi-site human research project will need to make their request to Maria Melendez-Vargas (mdemelen@fiu.edu), Director of Research Integrity at 305-348-8311 or mdemelen@fiu.edu

The IRB reserves the authority to suspend or terminate approval of research. Anyone conducting research with human subjects without the approval of the IRB may be subject to a finding of research misconduct.

Writing the Dissertation

The dissertation consists of the three chapters written as part of the dissertation proposal defense (described above). Additionally, it includes:

Chapter Four: Results
Chapter Five: Conclusions

General Guidelines

The candidate's work is carried out under the direction and supervision of his/her Dissertation Chairperson and the Committee members who supervise it for the intellectual content. The Dissertation Chairperson and Committee members may specify certain aspects of style, such as footnote style and placement, and the manner in which references are cited. Candidates are urged to consult with their Dissertation Chairperson early in the preparation of the manuscript regarding both the subject and the general plan of investigation as well as style preferences. Style manuals are available for purchase at the FIU Bookstore. As to format, the regulations included in the FIU Regulations for Thesis/Dissertation Preparation Manual supersede any style manual instructions. Format includes manuscript arrangement, organization of specific preliminary pages, spacing, typeface, margins, page number order, page number placement, and the requirement for permission to reproduce copyrighted material. No joint authorship will be accepted. Candidates should not use dissertations previously filed, or out-of-date FIU regulations for format examples, because changes are made from time to time, and candidates are responsible for following the requirements in effect when the manuscript is filed.

Questions that arise in the preparation of final manuscript copies, but which are not covered in the Manual, may be discussed with the Dissertation Chairperson. Early consultation with the Chairperson is particularly helpful if, after reading the regulations carefully, there are questions about special material or about the need for permission to reproduce copyrighted material to be used in the Dissertation.

In addition to written guidelines, the University Graduate School provides assistance through a writing consultant. Check the University Graduate School web site for further information.

Secondary Data Analysis Projects

The experience of primary data collection and analysis is invaluable, but on occasion, candidates may opt to answer a research question with an existing database. If the Dissertation committee approves this approach, the project needs to address a substantive research question for which use of the existing database provides the most feasible and strongest approach. The candidate and faculty member to whom the data set belongs will negotiate specific arrangements regarding use of the data set and dissemination of the results. If the data set is acquired from another agency (e.g. CDC), the protocol of that agency for data use will prevail.

Dissertation

The dissertation is the final milestone to be completed by a doctoral candidate to fulfill the objectives of the PhD degree. The goal of the dissertation is to engage the candidate in the research process. The purpose of the dissertation is to demonstrate the candidate's development as a scholar through implementation of the research process.

Statistical Consulting

Statistical Consulting at FIU provides free assistance to doctoral candidates on experimental design, data coding data analysis, statistical packages, and interpreting output.

Preparing for the Dissertation Defense: Preliminary Approval

All Committee members must preliminarily approve the Dissertation document before the candidate can apply for Dissertation Defense. By the student initiated Oral Defense milestone, the committee members certify that the Dissertation is ready for Defense.
One copy of the Dissertation, certified as complete and provisionally acceptable to the Committee and the Dean, and one copy of the Dissertation Defense Announcement must be submitted to the University Graduate School by the published deadline on the Academic Calendar. An electronic copy of the Defense Announcement should be submitted to in accordance with the format in the Regulations for Thesis/Dissertation Preparation Manual. See the sample at: https://gradschool.fiu.edu/documents/SampleDefenseAnnouncement.pdf

Announcement for the Dissertation Defense

The Announcement is an invitation to members of the University community to observe the Defense. NOTE: This Announcement will be posted on the University Graduate School's website and in the NWCNHS building for the academic community to view. Faculty and PhD candidates will also be notified through their respective listservs. Thus, the Dissertation abstract should be written clearly, in language accessible to non-specialists, and free of unnecessary disciplinary jargon; all acronyms should be fully identified. The Announcement must include the following information:

I. Candidate's name
II. Committee Chairperson's name
III. Dissertation title
IV. Dissertation abstract (purpose, methodology, findings/results, discussion) * College name
V. Date, time, and place of the Defense

Format of the Dissertation Defense

The candidate should consult with his/her Chairperson on the format and the time parameters of the Defense. The material should be organized and verbally presented as a research study. The candidate should prepare visual aids, such as PowerPoint slides. The candidate should keep his/her oral presentation within the agreed time limit and provide time for questions and comments at the conclusion of the presentation.

The Candidate should initiate the Final ETD milestone immediately after the Defense in order to

obtain members' signatures in. To initial this milestone instructions, https://gradschool.fiu.edu/online-dissertation-milestones/#toggle-id-5
After the Committee determines that the Defense was successful, the candidate should submit the Final ETD milestone with the Committee members listed on the form. Required revisions should be noted on the form. This form must be electronically submitted with the University Graduate School no later than a week after the Dean has approved it.

Final Approval of Dissertation

When a Dissertation has been accepted and successfully defended, with all committee members approval - the Chair and Committee members, the Dean of the College, and the Dean of the Graduate School - are affirming the originality and significance of the product for the discipline, the College and the University. In order for a responsible review by the College and the Graduate School, dissertations must be submitted well in advance of the expected graduation date. The specific dates vary from semester to semester; however, this information is available on the FIU Academic Year Calendar and University Graduate School website.

Signatory Approvals

Doctoral Candidates must adhere to all deadlines but are encouraged to file for approval as early in the semester as possible. Deadlines are found on the FIU Academic Year Calendar or the University Graduate School Website University Graduate School. Candidates must also be aware of the deadline to apply for graduation.

The final Dissertation document must follow the dissertation Regulations exactly as outlined by UGS' Formatting and Regulations Manuel for Electronic Dissertations. The Dissertation document includes a signature page printed on bond paper. Template formats of the signature page are found on the Signature Page Template

The Chair of the Dissertation Committee is responsible for certifying that the final version of the Dissertation contains all revisions requested by the Committee.

Prior to submission of final copies, Doctoral Candidates should submit a complete draft of the Dissertation to the Office of the University Graduate School to check format. This informal check usually takes at least two working days, so the Candidate should allow enough time before the deadline for submission of final copy. After this informal check, the candidate must make the corrections suggested before bringing the final copies to the University Graduate School.

It is customary for Doctoral Candidates to provide a final hard copy of the dissertation with some sort of binding to the Chair and Committee members.

Submission to the University Graduate School

Once all changes have been made and approved, the Doctoral Candidate must submit the following to the Office of the University Graduate School:

Final Electronic Thesis or Dissertation Approval. Approval includes the Dissertation Chairperson, the members of the Dissertation Committee, the PhD Program Director, the Associate Dean of Research, and the Dean of the University Graduate School. The electronic milestone must be submitted to the Associate Dean of the NWCNHS for approval before being submitted to the Dean of the University

Graduate Program. The Dean of the University Graduate School must be the very last approval -After submission of the ETD approval to UGS, within one month of graduation, the graduate will receive instructions via email for uploading their dissertation (a hard copy of the dissertation to UGS is not required, however, it is customary to submit a bound copy to the Committee Chair and Committee Members).

Additionally, all candidates are required to submit an electronic copy to the PhD Program office.
-Proquest (UMI) Dissertation Agreement. All doctoral students are required to publish their Dissertation through University Microfilms International (UMI) Dissertation Publishing. The abstract of the Dissertation is published in Dissertations Abstracts International. The student must complete the Proquest (UMI) Agreement form. To obtain copy of the Proquest Agreement, see FIU Graduate Student Forms and then Proquest Dissertation Agreement Form. The student must pay the fees at the FIU Cashier's Office (Fill out the Cashier Form for Payment of Microfilming and Copyright) and present a copy of the Cashier's receipt.

-Survey of Earned Doctorate. All doctoral students must fill out the Survey of Earned Doctorate. To obtain copy of the survey, see FIU Graduate Student Forms and then Survey of Earned Doctorate (SED). Instructions for completing the SED are also available on the same page. The completed survey must be presented when the final approval form is submitted.

Milestone Tiles

Questions on the completion of academic requirements for advanced degrees or the preparation and filing of dissertations should be addressed to the Academic Advisor or the Dissertation Chairperson. After conferring with his/her Chairperson, students must review their milestone tiles for specific information about how and when to submit each one.

All updated Milestones tiles can also be found by visiting https://gradschool.fiu.edu/online-dissertation-milestones/

All required milestone tiles (unless noted otherwise) are electronic and must be approved by Director of the PhD Program, the Associate Dean of Research on the line for approval prior to submission to the Office of the Dean of the NWCNHS. After College approval is secured, the electronic milestone can be forwarded to the University Graduate School. Ignorance of a rule or a deadline does NOT constitute a basis for waiving that rule or deadline.

Dissertation milestones mark the progress of a doctoral candidate's progress toward completing the dissertation and are major components that contribute to the completion of the doctoral program. The submission of all online dissertation milestones must follow registration, good academic standing, and deadlines requirements. Hence, be sure to comply with all requirements such as guidelines, timelines and deadlines for all dissertation milestones. Furthermore, do make sure to include all required documents, as instructed on each dissertation milestone. Incomplete dissertation milestones will be returned.

The Online Dissertation Milestone – Activity Guide is available at https://my.fiu.edu/, under your Student environment, in the Tasks tile. For academic guidance, if you have not done so already, make sure to communicate with your academic advisors and/or Graduate Program Director accordingly. General Dissertation Milestones described below:

MILESTONE	DUE AT UGS
Doctoral Degree and Application for Candidacy	Five business days before the first day of classes in the term in which dissertation credits enrollment will commence
Dissertation Committee	FOUR semesters before the anticipated graduation term
Dissertation Proposal	THREE semesters before the anticipated graduation term
Preliminary Approval and Request for Oral Defense	THREE weeks before the proposed defense date or by the deadline (whichever is earlier)
Final Electronic Dissertation Approval	Refer to the last day to submit on UGS website deadlines

Student Conduct Policies and Procedures

In addition to meeting the academic standards of the University and College, students enrolled in NWCNHS courses must demonstrate professionalism in the classroom. Professionalism is defined as behaviors and attitudes congruent with the Codes of Ethics of their professional organization, guidelines and standards of practice, the Florida Nurse Practice Act, and policies and expectations of the Nicole Wertheim College of Nursing and Health Sciences and Florida International University.

Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrate increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition or mental state. Professionalism includes, but is not limited to, satisfactory academic conduct and performance.

Administrators and faculty of the NWCNHS reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing and the health sciences. Administrators and faculty also reserve the right to recommend dismissal of any student who has violated the standards of professional conduct or demonstrates a lack of professional development.

All course faculty will keep the chair and PhD program Director informed if student is not doing well in their course. At minimum, this communication will take place at midterm and/or after first major assignment is graded. The chair and PhD program Director will be informed about the student's progress throughout the rest of the course, or until the student is performing satisfactorily.

Repeating Nursing Courses and Dismissal

Only one course in the program can be repeated, and that course can be repeated only once. If a student fails the same course twice, he/she will be dismissed from the program. After successfully completing the repeated course, the student must obtain and submit a Repeated Course request to the Office of the Registrar. While both grades will be included on the student's transcript, only the last grade for the repeated course will be computed into the student's GPA.

Dismissal process for poor academic performance

Step I - The first step in the process for PhD student failures is to have the student and the faculty member teaching the course meet with their PhD advisor/chair and PhD Program Director. The PhD advisor, PhD Program Director and course faculty shall examine all relevant evidence presented and make a written recommendation within two weeks after this meeting regarding the progress of the PhD student. A copy of this written recommendation will be forwarded to the Associate Dean of Research and the Dean's Office.

Step II - If a student is considered for academic dismissal from the University, the student may request a meeting with the Associate Dean of Research. Students must submit a written statement explaining the circumstances leading to the dismissal and what action is planned to return to good academic standing if reinstated.

Failure to meet the requirements of satisfactory progress and academic good standing may result in the discontinuation of enrollment in a graduate program. All students who do not meet academic satisfactory progress standards, and who are able to document mitigating circumstances such as a medical issue, death in the family, or other significant event that interrupted or disrupted academic progress, must submit a written appeal to the Associate Dean of Research. This documentation should include documentation, where available, to substantiate the circumstance, and include letters of clarification from their PhD advisor and PhD Program Director. The Dean will have a final copy of all documentation and make a final decision on any reinstatement.

Fzero Grade

Beginning Fall, 2004, the Faculty Senate approved the addition of a course grade of F0 (Fzero). An F0 will be given to students who both earn a failing grade based on course standards and who fail to complete at least 60% of the course requirements or fail to attend at least 60% of class sessions. An F0 equals zero grade points per-credit hour and is a permanent grade.

Final Examinations and Grades

Final examinations will be given during the week following the last day of classes each semester. The summer semesters do not have final examination periods and course examinations may be given at the discretion of the faculty member teaching the course.

Once submitted, end-of-semester grades (except Incompletes and NR's, which default at the end of two terms) are final. They are subject to change only through a Change of Grade form to correct an error in computation or transcribing, or where part of the student's work has been unintentionally overlooked. Final grades are available through the on-campus kiosks, or on the PantherSoft self-service system. See the Graduate Catalog for additional policies/procedures related to final examinations and grades.

Communicating Grades

Grades will be posted and available on students' myfiu account on the day published in the University's Academic Calendar.

Academic Warning, Probation, and Dismissal Academic Warning

The course faculty member will notify a PhD student and the Academic Affairs Office, in writing, if the student is in academic jeopardy. Unsatisfactory academic performance is monitored by the faculty advisor/chair, and if necessary also by the PhD program Director. A graduate student whose cumulative GPA falls below 3.0 will be placed on Academic Warning by the University.

Academic Probation

A student on Academic Warning whose cumulative GPA remains below 3.0 in the following semester will be placed on Academic Probation by the University. To remove the Academic Probation status, a student must attain a cumulative GPA of 3.5 or above in the subsequent semester.

Dismissal

A PhD student on academic probation whose cumulative and semester GPAs fall below a 3.0 will be automatically dismissed from the Program and University. Students are advised to refer to the Rules and Regulations section of the FIU Graduate Catalog for further information about academic warning, probation, and dismissal.

Achievement of an overall cumulative GPA of 3.0 or above.

A cumulative GPA of less than 3.0 will place the student on probation for one semester, and she/he may be subject to dismissal if the 3.0 GPA requirement is not met after the probationary period. Removal of all conditions, deficiencies, and incomplete grades. Students are expected to register for courses with letter grades. Credit hours for courses in which the grade is "B-" or below will not count toward satisfying graduate degree requirements.

Students are expected to complete the dissertation within 5 years from the date of advancement to candidacy, which includes successful completion of written and oral examinations, favorable recommendation of the students' supervisory committee, and an approved dissertation proposal. Additionally, Florida International University expects that all doctoral students will complete their education as competent teachers and academicians.

Students are expected to review the FIU Student Handbook for details on Standards of Student Conduct and Policies. The Standards of Student Conduct addresses three major areas of moral integrity: Academic Honesty, Respect for the Law, and Respect for People. Students who plagiarize, cheat and/or harass an instructor or peer may be charged with Academic Misconduct. Penalties for academic misconduct may include up to dismissal from the University.

Plagiarism

Plagiarism is the deliberate use and appropriation of another's work without any indication of the source and the passing off of such work as the student's own. Students who are using another person's ideas or writings must document their sources. Direct quotes must be consistent with American Psychological Association (APA) format. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism. Any student helping another plagiarize may be found guilty of academic misconduct.

Cheating AI

Cheating is the unauthorized use of books, notes, aids or assistance from another person with respect to examinations, course assignments, field service reports, class recitations, or possession of examination papers or courses materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

Harassment

Harassment is defined as conduct that creates an intimidating, hostile, or offensive environment for another person of group. This definition includes harassment and threats through computers or electronic communication.

Course Requirements

Students are expected to adhere to the stated course requirements outlined in the course syllabus by faculty (provided at the beginning of the course), including due dates for assignments and the specified grading system. Unless prior arrangements have been made with the faculty member, work that is submitted late or does not fulfill all the requirements of the assignment is downgraded one FULL letter grade for each day the paper/project is late until the grade of "F" is reached. Students are expected to be prepared for all classes and to participate in them.

Students should not ask a faculty member to change the course requirements by requesting special treatment such as "extra credit" work to raise a grade, or ask for extensions of due times for papers. These requests are unfair to other students and the faculty member.

Classroom Conduct and Responsibilities

As a matter of common courtesy, students should not enter classrooms late; carry on conversations, even whispered ones; or take up class time with questions of solely personal interest. Taping class lectures is at the discretion of each faculty member. The student must request permission before taping any classroom activity. Cell phones must be turned off during class periods.

Children or pets (other than service animals) are never permitted in the classrooms unless for specified course experiences. Food and drinks are not permitted in the classrooms. This is a University policy. Students are expected to assist in keeping the College, and University classrooms and lounge areas in a presentable condition at all times. In consideration of others, classroom furniture or equipment that is moved during a teaching/learning activity should be returned to its original location.

Attendance

Students are expected to attend all classes. Courses include the instructional strategy of shared knowledge and experience between students during group presentations and discussions. Absence interferes with the student's ability to learn from this in class sharing.
Students are expected to read and adhere to the course syllabus regarding clinical and class attendance. Excessive absence or habitual tardiness may affect the course grade (since the stated course objectives cannot be met) and can result in failure.

Written Assignments

All written work is to be submitted by the due date unless the student made previous arrangements with the faculty member. Word processors are available for students use in the computer laboratories if needed. Formal written papers (term or scholarly papers) shall follow ‘ format using the guidelines of the American Psychological Association's (APA) Publication Manual (the latest edition is available for purchase at the FIU Bookstore).

Academic grievance and appeal
NWCNHS students have the right to grieve/appeal academic grading/course complaints/ controversies and program progression/dismissal decisions. According to the FIU Student Policy (undergraduate and graduate) written guidelines, which can be found at Academic Grievances | FIU Division of Academic & Student Affairs. procedures/index.html

Student Governance

All students are encouraged to participate in the various campus activities and university governance. The NWCNHS also provides opportunities for nursing students to participate in College governance.

Pi Alpha Chapter (Sigma Theta Tau)

The purposes of this professional nursing organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Membership is based on GPA and class rank at graduation. Eligible graduates will receive an invitation and application from the Chapter Eligibility Committee.

FIU Graduate Students Association

The aim of the Graduate Students Association (GSA) is to facilitate and enhance the graduate student experience, to advance the reputation and assist in the expansion of graduate programs, and to promote quality teaching and research at Florida International University.

Nursing Alumni Association

The purpose of this organization is to provide a mechanism for nursing graduates to contribute to the University community through service and professional activities.

Fees & Finances

Tuition & Aid

The following is an estimate of in-state and out-of-state program tuition costs for the current academic year. University fees and text-book/supplies cost estimates are included in the calculations. Housing and meal costs are not.

Since tuition and fees can change on an annual basis, these figures are provided as an estimate.

PhD in Nursing and Health Sciences Programs		
	Traditional PhD	**BSN-to-PhD**
Resident Tuition Only	$32,806	$45,108
Non-Resident Tuition Only	$72,112	$99,167
Resident Tuition + est. cost	$39,014	$53,609
Non-Resident Tuition + est. cost	$78,329	$107,668

General Expenses

Some doctoral students will collect data at clinical sites. If so, most institutions require that the student must have current CPR certification, health screenings (including immunizations) and health insurance. These requirements protect students, staff, and patients. Students are responsible for providing a copy of their current CPR, health screenings, and health insurance to the Director of the PhD Program.

Background Checks

Students who collect data onsite at clinical facilities are required to submit information and fingerprints for background screening. As specific requirements may differ from institution to institution, it is the student's responsibility to obtain and adhere to each institution's requirements. Students with an arrest history must disclose such history to the Dean of the NWCNHS. Students must disclose arrests made before and after admission to the CNHS. Failure to disclose can result in removal of the student from the clinical facility.

Financial Aid

Financial assistance is available to graduate students through fellowships, assistantships, scholarships, and loans. For general and current information on financial assistance, students should first access the FIU Financial Aid web site. For information on financial assistance specific to graduate students see: FIU Graduate Student Financial Aid. For nursing scholarships, click on NWCNHS Nursing Scholarships on the menu.

Copyright, Authorship, and Dissertations

Copyright Basics

1. What is copyright?

Copyright is a federal law that gives creators exclusive rights to control the use of their work for a period of time. These rights include…

- The right to reproduce a work
- The right to distribute a work
- The right to create a derivative work
- The right to publicly perform a work
- The right to publicly display a work

If someone wishes to reproduce a copyright protected work, they need to get permission from the creator.

Do you always need to get permission to use a work?

No. The law includes exemptions for the use of copyrighted works in certain situations, such as the fair use exemption. For more information on fair use, see question #3 under Using Materials Created by Other.

2. How long does copyright protection last?

Copyright protection occurs automatically at the moment of creation – you don't need to register your work or include a copyright notice. Currently, the term of copyright protection is the life of the creator plus 70 years. When the copyright term expires, the work enters the public domain and can be used without permission.

ETDs and Your Rights as an Author

1. Am I the copyright owner of my thesis or dissertation?

Yes. Once you create a work that is "fixed in a tangible medium of expression", copyright protection begins. As the creator, you are the copyright owner of that work. For example, once you save your thesis or dissertation to your laptop or Google Drive, it is copyright protected.
No additional steps are necessary.

2. Should I register my copyright?

Registration is not required for copyright protection. However, registering a work with the U.S. Copyright Office offers benefits.

1. Registration creates a public record of the claim to copyright ownership and deposits a copy of the work in the Library of Congress.
2. Registration is required before a copyright owner can file a lawsuit for copyright infringement.
3. Registration within three months of publication or before an infringement takes place lets a copyright owner to ask for statutory damages and attorney's fees. Statutory damages for copyright infringement can be up to $150,000 per infringement.

As the copyright owner, it is your choice whether to register a work.

3. How do I register my copyright?

You can register your work on the U.S. Copyright Office website, https://www.copyright.gov/. If you are submitting to ProQuest, you can choose to have ProQuest register your copyright for you. You will need to complete the ProQuest submission form and pay the appropriate fee.

Using Materials Created by Others in Your Thesis or Dissertation

If your thesis or dissertation includes any text, audiovisual, or other material that you did not create or for which you no longer own copyright, either the material must be in the public domain or your use must fall under fair use. Otherwise, you must get permission from the copyright owner to include this material.

1. Can I just cite the author of the material I am using, instead of getting permission?

No. Scholarly uses of copyrighted works are not exempt from copyright law. Citation is not a defense to copyright infringement. Accurate citations help you avoid plagiarism, an ethical matter of intellectual honesty and integrity. Copyright law is a legal protection of expressions of ideas that allows creators to control how a work is used. The following examples illustrate how plagiarism and copyright overlap.

Example A – Plagiarism Not Infringement
Imagine that you ask your advisor if you can include a poem that she wrote as an epigraph for your thesis or dissertation. As the copyright owner, she gives you permission, and you include the poem. However, you don't attribute the poem to your advisor in any citation. Legally, you have obtained permission and are not liable for copyright infringement claims. Ethically, you have plagiarized.

Example B – Infringement Not Plagiarism
As in the above example, you want to use your advisor's poem as the epigraph to your thesis or dissertation. You include the poem and attribute it to your advisor. However, you never ask your advisor if you can include the poem as an epigraph. Ethically, you have not plagiarized. However, legally, you may be liable for copyright infringement.

Example C – Both Plagiarism and Infringement
Again, you wish to include a poem written by your advisor as an epigraph to your thesis or dissertation. You include the poem without permission from your advisor and fail to attribute it appropriately. In this example, you have both plagiarized and infringed upon your advisor's copyright.

2. Do I need to obtain permission to use materials created by others, such as text, images, music, or film, in my thesis or dissertation?

You must obtain permission to use materials created by others if…
- these materials are protected by copyright and
- your use doesn't fall within fair use (see question #3)

Generally, any work published in the United States before January 1, 1923, is in the public domain and can be used without permission. Additionally, in the U.S., works created by employees of U.S. federal government acting in their official capacity automatically enter the public domain.

To see if a work is copyrighted, you can use Peter Hirtle's chart, Copyright Term and the Public Domain or the Berkeley Law Samuelson Clinic's Public Domain Handbook.

3. What is Fair Use?

Fair use is an exemption to copyright law. It lets you use a copyrighted works without permission. For a use to be a fair use, the law requires a four-factor analysis of a use (17 U.S. Code § 107). Fair use is meant to balance the rights of copyright owners with the rights of the public to reuse copyrighted works for public benefit. Fair use is technologically neutral, so the same analysis applies regardless of medium.

4. What kinds of things typically need permission?

The following are examples of works that often require permission to be published in an ETD.

- Images, particularly from licensed resources like ArtStor, or from archives and museums
- Complex figures or infographics
- Articles or other materials you authored, but for which you no longer own copyright – most common are journal articles where copyright was transferred to the publisher
- Long quotations of a page or more from a book
- Unpublished materials, such as personal letters, when the author died less than 70 years ago
- Poetry or music lyrics when used in their entirety or without comment or criticism
- Musical scores or sound recordings
- Computer Code without an open license

5. How do I obtain copyright permission?

If the material you want to use is not in the public domain and you can't make a fair use, you must request permission from the copyright owner. Getting permission can take time, so be sure to request permission well in advance of submission of your thesis or dissertation.

6. What do I do if I'm unable to locate or to contact a copyright owner?

Consider using an alternative work instead. Is there another work that would illustrate the same purpose? If so, contact the copyright owner of the new work and ask permission to use that work in your thesis or dissertation. You may even be able to find a Creative Commons licensed substitute, which you could use without permission as long as you follow the terms of the license. CC Search (https://search.creativecommons.org/) is a search portal created by Creative Commons to make locating CC licensed content simple and easy. Another option is to alter your intended use (for example, use less of the work) and reevaluate it for fair use.

Ultimately, however, if you can't locate a copyright owner or don't receive a response, and your use is not fair, you cannot simply use the work anyway. You must remove the material from the copy of your thesis or dissertation you submit to the ETD repository.

7. What if I previously published an article, and now want to include it as a chapter in my dissertation?

First, you must determine whether you are still the copyright owner of that article. Before a journal publishes an article, they require the author to sign an author's agreement or publication agreement. Sometimes publishers will ask the author to transfer the copyright in the article to the publisher. Look at the agreement you or your PI signed upon publication. If you did not transfer your copyright to the

publisher, then you are still the copyright owner of the article, and you may republish the article in your thesis or dissertation. However, if you did transfer your copyright to the publisher, the publisher now owns the copyright in your article and you must ask the publisher for permission to republish the article in your thesis or dissertation.

8. Are the images and figures I want to use in my thesis or dissertation covered under Fair Use?

Including images and figures in your thesis or dissertation may not be a fair use. It depends on several factors, including how much of an image or figure you are using, what purpose the image or figure serves in your thesis or dissertation, and if there is a market to license the image or figure for a thesis or dissertation.

The Visual Resource Association's Statement on the Fair Use of Images for Teaching, Research, and Study and the College Art Association's Code of Best Practices in Fair Use for the Visual Arts may help you assess whether or not your use of an image or figure is a fair use.

9. Can I use images from ARTstor (or other image database) in my thesis or dissertation without permission?

The use of images from ARTstor and Luna Insight is covered by copyright law. It is also likely covered by a license agreement. The terms of the license agreement dictate the use of the images from that collection. Licenses are legal contracts and take precedence over copyright law, even where the license is more restrictive than copyright law. For example, the license agreement for ARTstor does NOT allow you to publish ARTstor images in your thesis or dissertation.

10. Can I use images from a library, archive, or museum?

The use of images from library, archive and museum collections, while covered by copyright law, may also have additional restrictions placed on their use by the owner of the images. Contact the library, archives, or museum directly for permission to use these images

11. Can I use images I found on Google?

Images found online are likely copyright protected. To include them in your thesis or dissertation, you will want to either seek permission from the copyright owner or ensure that you are making a fair use with these images.

Additionally, some websites have terms of use that restrict how you can use content on the website, including images. Terms of use are contractual and take precedence over copyright law, even where the terms are more restrictive than copyright law. If this is the case, contact the website directly for permission to use these images.

12. Can I include images from a government website in my dissertation without permission?

Works created by U.S. federal government employees in their official capacity are not protected by copyright and are freely available for use. However, if a government agency hired a contractor to take the picture, then that picture may be protected by copyright. If the picture was taken by a contractor, there will likely be a statement to that effect, either on the image itself or on the web page.

13. Can I use data from a government website in my dissertation without permission?

Data is not protected by copyright. However, a compilation of data can be copyrightable if it is sufficiently unique. An expression of data, like a graph, chart, or figure, is also copyrightable. If you plan on using only the underlying data found on a website and it is not an original compilation, you do not need permission. However, if you plan to use an original compilation of data or an expression of that data, you will likely need to obtain permission.
If the graph or chart was created by a U.S. federal government employee. In that case, you would not need permission. (See question #12)

14. Can I use satellite images in my dissertation without permission?

It depends on who created the satellite images. If the images were created by a U.S. federal government employee, then you do not need permission, as such works are not protected by copyright. However, if another government (for example, a state or foreign government) or organization created the images, you will likely need permission. If you need permission, contact that government or organization and explain your use.

15. If I need to remove material from my dissertation because I couldn't get permission to use it, what should I put in its place?

If the material, such as an image, is available online, you can insert a link to it. Linking to material online is not an infringement. You are not making a copy, but merely pointing to the location of that material. NOTE - If you link to a subscription-based resource, the user must have subscription access to that resource to view the material.
If the material is not available online, you could insert a citation, and a sentence stating that you had to remove the material due to lack of permissions. For example:
Statue of Liberty. John Doe. 28 May 2008. Image removed due to copyright
restriction. With images, it is best to replace the image with a plain grey box. This will main your spacing and pagination.

Authorship
Authorship is reserved for those who have made substantial contributions to (a) conception and design, acquisition of data, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and (c) giving final approval of the
version to be published. All three conditions must be met to merit authorship. Substantial contribution can also be formulating the research problem or hypothesis, structuring the experimental design, organizing and conducting the statistical analysis, and interpreting the results.

Doctoral students should be listed as first author on manuscripts. After that, authorship order should correspond to the extent of contribution made by the respective committee members. Typically, that means the person who contributes the least is listed last.

The NWCNHS PhD Program encourage open, early and continuing, honest, and thoughtful discussions of authorship order and expected contributions of each contributor early in the dissertation process. These discussions can be initiated by the faculty advisor, a dissertation committee member, or the student,
and then revisited should committee members leave or their relative contributions change. Discussions such as these serve as ideal situations for mentoring students in the art and ethics of negotiating co- authorship. Faculty should be cognizant of the learning experiences they are providing for students, and assure that such meetings are conducted in a professional and respectful manner.

General Contents for Dissertation and Research Proposal

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V. References Appendices

Note: The first three chapters indicate the general outline of the dissertation proposal. In essence, the research proposal is the draft of the first three chapters of the dissertation Appendix F: Student Social Media Policy

POLICY: The Nicole Wertheim College of Nursing and Health Sciences will specify specific requirements, student responsibilities and recommended guidelines regarding the use of social media and web-based network platforms.

RATIONALE: The Nicole Wertheim College of Nursing and Health Sciences recognizes that social media and web-based network platforms and applications including, but not limited to, Facebook, Instagram and Twitter, are an important and timely means of communication. However, students who use these social media sites and applications must be aware of the critical importance of limiting the use of these sites and privatizing the settings of these sites and applications so that only trustworthy "friends" have access to the sites. Students must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a written of reprimand to dismissal from the program and expulsion from the university.

PROCEDURE

When using these social networking sites, FIU students in the Nicole Wertheim College of Nursing and Health Sciences are expected to conduct themselves in a mature, responsible, and professional manner. Discourse should always be civil, respectful, and in accordance with University Regulations. Student behavior should be in accordance with FIU's values and are bound by FIU-2501 Student Conduct and Honor Code.

Enrolled students represent the Nicole Wertheim College of Nursing and Health Sciences and Florida International University as a healthcare professional. With regard to Social Media, personal posts on any and all social media platforms, which currently exist or will exist in the future, should be appropriate to your profession in healthcare, and not reflect adversely on the College of Nursing and Health Sciences or the University. Students who violate social media guidelines will be in violation of the FIU-2501 Student Conduct and Honor Code, Section 5-K-1 and may be subject to disciplinary action.

1. Students must NOT transmit or place online individually identifiable patient information; this includes photographs of any kind.
2. Students must observe ethically prescribed professional patient-healthcare provider boundaries.
3. Students should understand that patients, colleagues, institutions, and employers may view postings on personal accounts.
4. Students should take advantage of privacy settings and should seek to separate personal and professional information online.
5. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Standards of professionalism are the same online as in any other circumstance. This includes postings regarding the University, the Nicole Wertheim College of Nursing and Health Sciences, faculty, staff, and peers.
7. Do not share or post information or photos gained through the healthcare provider-patient relationship.
8. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.

9. Do not make disparaging remarks about patients, clinical sites, clinical rotations or field experiences, employers, co-workers, and/or peers even if they are not identified.
10. Do not take photos or videos of patients or any clinical setting on personal devices, including cell phones.
11. Promptly report a breach of confidentiality or privacy.
12. If students choose to list an email address on a social networking site, they should use a personal email address (not their fiu.edu address) as their primary means of identification.
13. Students may not represent themselves as another person.
14. Students may not utilize Web sites and/or applications in a manner that interferes with their academic/clinical responsibilities.
15. The following actions are strongly discouraged:
    a. Display of vulgar language.
    b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
    c. Presentation of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Standards of Professional Behavior

POLICY: The Nicole Wertheim College of Nursing and Health Sciences (NWCNHS) will specify specific requirements, student responsibilities and recommended guidelines regarding standards of professional behavior across all nursing and health sciences programs within the college.

RATIONALE: Standards of Professional Behavior and Conduct Students in nursing and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of university students. Consequently, NWCNHS students are required to demonstrate clinical competency, including reasonable skill, safe practice, and professional behavior at all times, in the care of clients and clinical rotation/field experience interactions.

PROCEDURE: Students may be removed from program experiences at any time for unsafe or unprofessional behavior. Further, students are required to adhere to the standards of acceptable conduct outlined in their respective professional association code of ethics and state of Florida professional regulations. Students can be removed from the nursing or health sciences program of study and/or any college affiliate clinical site or organizations based on violation of professional conduct.

NWCNHS students are held to the basic expectations for personal and professional behavior that all members of the FIU community should follow. Especially when faced with a difficult situation or decision, consider and apply the university's core values of civility, respect, and integrity.

Breaches of conduct are reviewed and processed by the program chair referred to the Office for Student Conduct and Academic Integrity in accordance with the procedures outlined in the FIU Student Handbook. Resolutions of presented violations may include dismissal from the program.

Academic honesty and integrity are fundamental values that the Nicole Wertheim College of Nursing and Health Sciences upholds. Any incident of academic misconduct will be handled according to the guidelines of the FIU Office of Student Conduct and Academic Integrity. Additionally, any individual who is aware of violations of the Honor code is bound by honor to report the incidence or violation to the respective administration.