

General Academic Information/Policies & Procedures

Program of Study

Students should meet with an advisor to develop their program of study.

Transfer of Credit From Other Institutions

The PhD in Nursing program may accept a maximum of 36 semester hours earned elsewhere as part of an earned graduate degree. A maximum of six semester hours of graduate credit earned from another institution in a non-degree seeking status may be transferred. A maximum of six thesis credit hours may be transferred to a doctoral program only if they are part of an earned degree. Acceptance of transfer credits for a course is dependent upon the following provisions:

- the course was relevant, as judged by the Admissions Committee of the PhD Program.
- the student received a grade of 3.0 or better on a 4.0 scale.
- the course was taken at an accredited institution.
- the course is listed on an official transcript received by the Graduate Admissions Office.
- the course will not be older than nine years at the time of receipt of a doctoral degree. (does not apply to credits earned as part of a completed graduate degree program)
- **Note: Students are advised to verify this information with the Director of the PhD Program.**

Non-Degree Seeking Status

Non-degree-seeking students include students seeking admission to graduate degree programs who enroll prior to completing the requirements for admission. Enrollment as a non-degree-seeking student does not imply a right to future admission as a regular degree-seeking student. A maximum of 12 graduate level credit hours earned at FIU as a non-degree-seeking student may be counted toward a graduate degree provided they were earned within the six years preceding admission to the degree program.

Petition for Exception to Graduate Requirements

Students can request an exception to the following graduate requirements: GPA, transfer credits, time limit, leave of absence, or for students on OPS, working more than 20 hours/week. To obtain a copy of the certification form, see **FIU Graduate Student Forms** and then click on **Petition for Exception to Graduate Requirements**. The student must complete the form and provide a letter explaining the reason for the request. The form must be signed by the Director of the PhD program, the CNHS Associate Dean of Academic Programs, and the Dean of the University Graduate School.

Academic Advisement

Upon entry into the program, the student is assigned an Academic Advisor. The student and the Advisor jointly plan the student's Plan of Study. The Advisor works with the student during the initial stages of program development, guiding and monitoring the student's plan of study. The student and the Advisor have joint responsibility for insuring that each step in fulfilling degree requirements is completed and that an official record is kept.

Students are responsible for arranging to meet with their advisors prior to registering for courses. Students' advisement assignments are intended to ensure advisors' accessibility to students. Students should see their advisors if they find they are having personal or academic difficulties that could impede their progress toward graduation. Advisement hours are posted outside each faculty member's office and appointments can be made through the secretaries. Appointments at non-posted times can be made directly with the faculty member.

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 for the student to change advisors.

As the student progresses through required courses, he/she needs to identify cognate courses outside of nursing which will complement the student's nursing preparation and projected area of research. After establishing contact and having course experiences with a range of faculty, the student is usually 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 Academic Advisor.

Registration

The Director of the PhD Program and the Director of Admissions and Student Services provide program-specific information on registration. Students are required to register for courses and/or Dissertation each semester (per their Plan of Study) until the Dissertation is concluded. Registration dates are announced through general University-wide communication channels, such as the web site.

Fulltime 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. The number of hours which a graduate student may carry without special permission is 15. A heavier load must be approved by both the Director of the PhD Program and the Dean.

Dropping and Adding Courses

To drop and/or add a course, the student must use the online registration system. Students must notify their advisors prior to dropping any course. Students who fail to notify their advisors may jeopardize their progression in the doctoral 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 program plan and a timetable at the outset 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 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.

Lapses in enrollment for three or more consecutive semesters require that the student apply for readmission subject to the admission procedures, criteria and policies in effect at the time the reapplication is made.

Leave of Absence

A student who finds it necessary to be excused from registration for three or more consecutive semesters must formally request a leave of absence. Leave time must be approved by the Director of the PhD Program and the Dean. Leave will be granted only under exceptional circumstances. When there is no mutual agreement the decision will be made by the Dean. When a student returns from a leave of absence, decisions concerning previous or current program of studies will be mutually agreed upon by the student's supervisory committee and the student.

Withdrawal from the University

Students who withdraw from the University must file the appropriate paperwork. See the **FIU Graduate Catalog** for additional policies/procedures related to withdrawal.

Required Forms

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 go to the University Graduate School on the University Park Campus (305-348-2455) to receive a packet containing forms and specific information about how and when to file these forms.

All required forms (unless noted otherwise) must be signed by Director of the PhD in Nursing Program, the Associate Dean of the CNHS Academic Programs on the line for approval prior to submission to the Office of the Dean of the CNHS. After College approval is secured, the forms 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!

All information on forms must be typed as required. This includes the names of the Committee members, Chairperson, Director, and Deans where the signatures are to be affixed. Consult with the Office of the University Graduate School on the locations of typewriters.

