



PH.D. IN NURSING

**STUDENT  
HANDBOOK**

**2006 - 2007**

## Dean's Message

Dear PhD Nursing Student.

It is with great enthusiasm and support that we welcome you to the 2006-2007 academic year here at the University of Miami School of Nursing and Health Studies. This promises to be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards achievement of the PhD degree.

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

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

Other publications that will help you are located on the following websites: The University of Miami Bulletin, <http://www.miami.edu/umbulletin/grad/>, and the University of Miami Students Rights and Responsibilities Handbook, 2006-2007, <http://www.miami.edu/dean-students/srr.pdf>.

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

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

Welcome to the School of Nursing and Health Studies.

Nilda (Nena) P. Peragallo, DrPH, RN, FAAN  
Professor and Dean

Gail C. McCain, PhD, RN, FAAN  
Professor and Senior Associate Dean  
of Academic Programs

Denise M. Korniewicz, DNSc, RN, FAAN  
Professor and Senior Associate Dean for Research  
Interim Assistant Dean for Student Services

Elias P. Vasquez, PhD, NP, FAAN  
Associate Professor and Associate Dean  
for Community Affairs

## **FORWARD**

The School of Nursing and Health Studies Student Handbook is a supplement to the *University of Miami Bulletin, 2006-2007*, *University of Miami Student Life Handbook, 2006-2007* and the *University of Miami Student Rights and Responsibilities Handbook, 2006-2007*. Students are responsible for acting in accordance with the University and the School of Nursing and Health Studies regulations and policies set forth in these publications. The School of Nursing and Health Studies Nursing *Handbook* also provides additional information specific to the nursing program.

The curriculum of the School of Nursing and the Health Studies Student Handbook is reviewed annually and is as accurate and current as possible. Should there be changes in academic policies, or procedures or curriculum, they will be communicated to you **via your official University of Miami email address**. Students will assume responsibility for incorporating the changes into the *Handbook*. If you have a problem or concern that is not adequately answered in the *Handbook*, please contact the Office of Student Services.

Please visit the School of Nursing and Health Studies Website for the most up-to-date information at: **<http://www.miami.edu/nur>**

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## OVERVIEW

Nursing education began at the University of Miami in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College and began admitting generic nursing students. The BSN Program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN Program received initial national accreditation by the National League for Nursing in May 1956. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs. In 1976, seventeen students were enrolled in the new Master of Science in Nursing (MSN) Program. In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president. The MSN Program was accredited in 1982 by the National League for Nursing. In 2006, the BSN and MSN Programs received initial accreditation from the Commission of Collegiate Nursing Education, the accrediting body of the American Association of Colleges of Nursing. In 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 doctoral programs in nursing at the time of its initiation. The first graduate completed her doctorate in December 1987. The School celebrated its 50<sup>th</sup> anniversary in 1998. The M. Christine Schwartz Center for Nursing Education had its ground breaking in October, 2004. In 2005, the School of Nursing became the School of Nursing and Health Studies (SONHS) to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program.

### **Mission Statement**

The Mission of the School of Nursing and Health Studies is to educate students and support faculty committed to excellence in the art and science of nursing and health care studies through creating and disseminating health knowledge and developing culturally competent leaders to provide service to our community, the nation, and the world (Adopted by the SONHS, 2005).

### Accreditation

The baccalaureate program is approved by the Florida State Board of Nursing. The baccalaureate and master's programs are accredited by the Commission of Collegiate Nursing Education (CCNE), One DuPont Circle NW, Suite 530, Washington, DC 20036, (202) 887-6791. The Nurse-Midwifery Specialty within the MSN Program is accredited by the American College of Nurse-Midwives, Division of Accreditation 8430 Colesville Road Suite 1550, Silver Spring, MD 20910-6374, (204) 485-1845, and the Nurse Anesthesia Specialty is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs (COA), 222 South Prospect Avenue, Park Ridge, Illinois, 60068-4001, (847) 692-7050 (ext. 1154).

### Administration

The administration of the SONHS is headed by Nilda (Nena) P. Peragallo, Dr.PH, RN, FAAN, Dean and Professor. The Professor and Senior Associate Dean for Academic Programs is Gail C. McCain, PhD, RN, FAAN. The Professor and Senior Associate Dean for Research is Denise M. Korniewicz, DNSc, RN, FAAN. The Associate Dean for Community Affairs and Associate Professor is Dr. Elias P. Vasquez, PhD, NP, FAAN.

## **I. OVERVIEW OF THE DOCTORAL PROGRAM**

The University of Miami School of Nursing and Health Studies Ph.D. program is designed to meet the educational needs of nurses who are committed to conducting nursing research. Its purpose is to prepare scholars and researchers who will advance the theoretical and empirical basis for nursing and provide visionary leadership to the profession.

### Mission Statement

The Mission of the Doctoral Program is to advance the discipline of nursing through the preparation of nursing scholars to lead nursing practice, education and research endeavors. In our rapidly changing health care environment, nurses must continually revise and enhance nursing practice to ensure the safety and well being of individuals and families and to produce successful outcomes for patients. Advances in health care and nursing must be based on rigorous research.

### Underlying Beliefs

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

### Unique Attributes of the Program

The University of Miami School of Nursing and Health Studies reflect the culturally diverse community in which it exists. Miami-Dade County has a population of over 2,000,000 people, with an ethnic-racial mix of Hispanic, 52%; white, non-Hispanic, 25%; Black, 21%; and other,

2%. Doctoral students who come to the School from many of the United States and countries such as Nigeria, Haiti, Jamaica, Nicaragua, Bahrain, India, Puerto Rico, Canada and Qatar add a rich international flavor to the environment and create a broad approach to global health concerns.

## **II. PROGRAM OF STUDY**

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

Nurses who desire preparation at the Ph.D. level as scholars and researchers may enter the doctoral nursing program at the University of Miami at one of two points in their careers: either 1) after completing the baccalaureate degree with a major in nursing (post-baccalaureate entry option), or 2) after completing a master's degree. Admission criteria and program requirements for the post-baccalaureate entry option, which are different from general program requirements, are discussed in the section that addresses this program option.

## **III. OVERALL GOAL OF THE PROGRAM**

The principal goal of the Ph.D. program is to prepare scholars and researchers who will contribute to the growth of nursing science through recognized methods of scholarly inquiry and dissemination of research findings.

## **IV. PURPOSE AND OBJECTIVES**

The purpose of the Ph.D. program in nursing is to prepare scholars and researchers who will advance nursing science, thereby making more effective the practice of nursing, and who will provide innovative leadership to the profession. The program prepares graduates with the aptitude to:

1. Synthesize knowledge from nursing and other disciplines to extend the science of nursing.
2. Demonstrate cultural competence and ethical practices in conducting qualitative and quantitative research methods and design.
3. Conduct research in a focused area of scientific inquiry.
4. Disseminate scholarly findings for the purposes of building and expanding the science of nursing.
5. Provide creative and visionary leadership for the advancement of nursing science.

6. Engage in scholarly interdisciplinary inquiry.

## **INTRODUCTION**

The University of Miami School of Nursing and Health Studies offers a curriculum leading to the degree of Doctor of Philosophy that is designed to develop nurse researchers and advanced nurse educators and leaders. Prospective degree applicants must be fully admitted to the School of Nursing and Health Studies Ph.D. program.

Both qualitative and quantitative nursing research methods are emphasized from a multicultural perspective. A strong theoretical base is considered essential to scholarly inquiry.

### **STEPS OF THE Ph.D. PROGRAM**

#### **I. ADMISSION TO THE Ph.D. PROGRAM**

##### **A. ADMISSION PROCEDURES**

Any individual who wishes to enter the Doctoral Program must apply for admission and submit the required credentials to the School of Nursing and Health Studies. The application fee must accompany the application.

Applicants should have complete applications (transcripts, letters of reference and GRE test scores) on file by January 15 to be considered for the fall semester. Late applications will be considered on a space available basis. Applicants who wish to be considered for fellowship and/or scholarships must complete the application process by November 15 in the year preceding their proposed entry.

The following materials must be submitted:

1. The completed Graduate Application Form.
2. Application fee.
3. Official transcripts from each college or university attended. If the applicant is a diploma school graduate, transcripts of the diploma course work are also required.
4. Official record of the results of the Graduate Record Examination General Test, taken within five years of the application. An applicant whose native language is not English must also submit TOEFL Scores.
5. A clear statement of the applicant's professional goals, interest in doctoral study, and proposed research interests.
6. A curriculum vitae and sample of scholarly work (thesis, project, article or paper).

7. Letters of reference from three professionals who know the candidate's professional and personal qualifications. References should include: an educator under whose guidance the applicant has studied; an administrator/supervisor with whom the applicant has worked; and a colleague. At least two references must be from nurses.

The applicant may be requested to supply additional materials, such as course descriptions taken in other institutions. All applicants must complete an interview with doctoral program faculty. A telephone interview may be arranged for out-of-state applicants.

8. Health requirements in accordance with University policy.

## B. CRITERIA FOR ADMISSION

Admission is decided primarily on consideration of the following criteria:

1. Quality of previous academic work. The general policy of the Graduate School is that the minimum standard of quality of graduate work is a B average, or 3.0 on a 4.0 scale. Graduation from a National League for Nursing (NLN) or American Association of Colleges in Nursing (AACN) accredited baccalaureate nursing program. For M.S.N. to Ph.D. applicants: Graduation from a program resulting in award of a master's degree in nursing from an NLN or AACN accredited program.
2. Letters of recommendation from persons competent to judge the applicant's probable success in graduate school. Usually these recommendations are from health professionals who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic success.

Applicants should send Applicant Appraisal Forms to their references. Forms are available from the Office of Student Services at the School of Nursing and Health Studies.

3. Satisfactory scores on the Graduate Record Examination.
4. Professional Experience. Professional practice backgrounds are particularly relevant, as well as the breadth and quality of professional nursing experience.
5. Applicant's statement of academic and career objectives and how these relate to the program of study at the University of Miami. It is important that prospective students' goals are compatible with the objectives of the program.
6. Evidence of creative or professional achievement and scholarly potential.

7. Interview with faculty. The School of Nursing and Health Studies requires doctoral students to demonstrate intellectual and leadership qualities that, in the judgment of the faculty, would permit them to function effectively in their professional capacities. Faculty members from the School of Nursing and Health Studies and the Senior Associate Dean for Academic Programs will interview all doctoral applicants.

#### C. ADMISSION STATUS

There are two categories of admission at the University of Miami: (1) Regular admission with or without specified conditions and (2) Post-Master's status.

#### D. REGULAR ADMISSION

In order to achieve regular admission, the applicant must meet the requirements of the Graduate School of the University of Miami and the Doctoral Program of the School of Nursing and Health Studies. The applicant's previous academic work, standardized test scores, professional experience and personal qualifications will be evaluated to determine potential for success in the program. A limited number of full and part-time students will be admitted to the program each year in the fall semester.

#### E. REGULAR ADMISSION BUT WITH SPECIFIED CONDITIONS

Regular admission but with specified conditions may be granted for applicants if there is compelling evidence of potential for success in the program.

The procedure for admission with specified conditions is as follows:

1. Graduate nursing faculty members interview the applicant and review the application. The decision on admission is communicated to the Senior Associate Dean for Academic Programs. Conditions are specified which must be met before regular admission status is achieved.
2. The Senior Associate Dean for Academic Programs will appoint a faculty advisor to develop an individualized program of study with the student.
3. The applicant's program plan must meet the Graduate School's specified time limit (one semester or one summer session of study in conditional status permitted). **Courses taken to satisfy requirements for Regular Admission Status may not carry credit toward the doctoral degree.**
4. The student initiates a program plan of study under the guidance of the advisor and the Supervisory Committee.

5. On satisfactory completion of the study plan, the Supervisory Committee forwards its recommendation for regular admission to the Senior Associate Dean for Academic Programs. The recommendation is then forwarded to the Graduate School.
6. If approved, the Graduate School notifies the student of a change of status to regular admission status in the Doctoral Program.
7. Students who are unable to qualify for regular admission under the conditions specified above will have their admission terminated.

#### F. POST-MASTER'S STATUS

Students may be admitted to the graduate program in post-master's status and complete selected doctoral level courses pending completion of admission requirements. This is not admission to a degree program; admission to this status does not assure the student of admission to the Ph.D. program. It is recommended that no more than six (6) credit hours be accumulated in post-master's status.

#### G. INTERNATIONAL STUDENTS

International students applying for admission to the University of Miami should file an application for admission at least one year in advance of the expected term of study to ensure sufficient time for proper evaluation of the application by the University and the School of Nursing and Health Studies. Students must show proof of licensure in their country. Applicants from abroad are expected to meet the current admission criteria of the School of Nursing and Health Studies. The applicant's undergraduate curriculum will be reviewed for equivalency to an NLN or AACN accredited BSN program.

The duration of the Doctoral Program for each applicant may vary depending upon previous educational preparation and language requirements. Additional course work may be required that might extend the period of time generally required for completion of the degree.

International applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). These scores are submitted in addition to scores from the Graduate Record Examination, General Test.

The faculty reserves the right to require additional preparation in the English language.

#### H. POST-BACCALAUREATE APPLICANTS

Outstanding applicants, who hold the baccalaureate degree, but not the Masters, may be considered for admission to the Ph.D. Program:

1. Application may be made prior to graduate study or during the Master's Program.
2. Applicants should request an interview with faculty through the office of the Director of the Doctoral Program.
3. If application is made during the Master's Program, admission to the Ph.D. Program should be initiated prior to the completion of 24 semester credits of master's work so that students who do not qualify for the Ph.D. can complete the M.S.N. degree without interruption, loss of credit, time or effort. Admission to graduate student status does not imply admission to the Ph.D. Program.

### **International Program Option**

The Policies and procedures associated with an international abroad experience include transcultural nursing experiences abroad. Nursing students engage in health care practice under an international system of health care and interact with indigenous cultures throughout the clinical practicum. UMSONHS students gain knowledge of transcultural nursing, interact with other international nursing students and faculty, and return with invaluable experiences contributing to the professional growth of our students. All nursing students planning experiences abroad while enrolled at the UMSONHS must comply with the following policies and procedures.

#### Requirements for credit elective study in foreign regions

Prior to approval for foreign study, all students must:

- 1) Obtain approval from the faculty teaching the International Course elective.
- 2) Obtain a US passport.
- 3) Comply with all health and immunization requirements for the clinical courses as specified in the student handbook.
- 4) Comply with the financial requirements for accommodations, travel expenses and living expenses as specified by the course faculty. All expenses must be paid in full by the specified dates.
- 5) Provide emergency contact numbers in foreign region and in U.S.
- 6) The UM students who go to another country to study abroad must comply with the requirements set forth by the school of Continuing and International Education. The following forms must be completed:

Release Form

Health and Safety Form

Emergency Contact Form

If students are not traveling together they should also complete the Travel Information Form.

All of these forms can be found as PDF files at the following website:

[http://www.miami.edu/UMH/CDA/UMH\\_Main/0,1770,6371-1;28801-2;28807-2,00.html#Post\\_Acceptance\\_Procedures\\_and\\_Forms\\_for\\_all\\_programs](http://www.miami.edu/UMH/CDA/UMH_Main/0,1770,6371-1;28801-2;28807-2,00.html#Post_Acceptance_Procedures_and_Forms_for_all_programs)

## Advisement and Registration

### Advising

The faculty for doctoral students serve as advisors to graduate students. All graduate students need to consult with their advisors to develop a program plan and course schedule. Advisors address issues related to degree and course requirements, registration, and matriculation in the University. Students are encouraged to seek assistance from graduate faculty advisors for any questions concerning their progression through the nursing courses. Students have a responsibility to seek advisement concerning their scheduling and registration needs throughout the PhD Program. Students can coordinate this process and receive additional guidance through the Office of Academic Programs.

### Registration

In order to expedite the registration process, use of the EASY system is recommended for nursing students unless otherwise specified. **Before registering on the EASY system the student must receive advisement and PIN from the Office of Student Services.** If assistance with registration is needed, help is always available at the Office of Student Services. Students who have an “I” (incomplete), have not met prerequisites, or have failed any courses will not be able to register using the EASY system. Those students will need to be registered in the Office of Student Services. The following sections provide detailed information about requirements for registration for specific programs of study.

### Doctoral Program Registration

All doctoral students should contact their faculty advisor or the Office of Student Services (305-284-4325) for academic advisement. Prior to registration students should consult with the advisor who is responsible for the student’s chosen specialty. Students with a “STOP” on their accounts will be unable to register.

### Background Checks (American DataBank)

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As many of you are aware, a background investigation must be completed prior to your acceptance into a health program or course at the University of Miami. American DataBank has been asked to perform background checks for University of Miami nursing students. Students are responsible for paying for their individual background investigation that will be conducted by American DataBank. Once you pay for your background check, American DataBank will administer the paperwork via mail to the student for drug screening and the FBI Fingerprinting. The fees associated with the background search are nonrefundable. American DataBank can be contacted at 1-800-200-0853 with any questions concerning your background screening.

To initiate your background clearance, go to the website [www.umiamibackcheck.com](http://www.umiamibackcheck.com) and follow the steps as indicated process. The profile information you input will be sent directly to the school upon completion.

The following searches are required for students attending facilities for clinical through University of Miami:

- 1.Criminal History Record Search
- 2.Nationwide Sex Offender Registry
- 3.FBI fingerprint Screening
- 4.5-Panel Drug Screening

If you are employed and have recently (year renewed) obtained the above background information, you may bring a copy of these items to the Office of Student Services for your file. Background checks are required yearly, regardless of full or part-time status in the program.

There will be an additional charge for students with maiden/alias names for the criminal history search, as the maiden/alias name will also be checked.

Student background checks are kept separate from the students' academic file. All student background checks are secured in a "Locked" file in the Office of Student Services.

If you have any questions, please contact the Office of Student Services at 305-284-4325.

## **Security**

University of Miami security guards are on duty 24 hours a day at the Coral Gables and Medical Center Campus'. Services provided by the Division of Security include parking, crime prevention, maintaining security systems, handling campus emergencies, and providing employees and students with identification and access cards.

Security can provide access to rooms designated for students that are locked at night (conference rooms, labs, etc.). A security guard is available to escort students at night between buildings, to the parking lots, and to Metrorail. Security also provides services to students with car problems (i.e. jumpstart, lockouts, towing). The Division of Security maintains detailed information, including campus alerts, on the following website: <http://www.miami.edu/public-safety/>

The following are contact numbers for Security on the Medical Center Campus:

Emergency Assistance:	305-243-6000
Non-Emergency Assistance:	305-243-6079
Security Escort:	305-243-6111

The following are contact numbers for Security on the Coral Gables Campus:

Coral Gables Police, Fire, Rescue:	9-911
Public Safety Non-Emergency:	*711
Public Safety	305-284-6666

I.D. badges must be worn at all times in UM/JMH facilities. Lost or stolen cards should be reported to the ID office at 305-284-2295 during the week. Lost or stolen cards may also be reported to security 24 hours a day, 7 days a week at 305-284-6666. The card will immediately be deactivated to prevent it from being used by unauthorized persons. Lost or stolen cards will be replaced for a \$15 fee. Damaged cards will be replaced for free upon presentation of the original card.

## **Financial Planning and Assistance**

### FINANCIAL PLANNING AND ASSISTANCE

The Office of Financial Assistance is available to provide students with direction in acquiring the funds necessary to complete their nursing education. Limited scholarship funds are available. Students who receive scholarships from the University should familiarize themselves with the scholarship renewal policy.

The majority of financial assistance obtained by students is through student loan programs sponsored by the federal government. The Office of Financial Assistance is available to help students understand the various loan options available and to assist them with financial planning and debt management.

### TUITION AND STUDENT FEES

Annual tuition is assessed at the time of registration. One-half of the annual tuition may be deferred until January 1st of the second semester without penalty. Students with outstanding balances will not be allowed to register. All tuition and fee payments should be made directly to the Office of Student Accounts at the Coral Gables Campus.

All graduate students are required to pay for the “university malpractice insurance” regardless if your employer carries a malpractice insurance plan. Malpractice student fees are assessed yearly at a rate of \$270.00. Additional School of Nursing and Health Studies fees include a \$250.00 Clinical Simulation fee per semester. Other university fees may also apply and are required by the general university administration.

<b>Grading System</b>
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### **Grade Point Average:**

The SONHS adheres to the method of calculating the GPA as discussed in the *UM Bulletin 2006-2007*. [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

## Grade Symbols:

The SONHS adheres to the definition of grading symbols as described in the *UM Bulletin 2006-2007*. [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

**SONHS Graduate:** Non-credit courses (e.g., NUR 720, NUR 735, and NUR 750) are used to establish residence after all master's thesis and doctoral dissertation course enrollment requirements have been met. An "I" is not issued for these courses. A grade of IP is to be given for 700-level internships, research, thesis, dissertation courses that have not been completed. Upon satisfaction of all Graduate School requirements, the Dissertation Coordinator of the Graduate School will issue final credit for all master's thesis and doctoral dissertation courses. Zero credit courses will be changed to "S".

**Grading Scale:** The SONHS grading scale is as follows:

Numeric Grade	Letter Grade	Quality Points	Comments
98-100	A+	4.00	
93-97	A	4.00	
90-92	A-	3.70	
87-89	B+	3.30	
83-86	B	3.00	
80-82	B-	2.70	Below Passing--MSN & PhD
78-79	C+	2.30	
75-77	C	2.00	
73-74	C-	1.70	Below Passing--BSN
71-72	D+	1.30	
68-70	D	1.00	
67	F	0.00	

**Grading Scale:** PhD students must obtain a grade of at least "B" ( $\geq 83\%$ ) in all required nursing courses and maintain a cumulative GPA of 3.0 on a 4.0 point scale to progress in the PhD Program. A "B-" ( $\leq 82\%$ ) is below graduate standards.

Graduate students are required to maintain at least a minimum cumulative GPA of 3.0 on a 4.0 scale. Should the GPA fall below 3.0, the student will be referred to the GASAC. The student will have one semester to bring his/her GPA up to 3.0. If a 3.0 is not achieved after one semester, the student will be reviewed by GASAC and is subject to dismissal.

- I** Incomplete work is defined as passing status with the instructor's permission to complete the course. (Not to be used for thesis or dissertation credits). The "I" should be changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean of the student's primary school or college and the Dean of the Graduate School approve the delay. If the "I" is not changed within one year, credit may be earned only by successful repetition of the course. (Note: Fellowships and

financial aid may be withdrawn if there is an excess accumulation of “I”s on a student’s transcript).

- IP** Denotes “in progress” grade given by instructor for any course (500G, 600 or 700 levels) in which a student has made *expected or clearly satisfactory* progress during the semester, but has yet fully completed requirements for the course. “IP” is to be given for 700-level internships, research, thesis, and dissertation courses that have not been completed. Upon satisfaction of all Graduate School requirements, the Dissertation Coordinator of the Graduate School will issue final credit for all master’s thesis and doctoral dissertation courses (e.g., 710, 720, 730, 735, 740 and 750). Zero-credit courses (e.g., 720 and 750) will be changed to “S.” Please note that all “IP”s must be converted to “S” letter grade or “I” at graduation. “IP” will also be converted to “I” upon any departure from the University for a period in excess of one year.
- NG** Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student’s grade. For a student to receive credit for the course, the instructor must report a passing grade prior to the student’s graduation.
- W** Course dropped by permission of the Dean of the Graduate School prior to the last day for withdrawing from classes as published in the official calendar of the university. Credit can be earned only by successful repetition of the course.

### **Failure of Nursing Courses**

Graduate students must attain a grade of “C” or higher ( $\geq 75\%$ ) in all non-clinical and core courses. Students earning a “C-“ ( $\leq 74\%$ ) or lower in a non-clinical course are subject to review by the GASAC regarding their continuation in the graduate program.

A grade of “B” or above ( $\geq 83\%$ ) is required in all nursing courses with a clinical component. Students earning less than a “B” ( $\leq 82\%$ ) in the theory component of a clinical course or a “Fail” in the clinical component are subject to review by GASAC regarding their continuation in the graduate program. Students earning less than a “B” in the theoretical component of a clinical course or a “Fail” in the clinical component must repeat the course successfully before progressing to the next clinical course.

### **Repeat Course Policy**

A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade was earned is repeated, the number of credits required for graduation will be increased by the number of credits repeated.

### **Academic Appeals Process**

The graduate student academic appeals process detailed below applies to the School of Nursing and Health Studies. Grounds for an academic appeal include, but are not limited to program

dismissals, grade appeals, completion of terms of an independent study contract, completion of incompletes, overrides for registration, acknowledgement of transfer credits, issues with transcripts, course prerequisites, course waivers or withdrawals, requirement to repeat a course, and issues with ethical practice.

### Grade appeals

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

The instructor has the responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are: (1) The application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) sexual harassment; and/or (3) failure to adhere to the grading criteria established for the course.

### Decisions made outside of the GASAC

Decisions made by the University Honor Council or by Accessibility Resources will not be heard through the Graduate Academic Standing and Admissions Committee (GASAC) appeal process. The student should appeal through the appeal processes of the University Honor Council or Accessibility Resources.

### University Ombudsperson

The student and/or faculty may contact the University Ombudsperson at any time for assistance with any problem associated with an academic appeal.

### Appeals Procedure

#### Step 1. Instructor Review

The student should discuss the dispute with the instructor who is or was involved with reason for the appeal.

#### Step 2. Written Formal Appeal

If resolution of the dispute is not reached through GASAC or the instructor, the student then may file a written appeal to the Academic Dean's office. The GASAC Committee members reserve the right to decide whether or not it will hear the appeal presented by the student. The Committee meets and forwards its recommendation to the Academic Dean.

Step 3. The Academic Dean reviews the students' record and GASAC committee recommendations and makes a recommendation to the Dean on dismissal issues. The final decision on other appeals will reside with the Academic Dean.

Written appeals must be filed **within 30 days** of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. The Committee may, at its sole discretion, decide to hear appeals filed after the preceding time periods have elapsed.

When bringing a matter before the Committee the student must place in writing issues she/he wishes to have considered. The appeal must include:

- a. The conditions as seen by the student, offering a rationale for appeal, and any other supporting documentation that she/he wishes the Committee to examine.
- b. Documents of support (e.g., examinations, tests, papers, syllabi, and health care provider documentation of illness, etc.).
- c. All written decisions of individual faculty/administrators that is available to the student or in the student's possession.
- d. If the appeal is based on or related to failure of an instructor to provide the accommodations recommended by Accessibility Resources:

The student should provide a copy of the Letter to Professors received from Accessibility Resources (AR) and describe any other information pertinent to the question of disability.

The letter of appeal and supporting documentation which the student would like to be considered by the Committee will be reviewed by the committee within 1 month of receiving the written appeal.

The Committee will review the student's written appeal; confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Academic Dean. In the process of making its recommendation, the Committee may request:

- a. The student to be interviewed, provide additional information or access to records, or appear before the Committee;
- b. The faculty and/or administrator to be interviewed, provide additional information or access to records, or appear before the Committee.

The Committee will communicate its findings and recommendations to the Academic Dean. The final decision with respect to the appeal for non-dismissal issues will be made by the Academic Dean and communicated to the student in writing. The Academic Dean will make recommendations to the Dean related to any dismissal issue. Once a decision has been rendered by the Academic Dean and if the student still believes that her/his case has been handled unfairly, the student has redress to the University appeals process. This process begins with the student contacting the University Ombudsperson's office at (305) 284 4922 or [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu).

### **University Level Appeal**

The appeal process at the University level is outlined for the student in the *University of Miami Student Life Handbook, 2006-2007*.

### **Leave of Absence/Withdrawal and Readmission:**

The SONHS adheres to the Graduate School policy regarding withdrawal from UM. See the *UM Bulletin 2006-2007* regarding leave of absence from the Graduate School [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

1. Students may request a leave of absence by submitting written application to GASAC. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. GASAC will review the application and make a recommendation to the Dean or Dean's designee who will submit a recommendation to the Dean of the Graduate School.
2. A leave of absence assumes that no scholarly work in connection with the degree is being carried out by the student.
3. After absence of a semester or longer, a former student must apply for readmission to the UM and SONHS. Readmission to the graduate program is not automatic. The readmission application and any requested material must be reviewed and approved by GASAC, which will make a recommendation to the Dean or Dean's designee. The current admission/curriculum requirements will be used when processing a student's request for readmission.

<b>Academic Honesty Policies</b>
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### **ANA Code of Ethics:**

All SONHS students are to be guided in their professional role by the current statement of the American Nurses' Association Code of Ethics. See: [http://nursingworld.org/ethics/code/protected\\_nwcoe303.htm#preface](http://nursingworld.org/ethics/code/protected_nwcoe303.htm#preface).

### **Honor Code:**

SONHS faculty may or may not choose to refer honor code violations by students to the Undergraduate or Graduate Honor Council as appropriate. Faculty may impose their own sanctions for the honor code violation, e.g., failure of the examination, failure of the course, failing grade on a paper, computer-related work, or creative work, or failure of the clinical experience. Faculty may also recommend to the Dean or Dean's designee that students committing an honor code violation be dismissed from the SONHS.

### **Academic Integrity Policy for the School of Nursing and Health Studies** **(DRAFT POLICY)\***

#### 1. Definition of "cheating".

Cheating – This act implies an intent to deceive. It includes all actions, devices and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam and using a cheat sheet or crib notes in an exam.

Academic Dishonesty – This includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the University Community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of any scholastic dishonesty violation.

**Students will be dismissed for any act of cheating or academic dishonesty.**

2. Process for reporting cheating or academic dishonesty.

- A. If a student is caught in an act of cheating or academic dishonesty, the faculty member of the course is responsible for making the student aware of this concern at the time of the occurrence. This communication should occur in a reasonably private situation,

For example: if the student is caught cheating during an exam, the student must be made aware of this concern before the examination period ends. The student could be asked to remain in the room until after the examination is complete and all students have left the classroom before the concern is addressed. Or, the faculty member could escort the student from the room while proctors continue monitoring the examination.

- B. The act, including the discussion with the student, should be documented. Documentation should include sufficient detail related to the actual action of the student, actions taken by the faculty member, and the response of the students.

The faculty member should review the documentation with the student and ask the student to sign the document indicating acknowledgement. The student should be notified that the document will be forwarded to the Dean for review.

- C. The Dean will review all documentation and make a decision about what action will be taken in writing to the students. Consequences may include dismissal from the School of Nursing and Health Studies.

3. Recommendations regarding examinations.

All faculty will adhere to the following general principles associated with examinations:

- A. A central, secure repository for examinations will be created and located in the Office of the Associate Dean for Academic programs
- B. A Seating chart should be created for examination periods.
- C. Students should show a picture ID to either receive the examination, or at the time the completed examination is submitted.
- D. Students should sign the test answer sheet and/or test booklet.

- E. Each examination should have specific instructions related to the examination and the conduct of students during the examination.
- F. No student should leave the room during the examination period.
- G. Proctors and course faculty should not entertain questions during the examination. An examination item critique form should be included with the examination for students to record their questions about specific test items.
- H. Multiple versions of an examination are recommended for larger class sizes. The size of the class should be considered in light of the seating capacity of the classroom. If students can be placed at sufficient distances from each other during the administration of an examination (e.g. 2-3 seats apart, 2-3 rows apart), then one version of an exam may suffice.

In classes where students are seated closer to each other, multiple versions of an examination are necessary. Each version should include the examination questions in a scrambled order. Students should not be able to reasonably assume or determine the order of questions on each version of the examination (e.g. version 2 as version 1 with questions in reverse order; a cover sheet identifying different versions of an examination when in fact the questions are in the same order for all versions). Extra care must be taken when diagrams or figures are included in an examination as these may provide a clue to the version of the examination.

- I. When classrooms are capable of videotaping during exam periods, students may be dismissed if cheating is videotaped.

**\*This “Draft Policy” is subject to change during the academic year 2006-2007.**

### **Plagiarism:**

The SONHS has strict penalties against plagiarism. If a student is suspected of plagiarism, the matter is to be reported to the SONHS administration. It is at the discretion of the faculty member whether or not he/she refers the matter to the respective honor council. The following is what the SONHS faculty has designated as constituting plagiarism:

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

The most blatant form of plagiarism is the direct lifting of a passage from another book (encyclopedia, reference book, literacy criticism, and/or other printed sources) and including it in your paper as if it were your own work without using any quotation marks and/or without providing a proper citation. In addition, another direct and blatant form of plagiarism is that of obtaining information from electronic sources and submitting it as your own work.

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

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

**Sanctions:**

Plagiarism is considered a serious offense in academic settings. In general, when plagiarism is discovered by a faculty member any one or more of the following responses are considered appropriate: (a) Failure of the assignment; (b) Failure of the course; (c) Referral to the appropriate honor council; or (d) Dismissal from the SONHS and forfeiture of the degree.

If plagiarism is discovered after a course or program has been completed, one or more of the following responses may be recommended retroactively: (a) Failure of the course; (b) Failure of the program; or (c) Withdrawal of the degree (Approved School Council, 3/19/97; Reaffirmed, 2001).

<b>Clinical Experience Requirements</b>
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The following requirements are necessary for all students involved in clinical courses. The School of Nursing and Health Studies contracts with agencies which require Health Clearance, CPR Certification, Liability Insurance, Background Checks and Drug Screening. **Failure to comply with these requirements will result in exclusion from clinical experiences.** Verification of compliance must be supplied annually to the Office of Student Services prior to July 1st each year.

**Clinical Requirements**

For personal safety, for safety of clients, and to meet the safety requirements of clinical agencies, all students entering the University of Miami School of Nursing and Health Studies must meet the requirements listed below. **Failure to comply with the required documentation will result in registration delays or attendance at assigned clinical agencies. Inability to attend required clinical experiences may result in dismissal from and subsequent failure of the course.**

The requirements are:

1. Provide proof of current immunizations.
2. Provide report of a complete physical examination.
3. Verification of current CPR certification.

4. Verification of current health insurance.
5. Verification of maximum Liability Insurance.
6. Certification of Background and Drug Screening through American DataBank,
7. [www.umbackcheck.com](http://www.umbackcheck.com)

### **RN License**

**All PhD students may be required to be registered nurses in the State of Florida. If RN registration is needed, the program director will meet with the students and advise accordingly.**

### **Immunizations**

Students are required to demonstrate a history of immunization (or prior infection) against Hepatitis B, Rubella, Rubeola, Varicella, Tetanus/Diphtheria, Poliomyelitis, and mumps. Students who intend to travel outside the United States should check with the Center for Disease Control to determine what immunizations and other measures should be taken prior to their travel.

Students are required to undergo annual PPD testing to screen for exposure to tuberculosis. This service is provided by the student health office. If students have a history of a positive PPD reaction, or have received the BCG vaccine, they will be required to get one chest x-ray while enrolled in school to screen for active TB. The x-ray can be obtained through the student health office.

The specific immunizations required are:

#### **Measles, Mumps and Rubella (MMR) Vaccine (Required)**

Adults born before 1957, except women who can become pregnant, can be considered immune for rubella. All students born after 1956 must have received either Two doses of MMR OR Two doses of measles AND one dose of rubella and one dose of mumps OR Serologic proof of immunity to measles, mumps and rubella. Laboratory evidence of immunity (Titer) or blood titer must be filed in the Office of Student Services.

#### **Hepatitis B Series (A series of three injections given over a period of six months).**

Students may decline the Hepatitis B vaccination series for certain medical reasons; however, a Hepatitis B Virus Vaccination Declination Form must be signed and filed at the School of Nursing and Health Studies. A Hepatitis blood titer is required and laboratory evidence must be filed in the Office of Student Services.

**Varicella Vaccine - (Required)**

One dose given at 12 months or later, but before the student's 13<sup>th</sup> birthday OR TWO doses-dose 1 given after the student's 13<sup>th</sup> birthday, dose two given at least one month after dose 1 OR Laboratory evidence of immunity. Varicella titer is required for clinical practice and evidence of recent varicella laboratory titer must be filed in the Office of Student Services

**Tetanus/Diphtheria** (Required every 10 years).

Booster is required every 10 years.

**TB Screening (PPD skin test OR Chest X-ray) – Required yearly**

- a. If positive, a chest x-ray is required within the last six months.
- b. If no PPD skin test in the previous 12 months, a PPD skin test must be completed and a second is to be completed as well as the “TB signs and Symptoms Review.”  
OR
- c. Chest x-ray: For POSITIVE skin test. Need a copy of Chest X-ray Report (not film) and a “TB Signs and Symptoms Review” initially and then annually instead of the TB skin test.

The Student Health Service provides immunizations to all students enrolled at the University of Miami, (305) 284-5927, 5513 Merrick Drive).

**Cardiopulmonary Resuscitation (CPR) Certification - (Required):**

To complete the Cardiopulmonary Resuscitation (CPR) Certification – Basic Life Support for Health Care Providers (adult, child and infant). Go to the American Heart Association website for current information and classes at: <http://www.americanheart.org/>.

**Health Insurance Portability and Accountability Act (HIPAA)**

See [http://facultyaffairs.med.miami.edu/documents/HIPAA\\_Acknowledgement.pdf](http://facultyaffairs.med.miami.edu/documents/HIPAA_Acknowledgement.pdf) for instructions.

**Clinical Attire**

Approved nursing attire must be worn during all clinical and simulation learning experiences. The graduate student represents not only himself/herself, but the School of Nursing and Health Studies, the University of Miami, as well as the nursing profession. The student is expected to present a clean, well-groomed appearance. All graduate students must adhere to the dress code available within their precepted clinical agency. Graduate students are expected to dress in professional attire with appropriate UM identification and/or agency I.D.

**Medical Center Identification**

A University of Miami (Cane Card) identification card (with photograph) is required in order to use Calder Medical Library. This identification must be worn by students whenever they are on the Medical Campus. Calder Library is located on the Medical Campus at 1601 NW Tenth

Avenue and contains many health related sources that are not available at Richter. Students must present their University of Miami ID cards when checking out materials.

### **Learning Resource Center**

Students are responsible for the equipment borrowed from the Learning Resource Center. If equipment is not returned on the due date, or if equipment is damaged or lost, a replacement fee may be charged to the student.

### **Transportation to Clinical Sites**

Students are **responsible for arranging their own transportation** between the Coral Gables Campus, the Medical Campus and various clinical facilities. Car pools are encouraged when possible. Metrorail passes may be purchased at the Information Desk on the first floor of the Whitten University Center. For more information, call the University Center Information Desk at 305-284-2318. Students are encouraged to plan accordingly for their transportation in order to be on time for classes and/or clinical experiences.

## **V. GENERAL REQUIREMENTS**

### 1. **Minimum Credits Required**

Students are required to complete a minimum of 60 semester credits beyond the master's degree. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the Doctoral Program in nursing. The Senior Associate Dean for Academic Programs individually evaluates courses offered for transfer credit relative to Graduate School requirements, program requirements and the student's plan of study.

### 2. **Preliminary Examination**

Each student takes a written preliminary examination upon completion of selected required courses, constituting one semester of full-time study or the equivalent (9-12 credit hours). The examination tests the student's ability to integrate knowledge from the areas of clinical inquiry and theory.

### 3. **Qualifying Examination**

Each student takes a comprehensive qualifying examination upon completion of all required courses. The examination has written components and is an integrative experience that allows evaluation of the student's mastery of the chosen area of specialization and research.

### 4. **Admission to Candidacy**

The student may apply for admission to candidacy for the doctoral degree following successful completion (with a grade point average of 3.0 or above) of course work, including all required courses; and successful completion of preliminary and qualifying examinations. The student must be admitted to candidacy at least two semesters before the date of graduation and one semester before defense of dissertation.

5. Dissertation  
Each student is required to conduct an independent research project which adds to the body of nursing knowledge and to communicate the research in a written dissertation. A written dissertation proposal must be approved by a majority vote of the student's dissertation advisory committee.
6. Final Oral Examination  
Each student is required to successfully defend the dissertation before a committee of faculty nominated by the student appointed by the Dean of the Graduate School. The final oral examination is scheduled following completion of the dissertation and approval by the student's dissertation advisory committee.
7. Length of Time to Complete Requirements  
The University requires a minimum of 2 semesters of full-time study (or its part-time equivalent) for the master's degree. Full time study is defined as 18 or more graduate credits in a calendar year. The University requires at least 60 credits post baccalaureate for the PhD degree. Students have 8 years from admission, or 4 years post qualifying exams, to complete the Ph.D.
8. Residency  
The student must spend at least two consecutive semesters beyond the first year's graduate work, wherever taken, in full-time study at the University of Miami. With departmental approval, a) one summer of full-time study in sessions I and II can be substituted for one semester residence, or b) full-time study for two successive summers can be substituted for two regular semesters.
9. Cumulative Grade Point Average  
The student must maintain a cumulative grade point average of 3.0 (on a 4.0 scale) throughout the program. Student progress is evaluated at the end of each semester of study by the Supervisory Committee. The Supervisory Committee is responsible for notifying the Senior Associate Dean for Academic Programs if a student's academic status is in jeopardy.
10. Continuous Registration  
**Continuous registration of at least one credit per semester (fall and spring semesters) must be maintained by all Ph.D. students from admission through graduation).** If the student is unable to engage in doctoral study for a given semester for health or personal reasons, a Leave of Absence Form must be completed and approval must be obtained from the Senior Associate Dean for Academic Programs, and the Graduate School. The student must be registered for credit during the term (fall, spring or summer) in which the dissertation defense is scheduled and degree requirements completed.

## VI. INTEGRATED SCHOLARLY PORTFOLIO

At the completion of the Doctoral Program, students are recognized for their achievements in an area of expertise as documented in the Integrated Scholarly Portfolio. This expertise is evidenced by their ability to conduct research, communicate information to a variety of audiences, and provide service to the profession and the community. The inter-relationship among these dimensions of expertise is inherent when research results are communicated in manuscripts and in oral presentations that have been reviewed by peers, mentors, and referees. The Integrated Scholarly Portfolio is not the sole responsibility of the student nor of the advisor, but is a combined, joint effort of all those involved in the Doctoral Program. The Portfolio is maintained in the Office of the Senior Associate Dean for Academic Programs; the student maintains a duplicate copy.

The Integrated Scholarly Portfolio is separated into two categories. One category is comprised entirely of required items (\*); the other category allows selection of two-three items within it. One product may serve two purposes (e.g., paper presentation and may also count toward conference attendance), although one product may not serve for every element.

- \*A. **Curriculum vitae: submission of an upgraded curriculum vitae yearly in the format required by the University of Miami. The format can be located at the Faculty Affairs website: <https://www.miami.edu/faculty-affairs/CVTemplatefeb2005.doc>**
- \*B. **Demonstrated teaching experience:** Manifestations might include presenting a faculty sponsorship workshop, providing a guest lecture, working in the skills or computer lab, or being a teaching assistant. Teaching experience must be with faculty supervision and extend the student's current level of experience.
- \*C. **Demonstrated research experience:** This work must involve completion of research rotations and research practica in conjunction with School of Nursing and Health Studies faculty researchers. Research experience must be obtained under faculty sponsorship that extends rather than continues the student's current level of experience.
- \*D. **Service to the school and profession:** This aspect may include hosting potential students, providing assistance at graduate program information activities, serving as an officer of the Graduate Student Association, Sigma Theta Tau, or serving as Student Representative on a School of Nursing and Health Studies committee.
- \*E. **Attendance at two research conferences:** Numerous local, regional, and national opportunities exist to achieve this component. Examples of conferences include University of Miami Graduate Student Research Conference, the Southern Nursing Research Society Conference, the Biennial State of the Science Conference, Sigma Theta Tau, and the National League for Nursing or other National Nursing conferences.  
The Integrated Scholarly Portfolio also must include any three items selected by the student from items (F.) to (I.) below.
- F. **Manuscripts in a publishable format (a minimum of two) at least one of which must be data-based:** These manuscripts may be single - or multiple -authored, collaborative works that emanate from ongoing research undertaken as part of a course requirement, from work as a research assistant, or as an individual effort.

- G. **Paper or poster presentation at a scientific conference:** Examples are the same as those listed in item E, as well as a myriad number of nursing, interdisciplinary, and specialty area meetings.
- H. **Manuscript in a publishable format based on the dissertation research:** This manuscript is to be submitted to the dissertation committee at the time of the Defense.
- I. **Submission of research grant application:** Examples of funding sources to which students might apply include the National Institutes of Health (e.g., National Research Service Award), private foundations, Sigma Theta Tau, American Nurses' Foundation, American Association of University Women, and other public and private sources related to individual specialty areas.

## VII. PLAN OF STUDY

Each student plans collaboratively with his/her Supervisory committee a plan of study within the framework of doctoral program requirements and the student's research interests and career goals. The Plan of Study is designed in conjunction with the student's Supervisory Committee and, submitted to the Senior Associate Dean for Academic Programs for approval prior to the students registering for elective and/or specialty courses. **The Program of Study approved by Supervisory Chair, is to be submitted to the Senior Associate Dean for Academic Programs by the end of the first year of full-time study.**

### A. CORE COURSES

It is the intent of the School of Nursing and Health Studies that its doctoral graduates, regardless of their area of specialization, be well rounded, well-informed scholars. To achieve this goal, all students are required to take a series of core nursing and related courses.

The required core of nursing content consists of:

1. Philosophical and Theoretical Foundations for Scientific Inquiry  
Two courses introduce the student to historical and philosophical perspectives, theory building, and theory generation (NUR 651, 661).
2. Advanced Clinical Studies  
Courses in clinical inquiry that include the development of clinical knowledge and research (NUR 655, 665).
3. Qualitative Methods  
One course in qualitative research methods in nursing research (NUR 670).
4. Advanced Research Methodology  
One course focusing on the development of instruments for the measurement of nursing phenomena (NUR 680), one course in quantitative research methods basic to nursing research (NUR 665), and two or three semesters (4-6 credits) attendance in doctoral dissertation seminar (NUR 695).

Core Courses. In order to facilitate program planning, core courses are normally taught in each academic year as follows:

**Fall**

NUR 651: Philosophical and Theoretical Bases for Nursing Science.....	3 credits
NUR 655: Clinical Inquiry.....	3 credits
NUR 665: Methods and Design for Nursing Research.....	3 credits
NUR 680: Measurement of Nursing Phenomena .....	3 credits
NUR 695: Dissertation Seminar credits.....	2 credits
*EPS 672: Research Design and Statistics II.....	3 credits
NUR 730: Doctoral Dissertation.....	9 credits

**Spring**

NUR 661: Development of Nursing Science.....	3 credits
NUR 667: Research Practicum .....	2 credits
NUR 695: Dissertation Seminar .....	2 credits
NUR 670: Qualitative Methods of Research .....	3 credits
*EPS 673: Advanced Multivariate Statistics .....	3 credits
NUR 730: Doctoral Dissertation.....	9 credits
NUR 750: Research in Residence (Maintains status in Doctoral Program)	1 credit

Dissertation seminars (NUR 695) are continuous fall and spring semester offerings

The research practicum (NUR 667) may be scheduled during any term as approved by the Supervisory Committee.

**B. REQUIRED COURSES FROM RELATED AREAS**

Nursing science integrates theoretical and methodological approaches of the basic biophysical and behavioral/social sciences. Such course work selected from other disciplines is considered an essential component in the graduate program.

Students enrolled in the doctoral program must also meet the requirement of three courses (9 semester credits) in Advanced Statistics and Computer Science, including Advanced Multivariate Statistics and courses in cognates supporting the dissertation. Each student develops a plan of study in Advanced Statistics and Cognates related to the substantive area in consultation with the Supervisory Chair and Supervisory Committee.

**C. SAMPLE PROGRAM PLAN: M.S.N. TO Ph.D**

**Semester I (Fall)**

NUR 651: Philosophical and Theoretical Bases for Nursing Science .....	3 credits
NUR 655: Clinical Inquiry .....	3 credits
NUR 665: Methods and Design for Nursing Research.....	3 credits
*EPS 672: Research Design and Statistics II.....	3 credits
	9-12 credits

### **Semester II (Spring)**

NUR 661: Development of Nursing Science .....	3 credits
**NUR 667: Research Practicum .....	2 credits
NUR 670: Qualitative Methods in Qualitative Research.....	3 credits
*EPS 673: Advanced Multivariate Dissertation .....	<u>3</u> credits
	11 credits

### **Semester III (Fall)**

**ELECTIVE (May select Nursing 675) .....	4 credits
NUR 680: Measurement of Nursing Phenomena.....	3 credits
NUR 695: Dissertation Seminar .....	<u>2</u> credits
	9 credits

### **Semester IV (Spring)**

NUR 695: Dissertation Seminar.....	2 credits
COGNATE .....	<u>3</u> credits
	5 credits

### **Semester V (Summer II)**

NUR 695: Dissertation Seminar.....	2 credits
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### **Semester VI (Fall)**

NUR 695: Dissertation Seminar.....	2 credits
NUR 730: Doctoral Dissertation .....	<u>9</u> credits
	11 credits

### **Semester VII (Spring)**

NUR 730: Doctoral Dissertation .....	<u>9</u> credits
Total Credits.....	60-63 credits

\* Statistics and Computer Science courses are individually prescribed according to student's program goals, with the exception of EPS 673 which is required.

\*\* The research practicum (NUR 667) is scheduled as approved by the Supervisory Committee.

## **D. PROGRAM PLAN**

Within the student's first semester of enrollment, the student outlines the overall requirements for the Ph.D. program and files the initial program plan with the Senior Associate Dean for Academic Programs. A copy is placed in the student's file. The tentative program plan is duplicated and distributed to members of the Supervisory Committee for their recommendation and/or approval. The Supervisory Chair is the student's primary advisor. Only signatures of designated Supervisory Chairs are acceptable on official forms pertaining to program plans and advisement. The scheduling of Supervisory Committee meetings is at the Chair's and/or the student's discretion.

At the end of each semester the student, together with the Supervisory Chair, should make certain that the student's file contains accurate up-to-date records and plans for the next semester. Should the student's Supervisory Chair change from one semester to the next, this change should be recorded in the student's file.

Students are required to take a preliminary exam at the end of the first semester of course work or completion of 9-12 hours. After successful completion of the preliminary exams, students may continue with coursework. If the student is unsuccessful in the preliminary exams, the student's Supervisory Committee will recommend re-examination and coursework for the student.

Students are required to complete the Qualifying exam at the end of all of their coursework. The Qualifying exam assists the students in the integration and synthesis of research methods, nursing theory and content appropriate to the students' area of research interest. Successful completion of the Qualifying exam is essential prior to the proposal defense. Students will work with their Supervisory committee to obtain permission to complete the qualifying exams.

The Supervisory Committee reserves the right to require additional course work, research or practice when necessary or desirable.

While the system of advising is designed to facilitate normal progression through the program, it is ultimately the student who bears final responsibility for completing the program successfully. The Supervisory Chair and Committee having experience with procedures and policies of the School of Nursing and Health Studies and Graduate School, can advise the student as to the wisdom and propriety of plans. However, this is not a substitute for the student being independently aware of School, Program and University regulations governing doctoral study.

**E. SAMPLE PROGRAM PLAN: B.S.N TO Ph.D. (Revision in Process)**

**F. Ph.D. COURSE DESCRIPTIONS Because of print timeliness, the descriptions and requirements listed here supercede the descriptions and requirements reported in the Graduate Studies Bulletin.**

**NUR 651: Philosophical and Theoretical Bases for Nursing Science 3 cr.**

A seminar focusing on historical and philosophical perspectives in the development of knowledge with indepth examination of the evolution of nursing science. Includes comparison and contrast of contemporary nursing theories.

**NUR 655: Clinical Inquiry 3 cr.**

Analysis and development of concepts relevant to clinical nursing phenomena. Seminars include evaluation of major concepts and review of individual clinical inquiries. (Prerequisite: Admission to Ph.D. program)

**NUR 661: Development of Nursing Science** 3 cr.

Approaches to scientific development in nursing with emphasis on theory building and theory generation. Includes analysis of contemporary nursing theory. (Prerequisites: NUR 651 & NUR 655)

**NUR 665: Methods and Design for Nursing Research** 3 cr.

Research methods and design for clinical nursing research. Emphasis on linkage among theory, clinical concepts, research design, measurement and issues in current practice. (Prerequisite: Admission to Ph.D. program)

**NUR 667: Research Practicum** 2 cr.

Participation in clinical nursing research with School of Nursing and Health Studies faculty. (Prerequisites: NUR 665 and NUR 670)

**NUR 670: Qualitative Methods in Qualitative Research** 3 cr.

Exploration of inductive approaches to research and the use of qualitative methods, including phenomenology, ethnography, and grounded theory. The techniques include focus groups, unstructured and structured interviews, and ethnoscience. Discussion of techniques, analysis and the ethical and political implications of special problems in qualitative research. (Pre- or co-requisites: NUR 665 & NUR 655)

**EPS 672: Correlational Designs and Regression Methods** 3 cr.

Correlational designs and regression methods. Students will be required to use computer packages (SAS/SPSS).

**EPS 673: Advanced Multivariate Statistics** 3 cr.

Techniques for the analysis of multiple quantitative measures including multiple regression, discriminant analysis, canonical variate analysis, and manova. Computer application is integrated.

**NUR 675: Field Project in Qualitative Research** 4 cr.

Conduct a project using qualitative research methodology and techniques; includes seminars related to analysis and interpretation of data. (Pre- or co-requisite: NUR 665 or NUR 670)

**NUR 680: Measurement of Nursing Phenomena** 3 cr.

Development of instruments to measure a phenomenon of concern within the domain of nursing. (Prerequisite: NUR 670)

**NUR 695: Dissertation Seminar** 2 cr.

Discussion and analysis of proposed student dissertations. Trends in areas of research in nursing. Required of all students admitted to advanced graduate standing. May be repeated to a total of six credits. (Prerequisite: Admission to Ph.D. program.)

**NUR 697, 698: Selected Topics** 2-3 cr.

Subject matter offerings based upon student demand and availability of faculty. Subtitles describing topics will be shown in class schedule in parentheses after selected topic notation. (Prerequisite: Permission of Instructor)

**NUR 699: Special Topics in Nursing Research** 1-3 cr.

Directed or independent research in collaboration with a faculty member providing opportunity for participation in ongoing nursing research. Specific requirements and credit allocation determined by contractual arrangement between student and faculty member.

**NUR 730: Doctoral Dissertation** 1-12 cr.

Required of all candidates for the Ph.D. The student will enroll for credit as determined by his/her advisor but not for less than a total of 18 cr. No more than 12 hours of NUR 730 may be taken in a regular semester, or more than six in a summer session. A student who has passed (a) qualifying examinations, and (b) is engaged in an assistantship, may still take the maximum allowable credits.

**NUR 735: Pre-Dissertation Research in Residence** 0 cr.

To establish residence for doctoral students who are preparing for major examinations prior to enrolling in dissertation credit. Credit not granted. Regarded as full time residence. (Prerequisite: Completion of all course work for the Ph.D. except NUR 695)

**NUR 750: Research in Residence** 0 cr.

Used to establish research in residence for the Ph.D. after the student has been enrolled for the permissible cumulative total dissertation credits in appropriate doctoral research. Credit not granted. May be regarded as full-time residence as determined by Dean of the Graduate School.

## **VIII. OVERVIEW OF ADVISEMENT**

Each entering student is assigned to a Supervisory Chair who functions in the capacity of an academic advisor until the student has successfully passed all preliminary and qualifying exams. Upon completion of all required examinations and coursework, the student selects a Dissertation Committee and Dissertation Research Committee Chairperson. Once selected, the Dissertation Chair provides all advisement responsibilities, to include academic advisement and direction of the dissertation research project. Dissertation Research Advisory Committee is designated to provide assistance with monitoring the dissertation research.

## **IX. QUALIFICATIONS AND SELECTION OF FACULTY SUPERVISORY CHAIR AND COMMITTEE MEMBERS**

### **1. Qualifications**

- Qualifications of faculty who may serve as Supervisory Committee members are specified by the Graduate School.
- Supervisory Committee members must be School of Nursing and Health Studies faculty who are Regular members of the Graduate School faculty. They usually have expertise in the general area of the student's anticipated research interests
- Research Supervisory Committee members must be School of Nursing and Health Studies faculty who hold regular membership on the Graduate School faculty. The committee members must have sufficient expertise to guide and supervise the student's proposed area of research.
- Dissertation Committee members must be members of the Graduate School faculty. One member must hold an appointment in a department outside of Nursing. Members are chosen on the basis of expertise related to the student's research and must be approved by the Senior Associate Dean for Academic Programs and the Graduate School. The members of the Dissertation Committee must be approved by the Dean of the Graduate School at least 6 months prior to the dissertation defense.

### **2. Selection**

- A Supervisory Committee is assigned to the student by the Senior Associate Dean for Academic Programs in collaboration with the School of Nursing and Health Studies faculty who make admission decisions.
- It is expected that the student will choose a Dissertation Chair or by the end of the second semester of full-time study. The choice of a Dissertation Chair is based on mutual agreement between faculty member and the student. The Senior Associate Dean for Academic Programs is informed of the student's selection by a written letter from the student. The Dissertation Advisor chairs the student's Dissertation Committee.
- The Dissertation Committee is selected by the student. The choice of Committee members is based on mutual agreement between Committee member, Dissertation Chair and student, and is subject to approval by the Senior Associate Dean for Academic Programs and the Graduate School.

## **X. ROLE OF THE SUPERVISORY CHAIR**

The Supervisory Chair represents a vital linkage between the entering student and the Doctoral Program. The Supervisory Chair plays an important role in orienting the student to the School and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience and monitoring the student's progress in and adjustment to doctoral study. The specific responsibilities of the Supervisory Chair are to:

- Interpret to the student the doctoral program design, requirements and policies.
- Assist the student in planning objectives for doctoral study and clarifying career goals.
- Assist the student in planning his/her program of study in accordance with program requirements, individual research interests and career goals.
- Assist the student with registration procedures.

- Approve and sign all registration materials, drop-add forms and other records.
- Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, checking grades and meeting with the student.
- Communicate evaluation of the student's academic progress in writing to the student and the Senior Associate Dean for Academic Programs at the end of each semester.
- Maintain student records to include:
  - a) statement of student progress (Doctoral Program file).
  - b) notation of special advisement.
- Assist the student in selecting a dissertation research topic (general area for the research).
- Assist the student with the selection of specialty and elective courses for pursuing a unified program of study supportive of the student's interest and career goals.
- Assist the student in selecting a Dissertation Committee.
  
- Notify the Senior Associate Dean for Academic Programs in writing of the proposed dissertation topic and Dissertation Committee membership prior to the student's defense of the research proposal.
- In conjunction with the student, to determine his/her readiness to take the preliminary and comprehensive examinations, and subject to approval by the Senior Associate Dean for Academic Programs.

## **XI. CHANGE OF SUPERVISORY CHAIR**

1. Requests for change of Supervisory Chair should be forwarded to the Senior Associate Dean for Academic Programs who coordinates reassignment of the student to another Supervisory Chair.
2. A change in Supervisory Chair is indicated if the substantive area of the student's research changes markedly.
3. A change of Supervisory Chair may be initiated by the faculty member or the Advisee without prejudice to themselves.
4. A change of membership on the Supervisory Committee or Dissertation Committee may be recommended by the student's Supervisory Chair, subject to approval by the student, and the Senior Associate Dean of Academic Programs.

## **XII. ROLE OF THE SUPERVISORY COMMITTEE**

Each entering student is assigned to the Senior Associate Dean for Academic Programs who serves as an academic advisor until the Supervisory Committee and Chair are selected. The Supervisory Committee will be formed as soon as possible after enrollment, but no later than the beginning of the second semester of study.

The Supervisory Committee consists of not less than three members. A committee of three will be constituted as follows: (1) All must be members of the University Graduate Faculty; (2) two must be from the School of Nursing and Health Studies; (3) the chairperson must be from the School of Nursing and Health Studies; and (4) one member must be from a school at the University of Miami other than the School of Nursing and Health Studies.

One member may hold an adjunct or secondary faculty appointment in the School of Nursing and Health Studies. One member may hold a clinical faculty appointment in the School of Nursing and Health Studies. Adjunct, clinical and secondary faculty must meet the criteria for graduate faculty, but need not be graduate faculty.

Note that for all committees, graduate faculty status means the person has an appointment in the University of Miami Graduate School and is doctorally prepared.

The Committee provides advice and guidance, plans the total course of study with the student, sets requirements, recommends transfer of credit when appropriate, recommends students for the preliminary and qualifying examinations, and creates Part C of the qualifying examination.

Students are encouraged to review faculty publications and research prior to arranging interviews with School of Nursing and Health Studies faculty whom they may wish to select for supervisory roles. Students will survey options and explore resources in consultation with the faculty advisor. Students formalize an agreement with the faculty, stating the faculty member's expected commitment.

If the Chair of the Supervisory Committee leaves the University, a new Chair is appointed immediately, in consultation with the doctoral student. If a member of the Supervisory Committee leaves the University, the Committee, in consultation with the student, selects a replacement, or requests continuation of the committee member within a time frame. This request, with the projected time frame, is submitted to the Senior Associate Dean for Academic Programs for approval. Change in Supervisory Chair or Supervisory Committee member occurs by mutual agreement between faculty and student. Requests for change are directed by the student to the Senior Associate Dean for Academic Programs. Graduate School and Ph.D. Program forms for appointment and/or changes of Chair and Committee members are found in Appendix B.

### **XIII. ROLE OF THE DISSERTATION CHAIR**

The chair of the Dissertation committee has an important role. The Dissertation Chairperson is chosen by the doctoral student with advisement from the Supervisory Chair or committee members. The specific responsibilities of the Dissertation Chairperson include:

- Advise the student on all steps of the dissertation process.
- Construct a timeline with the student for timely development of the research proposal.
- Edit all versions of the students' research proposal.
- Provide written and oral feedback to the student on all aspects of the dissertation process
- Communicate all decisions about the student's status to all members of the dissertation committee.
- Provide general guidelines to students about proposal defense, IRB submission and dissertation defense.
- Complete required documents for the final oral examination and final written changes for dissertation.
- Communicate all changes and student status to the Senior Associate Dean for Academic Programs.

#### **XIV. ROLE OF THE DISSERTATION ADVISORY COMMITTEE**

This committee, selected on the basis of expertise relevant to the dissertation research, serves in an advisory capacity to the student and assures that the dissertation research and written dissertation are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent researcher. The responsibilities of the Committee are:

1. To advise and ultimately approve (when appropriate) the dissertation research plans and the written dissertation proposal. Approval must be based upon majority rule.
2. To be available to the student for consultation regarding the research and the dissertation.
3. To read the dissertation and, when appropriate, to designate the dissertation to be defensible. The Committee's designation of the dissertation as complete and acceptable must be based on majority rule (as reflected by the signatures of three members on the certification form).
4. To communicate all Committee decisions in writing to the student and the Senior Associate Dean for Academic Programs.
5. Members of the Dissertation Advisory Committee comprise the student's Final Oral Examination Committee.

#### **XV. STUDENT RESPONSIBILITIES FOR ADVISEMENT**

The student is responsible for:

1. Communicating regularly with his/her Supervisory Chair regarding progress, goals and plans.
2. Initiating contact with faculty members whom she/he is considering as research mentors.
3. Selecting a Dissertation Chair, in consultation with the Supervisory Chair or members.
4. Initiating contact with faculty members being considered as members of the Dissertation Committee.
5. In collaboration with the Supervisory Chair and subject to approval by the Senior Associate Dean for Academic Programs, selects elective/specialty courses.
6. Communicating with Supervisory or Dissertation Committee members on a regular basis regarding progress, scheduling meetings (including the defense), and other relevant matters.
7. Communicating to the Supervisory or Dissertation Chair and the Senior Associate Dean for Academic Programs any requests to change any faculty members.
8. Becoming familiar with and complying with all relevant policies and procedures as set forth by the Graduate School and the School of Nursing and Health Studies.
9. Reporting problems that delay progress in completing the degree requirements to the Senior Associate Dean for Academic Programs, and when appropriate, the Dean of the Graduate School.
10. Requesting appropriate approval of the Senior Associate Dean for Academic Programs and ultimately the Graduate School where unusual problems have been encountered in meeting specific deadlines.
11. Annual update of scholarly portfolio by the end of each spring semester.

## **XVI. STUDENT RESPONSIBILITIES RELATED TO PROGRESSION**

The student is expected to:

1. Take an active part in planning his/her individualized plan of study, selecting specialty and elective courses.
2. Take an active part selecting a research topic and Supervisory Committee members by discussing potential ideas with a variety of faculty.
3. Rectify any grades of incomplete (I) within one year of the "I" posting or in the time specified by the course instructor assigning the "I".
4. Maintain continuous registration. If this is not possible, request a Leave of Absence from the Supervisory Chair, Senior Associate Dean for Academic Programs and Graduate School.
5. When appropriate, sign up for the preliminary examination (eligible students will be notified).
6. When appropriate, submit a request to take the Qualifying examination to the Senior Associate Dean for Academic Programs. This form (see FORMS in Appendix B) must be signed by the Supervisory Chair and submitted to the Senior Associate Dean for Academic Programs for approval.
7. Provide input to the Supervisory Chair regarding the composition of the Doctoral Dissertation Committee.
8. When appropriate, to file appropriate forms with the Graduate School via the Senior Associate Dean for Academic Programs.
9. File a Preliminary Plan of Study form (approved by the advisor) with the Senior Associate Dean for Academic Programs.
10. Forward a Plan of Study form to the Graduate School via the Senior Associate Dean for Academic Programs at the time of application for admission to candidacy.
11. Submit to his/her Supervisory Committee a proposed dissertation topic and a written dissertation proposal.
12. Communicate to the Senior Associate Dean for Academic Programs evidence of successful completion of any requirements specified for change from provisional graduate status.
13. Submit in writing to the Senior Associate Dean for Academic Programs and the Graduate School any changes in the original Plan of Study and to update the plan as needed.
14. Review carefully, written comments about and sign each end-of-year progress report completed after discussion of the report with the Supervisory Chair.
15. Submit in writing changes in name and address to the Supervisory Chair, Senior Associate Dean for Academic Programs, Office of Admissions and Student Services, Graduate School Office, and the Registrar's Office.
16. Provide a copy of the completed dissertation to the Senior Associate Dean for Academic Programs.

## **XVII. ACADEMIC STANDARDS**

Students are expected to meet certain academic standards to be eligible to enter, progress, and complete studies in the Ph.D. program. The Graduate Studies Bulletin contains information on academic standards applicable to all Graduate students.

To maintain status as a graduate student, continuous matriculation is required by the Graduate School, that is, **registration in each fall and spring semester**. Otherwise, admission lapses and the student must seek re-admission. Doctoral students who have completed all course work and are engaged in dissertation research must maintain active status until all degree requirements are met.

Please refer to Recency of Credit regulations for further information.

Regarding **incompletes**: Incompletes are given only in the event of a student emergency and must be completed prior to continuation in course work for which the “I” course is a prerequisite. Refer to the Graduate Studies Bulletin for specifics related to incompletes.

## **XVIII. PRELIMINARY EXAMINATION**

### **Purpose**

- The preliminary examination tests the ability to use knowledge in the areas of general nursing theory, analysis and construction of nursing theory and research design. To this end, the student preparing to write this examination must have completed NUR 651, 655, 665, and one statistics course or (9-12 credit hours).
- The purpose of this exam is to assess the student's ability to synthesize knowledge, as demonstrated by the selection and integration of knowledge from several courses, brought to bear upon the discussion of examination questions. Evidence of the capacity to synthesize is prerequisite to continuation in the program. The preliminary examination, therefore, builds upon course-level knowledge, but tests different higher-level synthesis and integrative skills and knowledge. This examination will assist the student to complete scientific writing and explore the dissertation topic
- The preliminary examination differs from the Qualifying Examination in the intent to demonstrate mastery of initial course work, for integration and synthesis knowledge. Examination results will be to evaluate strengths and weaknesses, regarding mastery of content presented in first-level courses, for the purpose of diagnosis of learning needs and providing appropriate academic counseling regarding program planning

### **Policies Regarding the Preliminary Examination**

- Each student shall begin the written preliminary examination upon completion of the following courses: NUR 651, 655, 665 and one statistic course.
- The Preliminary Examination Committee is responsible for the development and administration of the preliminary examination and for evaluation of student performance. The

Preliminary Examination Committee is selected by the Senior Associate Dean for Academic Programs. The examination will be offered twice a year, in February and October.

- The same examination will be taken by all students, and the same number of questions will be answered by each student.
- The examination will be constructed so that students are presented with some choice of questions to be addressed. Where such a choice is provided, the examination is designed so that domains are covered in an equivalent fashion regardless of choice(s) selected.
- Each student's examination will be read anonymously by the three-member ad-hoc Preliminary Examination Committee who prepared the questions. Majority decision will determine the grade.
- Grading will be on a pass/fail basis.

### **Examination Procedures**

- The preliminary examination is administered two times each year - during the third week of February and October. The dates for the administration of the preliminary examination will be established by the Senior Associate Dean for Academic Programs or a designee.
- Eligible students will apply to the Senior Associate Dean for Academic Programs well in advance of the scheduled date to sit for the examinations.
- The ad-hoc Preliminary Examination Committee will be appointed by the Senior Associate Dean for Academic Programs at the beginning of each academic year and serve for that year. At least one member of this committee should have served the previous year to provide continuity.
- Students will take the exam in one 4-hour session with appropriate breaks (9-1 pm). Students will be presented with all questions at the beginning of the period and will be expected to pace themselves with respect to breaks. Exams will be held on-campus at a designated computer site. An appointed staff or faculty member will proctor the exam.
- A briefing about examination procedures will be offered at the end of the first semester prior to the administration of the exam. The briefing will be given by the Senior Associate Dean for Academic Programs who will determine the date and time for the briefing.
- The exam is a closed-book exam and will be written on University computers using University software. Paper will be provided, but students should bring an adequate supply of pens for notes. **Students requiring other arrangements should submit a written request to the Senior Associate Dean for Academic Programs at least 30 days prior to the scheduled examination.**
- Should a student unexpectedly be unable to take the examination on the specified date because of illness or other emergency, she/he **must** notify the Senior Associate Dean for Academic Programs as soon as possible and before the start of the exam period. **It is the student's responsibility to notify the Senior Associate Dean for Academic Programs.**
- Should a student, because of illness or other emergency, be unable to complete the entire examination or a portion thereof once having seen the questions, she/he must notify and return all materials to the Senior Associate Dean for Academic Programs or administrative Assistant. In order to preserve the principles of anonymity and equal opportunity, the student will not be permitted to complete the examination (or uncompleted portions thereof) until the next regularly scheduled administration (i.e., the following February or October).

- Written reports of the examination results will be provided by the Senior Associate Dean of Academic Programs. They will be mailed to the student's home address. Copies are sent simultaneously to the Supervisory Chair.
- A copy of the student's examination is filed in the Senior Associate Dean for Academic Program's Office. The student does not retain a copy.

### **Criteria for Grading Preliminary Examination**

- Student demonstrates an understanding of nursing theory, research design and minimum statistics.
- Student demonstrates the ability to synthesize knowledge through the integration of content from various courses (NUR 651, 655, 665 & statistics course).
- Student cites relevant sources to support responses and uses correct APA format.
- Student is ready to proceed with advanced course work by demonstrating competence in both theory and research.
- Student provides answers that are complete, logical and responsive to the specific questions asked.

### **Petition to Take Preliminary Examination**

Complete the form "Petition to Write Preliminary Examination" and send to the Senior Associate Dean for Academic Programs two weeks prior to examination date.

## **XIX. QUALIFYING EXAMINATION GUIDELINES**

### **Purpose**

The purpose of the qualifying examination is to evaluate the student's mastery of knowledge essential for conducting scholarly, scientific inquiry in nursing, and knowledge of his/her selected specialty area within the Doctoral Program. The qualifying exam is an integrative experience that is designed to validate the student's readiness to conduct independent research within his/her specialized area of interest in nursing. Thus, the examination provides an opportunity for the student to demonstrate: (1) attainment of a depth of knowledge of the specialty area; (2) ability to integrate the specialty area within the broader context of nursing knowledge; and (3) ability to appropriately select, apply and evaluate the tools of scientific inquiry in nursing (i.e., theory development, conceptualization, measurement, research methodology and statistics).

### **Policies Regarding the Qualifying Examination**

- Each student shall take the qualifying examination upon completion of all required nursing courses (NUR 651, 655, 661, 665, 667, 670, 680, Statistics courses [3] and Cognates [2]) and a total of at least 42 credits (excluding dissertation credits), including coursework supportive of the specialty area. All qualifying examinations are scheduled each semester (February & October).
- An ad-hoc subcommittee of the School of Nursing and Health Studies is responsible for the development, administration and evaluation of the qualifying examination. The Subcommittee reports to the Senior Associate Dean for Academic Programs who is responsible for administering the examination to the student and evaluates his/her performance.

- The examination committee for the qualifying examination is comprised of at least three Faculty members who are members of the Graduate School faculty.
- The qualifying examination is comprised of three parts. Grading for each part of the exam is satisfactory or unsatisfactory.

1. Part A

Part A of the Qualifying exam will include the integration of theory and research design. Students will be asked to analyze concepts consistent with theory development and research designs. Integration and synthesis of content will be the major emphasis of the exam.

2. Part B

Part B of the Qualifying exam will include the application of research design methods and the application of statistics. Students will be asked to write answers to 1-2 questions that reflect their ability to synthesis major concepts that reflect their application of major course work.

3. Part C

Part C of the Qualifying exam will include a minimum of 2-3 questions that will be developed from the student's Supervisory Committee. The student will provide the Supervisory Committee a set of 10 or more research articles that reflect his/her cognate area. Part C can be scheduled at the same time or within 6 months of Parts A & B.

- The student's performance on Part A & B of the qualifying examination will be evaluated by the examining committee and the grade (satisfactory or unsatisfactory) determined by majority rule. Students must successfully pass Parts A & B of the examination prior to taking Part C.
- A student who does not pass the examination (Parts A or B or C) is permitted to retake the unsatisfactory section once. The re-examination can be taken no sooner than three months and must be taken no later than six months from the date of the initial examination. The form and content of the re-examination will be determined by the examining committee. A student may be asked to repeat all or part of the examination; this decision rests with the examining committee.
- The retake of the qualifying examination is evaluated by the examining committee and the grade (satisfactory or unsatisfactory) is determined by majority rule. A student who fails the retake of the qualifying examination will be terminated from the doctoral nursing program.

### **Examination Procedures for Qualifying Exams**

- Each student in consultation with the Supervisory Chair/Committee determines his/her readiness to take the qualifying examinations. The Supervisory Chair/Committee is responsible for determining that the student has met requirements of eligibility for the examination and has mastery of his/her specialty area.
- The student will submit the "Qualifying Exam" form to the Senior Associate Dean for Academic Programs.
- Qualifying exam dates will be communicated to students by the Senior Associate Dean for Academic Programs.

- Students will be presented with all questions at the beginning of the test period. Exams will be conducted on-campus at a designated computer site. Exam time will be for a 4-hour block, 9-1 pm. for each Part (A, B & C). The exam is closed-book and will be written on University computers and software. The exam will be proctored by an appointed staff or faculty member. Paper will be provided.
- On successful completion of all Qualifying exams (Part A, B, & C) the student must apply for formal admission to candidacy via the Senior Associate Dean for Academic Programs.

## **XX. ADMISSION TO CANDIDACY**

When the student has met all requirements and passed the preliminary and qualifying examinations, admission to candidacy for the degree is approved. No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy. *The student must be admitted to candidacy before the defense of dissertation*, (Graduate Studies Bulletin, 2006-2007, <http://www.miami.edu/umbulletin/grad/gradschool/pol.htm>).

## **XXI. DISSERTATION COMMITTEE**

The student selects the Dissertation Committee when the student is admitted to candidacy. The Dissertation Committee may include members of the Supervisory Committee or be an entirely new committee. The Dissertation Committee is approved by the Senior Associate Dean for Academic Programs, then recommended to and appointed by the Dean of the Graduate School.

The Dissertation Committee consists of not less than four members, as follows: (1) Two must be members of the University graduate faculty; (2) the chairperson must be from the School of Nursing and Health Studies and must be a member of the University graduate faculty; (3) at least one member must be from outside the School of Nursing and Health Studies. One member may hold an adjunct or secondary faculty appointment in the School of Nursing and Health Studies. One member may hold a clinical faculty appointment in the School of Nursing and Health Studies. Adjunct, clinical and secondary faculty must meet the criteria for graduate faculty, but need not be graduate faculty. Other members of the faculty may serve as consultants and may be requested to attend the dissertation conferences, even though they are not members of the committee. Membership on the Dissertation Committee is subject to approval by the Graduate School. Note that, for all committees, graduate faculty means the faculty member has an appointment in the University of Miami Graduate School and is doctorally prepared.

Under the guidance of the dissertation chair, the candidate obtains each professor's consent to serve as a committee member or consultant and obtains his/her signature on the appropriate forms. Change in Dissertation Committee chair or Dissertation Committee member is by mutual agreement between faculty and student. Requests for change are directed by the student to the Senior Associate Dean for Academic Programs. Changes in the Dissertation Committee must also be approved by the Graduate School.

If the Chair of the dissertation committee leaves the University, a new chair is appointed immediately, in consultation with the doctoral candidate. The chair of the Dissertation Committee who leaves and is replaced may remain on the Committee, or may serve as a

consultant at the Committee's request. Depending on the status of the student's research, the research focus may change, or the research may continue as planned in consultation with the Dissertation Committee. If a Committee member leaves the University, the Committee, in consultation with the doctoral candidate, selects a replacement, or requests that the departing Committee member continue on the committee. This request, with the projected time frame, is submitted to the Senior Associate Dean for Academic Programs for approval. While candidates nominate faculty members to serve on their Dissertation Committees and ascertain their willingness to serve, actual appointments are made by the Dean of the Graduate School. Consultants may be utilized by doctoral candidates; however, consultants are not members of the Dissertation Committee.

## **XXII. DISSERTATION**

### **The Proposal**

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

When the proposal is ready for review, the student will arrange a formal meeting of the full Dissertation Committee for the purpose of defending and obtaining approval of the proposal. The student will submit the proposal to each member of the Dissertation Committee at least two weeks prior to the Committee meeting. At the meeting, the student will present the proposal and answer the questions of the Committee. The Committee will vote on whether the proposal is accepted, will record the vote with all Committee members' signatures, and file the vote and a copy of the proposal with the Senior Associate Dean for Academic Programs. The approved proposal then constitutes a contract between the student and the school about what is expected in the student's dissertation.

### **Elements of the Research Proposal**

- Abstract
- Complete literature review
- Theoretical framework which provides rationale for the study
- Statement of the problem
- Limitations
- Assumptions
- Research question(s) and/or hypotheses
- Theoretical and operational definitions
- Precise methodology, as appropriate
  1. Design
  2. Sample
  3. Instruments, including statement of reliability and validity
  4. Data collection procedures
  5. Data analysis procedures
- Measures for protection of human subjects, if appropriate
- Potential significance
- Complete bibliography
- Appendices

1. Letters of administrative approval for data collection, if necessary
2. Instruments, if appropriate
3. Documents for protection of human subjects, if appropriate
4. Other, as needed

### **Protection of Human Subjects IRB Requirements**

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

Student IRB submissions are to be routed through the Senior Associate Dean for Academic Programs who reviews them and signs as the Department Chair. Once signed by the Senior Associate Dean for Academic Programs, student IRB submissions are submitted to the School of Nursing and Health Studies Office of Research for review and approval by the Research Advisory Committee before formal submission to the IRB.

In concert with development of the proposal, each student must prepare a proposal for the **Institutional Review Board (IRB)** for the protection of human subjects. IRB approval process for students' research is becoming more complex as new regulations are enacted. Each student's Dissertation Committee chair is the Principal Investigator (P.I.) on the student's study. The PI/Committee chair must, therefore, be thoroughly informed by the student at each step of the research process. All committee members must be named on the IRB form. Each student must submit annual reports detailing his/her progress on an IRB approved study. The annual report must contain all data necessary to fulfill an audit requirement. The faculty PI/Chair must review all study materials and confirm fulfillment of IRB regulations before signing the annual report. At the conclusion of each IRB approved study, with the final report, the student must submit a one page summary to close the study. In order to submit the dissertation research to the IRB the doctoral student must have successfully completed the IRB training course. The registration for this online course can be accessed at [www.miami.edu/citireg](http://www.miami.edu/citireg)

### **Data Collection**

No data may be collected until IRB approval for the project is obtained. Data may be obtained from a variety of sources and a variety of locations. Acceptability of the data is judged on the basis of relevance to the research questions and/or hypotheses to be tested. The student need not collect data personally; the appropriateness of utilizing another person or persons to collect data is determined by the design. However, it is expected that the student will have personally utilized all instruments and procedures. If another person or persons are used for data collection, the student is responsible for training and supervision of data collectors in so far as this is possible given the circumstances of the study. If another person is used for data collection, then the individual needs to successfully complete the on-line IRB training course. An existing data set can be utilized if appropriate.

### **Data Analysis**

The plan for data analysis shall be such that assumptions underlying the use of all statistical procedures be met or their violation justified. Appropriate caution will be observed in both the analysis and the interpretation of the findings. It is possible that additional hypotheses, research questions and proposed procedures for analysis may be generated during the processes of data

collection and analysis and that attention may be given to these within the dissertation. The Dissertation Advisory Committee should be consulted prior to work on these emergent areas. Data analysis should be conducted by the student.

### **What Constitutes An Acceptable Research Endeavor?**

The student and the Dissertation Advisory Committee shall reach an agreement as to the scope of the investigation for the doctoral dissertation. The statements below present a philosophical stance rather than precise evaluative criteria:

- The problem to be investigated should be relevant and important to nursing theory and/or practice and be such that the result of the investigation shall extend the knowledge base for nursing. (This allows tool development or other methodological issues in nursing research to be a major focus of dissertation.)
- The problem must be grounded in a theoretical framework and couched in terms wherein it is possible to envision extension or advancement of the theory as a result of the study.
- The unit of analysis should be relevant to the purposes of the study.
- The quality of the investigation should lend itself, in part or in whole, to publication in a refereed journal.

## **XXIII. DISSERTATION AND DEFENSE**

Policies governing the conduct, preparation and defense of the dissertation are set forth by the Graduate School. The candidate should carefully read the Graduate Studies Bulletin in effect at the date of student's admission. Guidelines for Preparing Dissertations is also available from the Graduate School. An outline of steps related to the dissertation are in the "Summary of Procedures for Ph.D. Degree."

## **XXIV. GUIDELINES FOR FINAL DISSERTATION DEFENSE**

### **Final Oral Examination**

The Final Oral Examination is the dissertation defense. It is scheduled after the dissertation has been completed and approved by the student's Dissertation Committee. A final public Oral Defense of the dissertation is required. However, none but the members of the Dissertation Committee may pose questions to the candidate. These examinations must be held at least within the designated timeline as noted by the Graduate School. (See University of Miami Graduate Studies Bulletin, 2006-2007).

At the end of the examination, the candidate withdraws and the committee deliberates in private on the performance of the candidate. All final doctoral examinations are open to others but only members of the committee may examine the candidate. Spectators must withdraw while the committee deliberates on the examination and arrives at its decision. The Chairperson asks each examiner to comment on the student's defense. Following such deliberation, the members should be polled for their vote as to whether the candidate has passed or failed. The members shall sign the Graduate School Examination Form and register their vote. Four affirmative votes

constitute a Pass. The signed Graduate School Examination Form is returned to the Senior Associate Dean for Academic Programs office and then forwarded to the Graduate School. If the candidate fails to receive the required affirmative votes, the following options are:

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

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

## **XXV. STUDENTS REQUIRING ACADEMIC RESOURCE ASSISTANCE**

### **Preface:**

For qualified students with diagnosed learning disabilities, the School of Nursing and Health Studies (SONHS) is committed to providing accommodations which serve the needs of students without compromising the integrity of the curriculum or University standards.

The SONHS subscribes to the following definition of Learning Disabilities:

"Learning disabilities are a general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, spelling, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability. Although learning disabilities may occur concomitantly with other handicapping conditions (for example, sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those conditions or influences" (National Joint Committee on Learning Disabilities, p. 1, 1988),

This definition is aligned with the Americans with Disabilities Act (ADA, 1990) in which a disability is defined as a person with (1) physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) a record of such impairment; or (3) being regarded as having such an impairment.

**Policy:**

It is the policy of the UMSON that students submit to a professional diagnostic evaluation for neuropsychological and psychoeducational functioning when there is evidence that academic performance is adversely affected. For students diagnosed with learning disabilities or cognitive deficits, the student shall provide a written report consisting of the comprehensive evaluation results, treatment recommendations and accommodation requests if applicable. This report is signed by a licensed credentialed neurological and/or psychoeducational provider and submitted to the Senior Associate Dean of Academic Programs. Reports are maintained and secured in the office of the Senior Associate Dean of Academic Programs. These reports are the basis for the following procedures being implemented.

**Procedure:**

A student or faculty member concerned about a student's academic performance may contact the Senior Associate Dean of Academic Programs to discuss the concerns and explore options.

1. The point of contact for initiating, receiving and monitoring referrals for evaluation, treatment and accommodation requests is the Senior Associate Dean of Academic Programs.
2. Students are required to provide a written release to the diagnostic and treatment specialist(s) giving permission for the evaluation, treatment and accommodation report to be communicated to the Senior Associate Dean of Academic Programs and the Office of Disability Services.
3. The Senior Associate Dean of Academic Programs will review the report(s), meet with the student to discuss the accommodation request and may at his/her discretion, clarify any follow-up recommendation(s) with the treating specialist.
4. Once the psychoeducational report is received by the Senior Associate Dean of Academic Programs and the student accommodation conference is complete, the Senior Associate Dean of Academic Programs will sign and issue a written Accommodation Request within 3 working days. The Senior Associate Dean of Academic Programs will route a copy of the Request to the student, the Course Coordinator and the student's advisor and the Office of Accessibility Resource. The student is responsible for submitting and discussing the Request within 3 working days with the Course Coordinator of each course. The Course Coordinator will advise the student as to the student's responsibility to notify each faculty member teaching within the course at the same time. (The Course Coordinator may wish to notify course faculty or may require the student to complete the notification). In all cases, the student must retain a copy of the Accommodation Request.

5. When accommodation needs change, the student must submit the request for change in writing to the Senior Associate Dean of Academic Programs who will follow the process identified in steps 2, 3, & 4.
6. Accommodation Requests are effective for one semester and reissued for additional semesters. Students receiving accommodation(s) are to meet with the Senior Associate Dean of Academic Programs during each semester to evaluate the student's response to the accommodation(s) and to determine if adjustments are necessary. Consultation may be initiated by the Senior Associate Dean of Academic Programs based on the evaluation conferences.
7. Students are expected to practice self-advocacy. This means students recognize and meet the learning needs specific to their disability without compromising the dignity of themselves or others. Recognizing that the procedures described herein support the policy and standardize the application of the accommodation process, students are expected to adhere to the procedures as responsible partners in the Accommodation Policy.

You are advised and encouraged to contact the Office of Accessibility Resources as soon as possible to provide the necessary documentation in order to obtain academic accommodations. Faculty cannot provide accommodations without a letter from the Office of Accessibility Resources. You may contact that office at:

University Center, Room N201  
(305) 284-2874  
TDD (305) 284-3401

**STUDENTS ACCOMMODATION REQUEST**

Name: \_\_\_\_\_  
Student Identification Number: \_\_\_\_\_

Date: \_\_\_\_\_  
Undergraduate      ( )  
Graduate            ( )

Level: \_\_\_\_\_

Advisor: \_\_\_\_\_

Courses to be enrolled in:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation(s)

cc:    Student  
      Student file  
      Course Leader/Program Director  
      Office of Accessibility Resources

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

**NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO ASCERTAIN THAT ALL REQUIREMENTS HAVE BEEN MET AND THAT EVERY DEADLINE IS OBSERVED.**

PROCEDURE	RESPONSIBLE PERSON(S)	ACTION/DATE
Reading of Handbook	Student	Continuous
Formation of Supervisory Committee and Submission of Supervisory Committee Form	Student in consultation with advisor and Supervisory Committee Members	Formed within student's first year; form filed in Senior Associate Dean for Academic Programs office
Filing of Program Plan	Student/Supervisory Chair	Program plan filed in Senior Associate Dean for Academic Programs office before second term begins
Change in Program Plan	Student/Supervisory Chair	Before change occurs it is reviewed as above
Transfer of Credit	Supervisory Committee/Student	Submitted to Senior Associate Dean for Academic Programs for final approval; cannot take place until a like number of credits have been earned at University of Miami in doctoral status
Change in Supervisory Committee	Supervisory Committee Chair/Student	Submitted to the Senior Associate Dean for Academic Programs
Submission of revised Supervisory Committee	Advisor/Student	Submitted to Senior Associate Dean for Academic Programs

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

PROCEDURE	RESPONSIBLE PERSON(S)	ACTION/DATE
Residency	Student/Supervisory Committee	Two consecutive semesters beyond first year of graduate work, wherever taken, in full-time study at University of Miami. This residency is indicated in the student's program of study filed in the Senior Associate Dean for Academic Programs office
Research Practicum	Supervisory Committee Chair/Student/ Faculty Preceptor	Part A filed one week after registration
Evaluation of Student Research Practicum	Student/Faculty Preceptor	Part B completed and filed in the Senior Associate Dean for Academic Programs office by the end of the semester
Registration for Dissertation Seminar	Student/Supervisory Committee	Registration in NUR 695 for two to three semesters (4-6 credits)
Removal of Incompletes	Student/Course Faculty/Chair of Supervisory Committee	Incompletes must be removed before subsequent courses can be taken and before candidacy is approved.
Preliminary Exam	Student/Chair/Supervisory Committee	Submit form after 9-12 credit hours.

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

PROCEDURE	RESPONSIBLE PERSON(S)	ACTION/DATE
Qualifying Exam		<p>Student must be a registered graduate student during the term the qualifying exam is taken. Qualifying Examination is offered once each semester,</p> <p>Fall and Spring. Form filed in the Senior Associate Dean for Academic Programs office one semester in advance of the semester intending to write the exam</p>
Admission to Candidacy	Supervisory Committee/Student	<p>The Admission to Candidacy Form should be submitted to the Senior Associate Dean for Academic Programs office as soon as the Qualifying Examination has been satisfactorily completed</p>
Dissertation Committee	Student/Dissertation Chair	<p>Committee formed when student is formally admitted to candidacy. Form filed in of Senior Associate Dean for Academic Programs office and Graduate School.</p>
Registration for Doctoral Research	Student	<p>Student may not register in NUR 730 until the Qualifying Examination is passed and the student is admitted to candidacy</p>

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

PROCEDURE	RESPONSIBLE PERSON(S)	ACTION/DATE
Dissertation Proposal	Student/Chair, Dissertation Committee	<p>The student works closely with the committee in the development of the proposal. When student is prepared to defend it to the dissertation committee, proposal should</p> <p>Be submitted to each committee member <u>two weeks</u> prior to the scheduled meeting.</p>
Human Subjects Committee Approval	Student/Chair Dissertation Committee	<p>Approval in writing is required <u>prior to</u> data collection. Forms must be submitted three weeks <u>prior to</u> the meeting of the University Human Subjects Committee</p>
Obtaining a copy of the "Guidelines for Preparing Theses and Dissertations" from the Graduate School	Student	<p>Read carefully and/or provide typist with a copy before the first draft of the dissertation</p>
Obtaining a copy of the <u>Deadline Dates</u> * from the Graduate School	Student	<p>Semester <b>prior</b> to graduation. Have student records checked at the Graduate School Office</p>
Completion of Application for Graduation	Student	<p>Early in the semester of graduation. Application for graduation by deadline noted in the University calendar, obtained in Office of Enrollment Services. If graduation does not take</p>

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

PROCEDURE	RESPONSIBLE PERSON(S)	ACTION/DATE
		place, application must be resubmitted. Name is automatically placed on list to receive information on commencement procedures by Office of Enrollment Services when the student applies for graduation.
First submission of dissertation and related forms	Student	A copy of the dissertation is to be given to all members of the examination committee at least <u>two weeks</u> prior to the examination date. Submit a copy to Dissertation Secretary for review prior to duplicating
Scheduling of Final Defense of Dissertation	Dissertation Chair/Student	All defenses will be scheduled no later than November 1 of the Fall semester and April 1 of the Spring semester. Note annual calendar for cut off dates
Posting of Defense on announcement board, lobby of the Graduate School and School of Nursing and Health Studies	Senior Associate Dean for Academic Programs	Two weeks prior to the defense. Post student's name, title of study; degree, date/time; place and Committee Chair and notify Graduate School.
Certificate of Approval of Defense	Student	Obtain prior to defense from Graduate School and present

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

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PROCEDURE	RESPONSIBLE PERSON(S)	ACTION/DATE
Final submission of the original and the University copies of the Dissertation	Student	forms to committee members for final signatures. Return signed copies to the Dissertation Secretary
Abstract of dissertation	Student	Submit the final dissertation copies to Dissertation Secretary at the Graduate School Office no later than 4:00 p.m. on deadline date
Obtaining bound dissertation Copies	Dissertation Secretary, Student	Provide a copy of the abstract to the Senior Associate Dean for Academic Programs office at the time of the final submission of the dissertation to the Graduate School
Obtaining bound dissertation Copies	Dissertation Secretary, Student	Dissertation Secretary will notify the student when they are ready

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\*Deadline Dates are published every semester in the Graduate School Calendar.

Revised: 6/1/06

XXVI. SUMMARY OF PROCEDURES FOR THE PhD PROGRAM

**UNIVERSITY OF MIAMI**  
**School of Nursing and Health Studies**

**Ph.D. Program**

**FINANCIAL ASSISTANCE OPTIONS**

Type of Financial Assistance	Description	Eligibility Requirements	Benefits	Application Procedure
Teaching Assistantships	Participation in teaching graduate or undergraduate courses in the School of Nursing and Health Studies.	Admission to Ph.D. Program. GPA 3.0 on 4.0 Scale. Full-time enrollment.	Tuition and stipend	Submit CV and letter of interest to Senior Associate Dean for Academic Programs
Research Assistantships	Participation in a research project.	Admission to Ph.D. Program. GPA 3.0 on 4.0 Scale. Full-time enrollment.	Tuition and stipend	Submit CV and letter of interest to Senior Associate Dean for Academic Programs

Others: See Office of Student Affairs personnel for additional sources of financial aid among private and public sources or check the School of Nursing and Health Studies website at [www.miami.edu/nur](http://www.miami.edu/nur)

## Students Rights Under the Family Education Rights and Privacy Act (FERPA)

### **I. PURPOSE**

The purpose of the following policies and procedures is to assure University of Miami students access to their education records maintained by the University of Miami, and to ensure the privacy of students by restricting the disclosure of information contained in educational records only to those persons authorized under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT).

### **II. NOTIFICATION TO STUDENTS**

Students will be notified annually of their rights to access all of their education records kept by the University of Miami, by publication of a summary of these Policies and Procedures in the student newspaper, and under the Consumer Information for Students and Parents, located on the Office of the Registrar's web site, and such other means as are appropriate. Students may obtain a copy of this summary at the Office of the Registrar, W121 University Center.

### **III. DEFINITIONS**

- A. "Attendance" at the University of Miami includes, but is not limited to:
1. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.
  2. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- B. "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended by the student.
- C. "Disclosure" is defined as permitting access to or the release, transfer, or other communication of education records including class schedule and roster of the student or the personally identifiable information contained therein, orally, in writing, by electronic means, or by any other means to any party.
- D. "Education Records" means those records, which are directly related to the student, and maintained by the University of Miami or by a party acting for the University of Miami. The term "education records" does not include:
1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  2. Records of the University of Miami Department of Public Safety which are

created and maintained by it solely for law enforcement purposes; PROVIDED that records of the University of Miami Department of Public safety created and maintained by it for non-UM law enforcement purposes such as a disciplinary action or proceeding of the University are deemed education records;

3. Records relating to an individual who is employed by the University of Miami which are (A) made and maintained in the normal course of business, which (B) relate exclusively to the individual in his or her capacity as an employee, and (C) are not available for use for any other purpose. This exclusion does not apply to an individual in attendance at the University of Miami who is employed as a result of his or her status as a student;
  - (ii) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.
4. Records on a student who is 18 years of age or older, or is attending an institution of post-secondary education, that are:
  - (i) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional person acting in his/her professional or paraprofessional capacity or assisting in a paraprofessional capacity;
  - (ii) made, maintained or used solely in connection with the provision of treatment to the student, and
  - (iii) not disclosed to anyone other than individuals providing such treatment, PROVIDED that the record can be personally reviewed by a physician or other appropriate professional person of the student's choice. Treatment" in this context does not include remedial education activities, which are a part of the program of instruction at the University of Miami.
5. Records of the University of Miami that contain information relating only to a person after that person is no longer a student at the University of Miami, e.g., information gathered on the accomplishment of alumni.

E. "Parent" includes a parent, a guardian, or an individual acting as a student's parent in the absence of a parent or guardian. The University of Miami may presume the parent has the authority to exercise the rights inherent in this act unless the University has been provided with evidence that there is a court order or a legally binding instrument, which provides to the contrary.

F. "Personally identifiable" means that data or information may include, but is not limited to the student's name;

- a. The student's name
- b. The name of the student's parent, or other family member;
- c. The address of the student or student's family;
- d. The student's telephone number;

- e. A personal identifier, such as a student's Social Security Number, or student number;  
or
- f. other information or a list of personal characteristics, which would make the student's identity easily traceable.

The University of Miami will give public notice as to the information designated as directory information. The student has the right to prohibit the designation of any or all of the categories of personally identifiable information with respect to that student, provided that said student notifies the Office of the Registrar in writing that such personally identifiable information is not to be designated as directory information with respect to that student. Notification must be made to the Office of the Registrar within three days after the student registers each semester.

The University of Miami may disclose directory information from the education records of an individual who is no longer in attendance at the University of Miami without following the procedures set forth above.

G. "Record" means any information or data recorded in any medium, e.g. and writing, computer media, print, tapes, film, microfilm, and microfiche.

H. "Student" includes any individual with respect to whom the University of Miami maintains education records or personally identifiable information. The term does not include an individual who has not been in attendance at the University of Miami. An individual who has applied for admission to, but has never been in attendance at a particular component unit of the University of Miami, even if that individual is or has been in attendance at another component unit of the University of Miami, is not considered to be a student with respect to the component to which an admissions application has been made e.g., an undergraduate student at the University of Miami who has made application for Graduate School, Law School, or the School of Medicine, but who has been denied admission to any of those component units, does not have access to his or her admissions documents submitted to that component unit which has denied his or her admission.

#### **IV. STUDENT RIGHTS**

**A. Access:** Students in attendance at the University of Miami, and parents of such a student with prior written consent of the student, or without prior written consent if the student is a "dependent" (as defined under Section 152 of the Internal Revenue Code, meaning that the student is listed and qualified as a dependent on the parent's most recent tax return filed with the Internal Revenue Service), may have access to, including the right of obtaining copies by paying copy fees as indicated in Section IX, any and all "educational records" maintained by the University of Miami, by following the procedures indicated under Section VII. Access may also be granted in compliance with a lawfully issued subpoena or in connection with some health or safety issue.

**B. Request to Amend Education Records:** A dependent student's parent or a student may request that the University of Miami amend education records if either believes that information contained therein is inaccurate, misleading, or in violation of the privacy or

other rights of the student, by following procedures under Section VIII. Following such a request for amendment, the University of Miami will determine whether or not records will be amended within a reasonable period of time. Should the University decide to refuse to amend the record in accordance with the request, it shall inform the student or the dependent student's parent of such refusal and inform the student or parent of the right to a hearing.

C. Right to a Hearing. A student or dependent student's parent, may petition for a hearing to challenge the contents of an "education record" listed in Appendix A under the procedures established in Section VIII.

## V. DISCLOSURE POLICIES

A. The University may not disclose personally identifiable information from the education record of a student without the prior written consent of the student except:

1. To other school officials at the University, including faculty, who have been determined to have legitimate educational interests in seeking access to those records.
  - a. "School officials" are defined as officers, employees and agents of the University of Miami. "Agents" may include University Counsel and certain University students assigned to exercise a specific University function.
  - b. "Legitimate educational interests" are defined as those interests related to the academic, personal and social development of the student while enrolled at the University of Miami or as those interests related to legal, health or safety concerns of the University of Miami.
2. To officials of other schools in which a student seeks or intends to enroll. The University may also release information contained in the education record to another school if the student is simultaneously enrolled in that school and the University. However, the University will make a reasonable attempt to notify the student of the transfer of those education records and will provide a copy, upon request and the payment of a copying fee, of the records, which were transferred.
3. To authorized representatives listed below, PROVIDED that such access is necessary in connection with the audit and evaluation of federally supported educational programs or in connection with the enforcement of or compliance with federal legal requirements which relate to these programs, or when such information is specifically authorized by federal law:
  - (i) The Comptroller General of the United States
  - (ii) The Attorney General of the United States
  - (iii) The Secretary; or
  - (iv) State and local educational authorities
4. In connection with financial aid for which a student has applied or which a student has received, PROVIDED that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:

- (i) To determine the eligibility of the student for financial aid;
  - (ii) To determine the amount of financial aid;
  - (iii) To determine the conditions which will be imposed regarding financial aid;
- and
- (iv) To enforce the terms or conditions of the financial aid
5. To state and local authorities to which information is required to be reported pursuant to any state statute.
  6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction PROVIDED that such studies do not disclose the personal identification of students and their parents by individuals other than representatives of the organization, and that the information will be destroyed when no longer needed for the purpose of the study.
  7. To accrediting organizations in order to carry out their functions.
  8. To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. For purposes of making a determination as to the dependency of the student, the University will request that each student declare his or her dependency at the time of registration. The Office of the Registrar will maintain this information. In the absence of this information, and when circumstances may warrant disclosure or access to a parent, the University may first solicit from the student a declaration of dependency; failing this, the University will require a written affidavit from the student's parent certifying that the student has been claimed as a dependent on the requesting parent's most recent income tax return filed with the Internal Revenue Service.
  9. To comply with a judicial order or subpoena PROVIDED that the University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith. There are instances in which the University will not be able to notify the student or student's parent of the existence of a federal grand jury subpoena or a subpoena issued for a law enforcement purpose wherein the subpoena indicates that the University is not to disclose to any person the existence or contents of the subpoena or any information furnished to a grand jury or law enforcement agency in response to the subpoena and in this case, notice will not be provided. If the University initiates legal action against a student or parent, the University may disclose to the court, without court order or subpoena, the education records of the student that are relevant for the University to proceed with the legal action as plaintiff.

If a parent or student initiates legal action against the University, the University may disclose to the court, without court order or subpoena, the student's educational records that are relevant for the University to defend itself.

10. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals, taking the following factors into account:  
The seriousness of the threat to the health or safety of the student or other individuals; The need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and The extent to which time is of the essence in dealing with the emergency.
11. The disclosure is information the University has designated as directory information under the conditions of Section 99.37 of FERPA.
12. To a parent/legal guardian of a student, information regarding any violation of any federal, state, or local law, or any rule or policy of the University of Miami governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if:  
The student is under the age of 21 at the time of the disclosure to the parent and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
13. The disclosure, subject to the requirements of Section 99.39 of FERPA, is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of post-secondary education with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.
14. The disclosure, subject to the requirements of Section 99.39 of FERPA, is in connection with a disciplinary proceeding at an institution of post-secondary education. The institution must not disclose the final results of the disciplinary proceeding unless it determines that:
  - (i) The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
  - (ii) With respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.
  - (iii) The institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
  - (iv) This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.
15. The disclosure is to a parent of a student at an institution of post-secondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if -
  - (A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
  - (B) The student is under the age of 21 at the time of the disclosure to the parent.
    - ii. Paragraph (a) (15) of this section does not supersede any provision of

State law that prohibits an institution of post-secondary education from disclosing information.

- b. Paragraph (a) of this section does not forbid an educational agency or institution from disclosing, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to an parties under paragraphs (a)(1) through (11), (13), (14) and (15) of this section.

Personally identifiable information from the student's education record may be disclosed in accordance with FERPA upon the condition that the party to whom the information is disclosed will not disclose information to any other party without the prior written consent of the student and the releasing office except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employers, and agents, but only for the purposes for which the disclosure was made.

## **VI. RECORD OF DISCLOSURE**

- A. Maintenance of Record
  1. The University shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record of such requests and disclosures. All requests must be kept with the education records of the student.
  2. A record of disclosure is not required for disclosures of:
    - a. Directory information,
    - b. Disclosures of personally identifiable information to which the student or parent of a dependent student has granted written consent of access when the consent is specific with respect to the party or parties to whom the disclosure is to be made, and
    - c. Disclosures made to other University of Miami school officials pursuant to FERPA.
- B. The record of disclosure shall include the following information:
  - a. The names of the parties requesting or obtaining personally identifiable information from the student's education records;
  - b. The titles of said parties seeking this information and the organization or agency they represent, if appropriate;
  - c. The legitimate interests (reasons) these parties had in requesting or obtaining the information;
  - d. The date of disclosure; and
  - e. The signature of the person making the disclosure.
- C. The record of disclosures shall be maintained in the education record of the student and shall be considered to be a part of the education records; therefore, the record of disclosures must be retained as long as the University retains the education records of the student.
- D. The record of disclosures may be inspected:
  1. By the student or the parent of a dependent student;
  2. By the school official and his or her assistants who are responsible for the custody of records; and

3. For the purpose of auditing the record-keeping procedures of the University by the following:
  - a. Other school officials within the University, including teachers, who have been determined by the University to have legitimate educational interests; and
  - b. The Comptroller General of the United States
  - c. The Attorney General of the United States
  - d. The Secretary; or
  - d. State and local educational authorities

Subject to the conditions that any data collected by the aforementioned officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials named, and that personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of or compliance with federal legal requirements.

## **VII. REVIEW AND INSPECTION**

A. A student who is or has been in attendance at the University may inspect and review his or her education records by making either an oral or written request at the Office of the Registrar. Whether the request is oral or written rests upon the discretion of the appropriate University official in each case. The University shall respond to the request within 45 days of such request.

B. The student making a reasonable request for an explanation or interpretation of his or her records is entitled to the same from the appropriate University official.

C. If the student is unable to inspect personally his or her education records, the University is obligated to provide a copy of the record requested. The University may charge the student a fee for copies of records pursuant to the fee schedule set forth in Section IX below.

D. A University official or designated representative may be present during a student's review and inspection of any education records.

E. Parents of students who are currently claimed as "dependents" as defined under Section 152 of the Internal Revenue Code of 1954, may be entitled to inspect and review the education records of the student without the written consent of the student. For the purposes of making a determination as to the dependency of the student, the University will request that each student declare his or her dependency at the time of registration. The Office of the Registrar will maintain this information. In the absence of this information, and when circumstances may warrant disclosure or access to a parent, the University will first solicit from the student a declaration of dependency; failing this, the University will require a written affidavit from the student's parent certifying that the student has been claimed as a dependent of the parent's most recent income tax return filed with the Internal Revenue Service. The University presumes that either parent has the right of access to the records of their dependent or minor child unless the University is provided with evidence that there exists a legally binding instrument governing such matters as divorce, separation, or custody, which provides to the contrary.

- F. Limitations on the right to inspect and review education records.
1. Education records are records related directly to a student and maintained by the University. The following records may not be inspected or reviewed by students, former students or their parents:
    - a. Records which are not educational records as defined under FERPA;
    - b. Financial records and statements of the parents of students or any information contained in such records or statements;
    - c. Confidential letters and confidential statements of recommendation, which were placed in the education records of a student prior to January 1, 1975;  
PROVIDED that:
      - (i) The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality; and
      - (ii) The letters and statements are used only for the purposes for which they were specifically intended;
    - d. Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, and to which the student has, in writing, waived his/her right of access:
      - (i) Respecting admission to an educational institution;
      - (ii) Respecting an application for employment; or
      - (iii) Respecting the receipt of an honor or honorary recognition;  
PROVIDED that: the student has waived his or her right to inspect and review those letters and statements of recommendation.
  2. If the education records of a student contain information on more than one student, the parent of a dependent student or the student may inspect and review or be informed of only the specific information, which pertains to that one student.
- G. No records may be destroyed, regardless of age, when there is a pending request to review and inspect those records.

H. An individual who has not been in attendance at the University is not a student, and therefore does not have a right to inspect or review his or her records. A person who has applied for admission to, but has never been in attendance at another component unit of the University (such as the various colleges or schools which comprise the University), even if that individual is or has been in attendance at another component unit of the University, is not considered to be a student with respect to the component to which an application for admission has been made and therefore does not have a right to inspect or review his or her records with respect to that component unit of the University to which an application for admissions has been made.

## **VIII. PROCEDURES FOR SEEKING AN AMENDMENT TO RECORDS AND FOR STUDENT HEARING TO CHALLENGE THE CONTENTS OF EDUCATIONAL RECORDS**

### **A. Amendment of Records**

1. A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the University official who maintains the records amend them.
2. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the University for further determination or confirmation.
3. If the University decides not to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing as provided under FERPA.  
A hearing under Section (B.) below may not be used to challenge the assignment of a grade; however, a hearing may be requested by a student to contest whether or not the assigned grade was recorded accurately in the education records of the student.

### **B. Hearing to Challenge Contents of Records**

1. The University's Buckley Amendment Steering Committee will, upon request, provide an opportunity for a hearing in order to challenge the content of a student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of a student.
2. The hearing will be held within a reasonable period of time after the University has received the request, and the student shall be given notice of the date, place, and time reasonably in advance of the hearing.
3. The hearing will be conducted by an appropriate official of the University who does not have a direct interest in the outcome of the hearing.
4. The student will be afforded a full and fair opportunity to present evidence relevant to the issues, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
5. The University shall make its decision in writing within a reasonable period of time after the conclusion of the hearing.
6. The decision of the University shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
7. If, as a result of the hearing, the University decides that the information in the education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student, it will amend the education records of the student accordingly, and so inform the student in writing.
8. If, as a result of the hearing, the University decides that the information in the education records is not inaccurate, misleading, or otherwise in violation of

the privacy or the rights of a student, it will inform the student of the right to place in his or her education records a statement commenting upon the information therein setting forth any reason(s) for disagreeing with the hearing decision of the University.

9. Any explanation placed in the education records of the student under paragraph (8) of this section shall:
  - a. Be maintained by the University as part of the education records of the student as long as the record or contested portion thereof is maintained by the University; and,
  - b. If the education records of the student or the contested portion thereof are disclosed by the University to any party, the explanation will also be disclosed to that party.

## **IX. SCHEDULE OF FEES AND PROCEDURES FOR OBTAINING COPIES OF EDUCATIONAL RECORDS**

### **A. Procedures**

The right of access in some cases includes the right to obtain copies of the education records, when physical distance would prevent the actual viewing of the record. In those cases where distance would prevent actually viewing and inspecting the record copies may be requested by the dependent student's parent, or by the student, in writing, to the records. The university may authorize copies to be made only in those cases where failure to provide copies would effectively prevent a dependent student's parents, or the student, from exercising the right to inspect and review the education records.

### **B. Schedule of Fees for Obtaining Copies of Education Records**

1. The copying fee for each side of a page, or of each page if a record is maintained on only one side of the page, is \$.50 per side. This fee is subject to change upon appropriate notice.

Copies are to be provided by the "responsible official" who is the custodian of record, upon receipt of a written request from the parent of a dependent student, or a student, and upon the payment of \$.50 per side of the document reproduced. Any and all moneys received for the copied education records furnished by responsible officials will be deposited to the account number which is charged by this official for copying done by his or her school, department, or office.

## **COMPLAINTS**

Parents and Students may file written Complaints regarding violations of the rights under this policy. Complaints may be directed to the University's Steering Committee on the Buckley Amendment, c/o Office of the Registrar, University of Miami, P.O. Box 248026, Coral Gables, Florida, 33124 or with Family Policy Compliance OFFICE, Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

## SAFE PRACTICE IN CLINICAL SETTINGS

### A. Policy:

Safe practice in clinical settings is expected at all times. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a grade of "F" for the course.

### B. Definitions:

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care, and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

1. Regulatory: The student practices within the boundaries of the Florida State Nurse Practice Act, the guidelines and objectives of the School of Nursing and Health Studies, and follows the rules and regulations of the health care agency. (Guidelines and objectives of the School of Nursing and Health Studies are found in the *Student Handbook* and course syllabus. Students are bound by the rules and regulations of the health care agencies.)

Examples of unsafe practice include but are not limited to the following:

- a) failure to notify the agency and/or instructor of clinical absence.
- b) failure to adhere to the dress code.
- c) presenting for clinical practicum under the influence of drugs or alcohol.
- d) failure to meet course attendance requirements.
- e) repeated tardiness to clinical assignments.
- f) failure to consult clinical instructor prior to any changes on clinical assignments.
- g) leaving the clinical agency without notifying appropriate personnel.

2. Ethical: The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act.

Examples of unsafe practices include but are not limited to the following:

- a) refuses assignment based on client's diagnosis, race, culture, or religious preference.
- b) inappropriate practice in any assigned activity related to clinical practice.
- c) ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare.

3. Biological, Psychological, Social, and Cultural Realms: The student's practice meets the total needs of the human system from a biological, psychological, sociological, and cultural standpoint.

Examples of unsafe practice include but are not limited to the following:

- a) failure to display stable mental, physical, or emotional behavior(s) which may affect others' well being.
  - b) failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others (deficit areas defined in (3a) above).
  - c) acts of omission or commission in the care of patients, such as but not limited to: abandonment of an assigned patient, physical abuse, placing patient(s) in hazardous positions, conditions, or circumstance mental or emotional abuse, medication errors.
  - d) interpersonal relationships with agency staff, co-workers, peers, faculty, resulting in miscommunications, disruption of client care and/or unit functioning.
  - e) Lack of physical coordination necessary for carrying out nursing procedures.
4. Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of client care.
5. Human Rights: The student's conduct shows respect for the individual, client, health team member, faculty, and self including but not limited to the innate, legal, ethical, and cultural realms.

Examples of **unsafe practice** include but are not limited to the following:

- a) failure to maintain confidentiality of interactions.
- b) failure to maintain confidentiality of records. **Copying the patient's record or any part of the record is not allowed.**
- c) dishonesty in relationships.
- d) utilization of stereotypical assessments which are detrimental to patient care.
- e) failure to recognize and promote every patient's rights.

C. Procedure:

A student whose pattern of behavior endangers a patient's, peer's, staff member's, or clinical instructor's safety will be given a verbal and written warning by the primary clinical instructor. At the discretion of the clinical instructor, the student may be removed immediately from the clinical area. This may result in failure in the course.

## EXPOSURE CONTROL POLICY AND PROCEDURES

### (Needle Stick Policy)

**PURPOSE:** The purpose of this policy is to set forth the procedures for students, faculty and/or staff to follow in the event of an exposure, during a clinical experience, to bloodborne pathogens or other potentially infectious materials through a needle stick, sharps injury, splashes onto broken skin, splashes into eyes or mouth, or through a human bite that breaks the skin.

**POLICY:** Prompt reporting of any exposure to bloodborne pathogens or other potentially infectious materials is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner. Under this policy, in the event of an exposure incident, students and faculty are directed to immediately contact the University's Department of Risk Management, who will then make the necessary arrangements for evaluation, testing and treatment, if necessary.

#### **A. Procedures for Needle Stick/Sharps Injuries and Body Fluid Exposures.**

Specifically, the following procedures should be followed in the event of any exposure incident:

1. The student should immediately notify the clinical faculty member or preceptor who is responsible for the learning experience in which the student is engaged. Again, prompt reporting of all exposures is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner.
2. Unless extraordinary circumstances are present, the clinical faculty member or preceptor shall assist the student in shedding contaminated clothing, wiping/washing off visible blood and/or body fluids and disinfecting the area exposed in an acceptable manner (i.e. a skin-approved bactericidal soap, a waterless cleaner, etc.). Care should be taken not to use abrasives or cleaners that will damage the skin. If blood and/or other body fluids are splashed in the eye or mucous membrane, flush the affected area vigorously with running water.
3. The clinical faculty member or preceptor shall assist the student in completing an Incident Report, which shall include the date and time of exposure and how the incident occurred. The clinical faculty member or preceptor shall then call the Department of Risk Management on the Coral Gables campus to report the incident (during business hours, (305) 284-3163; after hours and on weekends, (305) 750-0525, and shall fax over the completed Incident Report to that office. Risk Management shall inform the School of Nursing and Health Studies of such incident.
4. If the exposure incident occurred at a hospital, health care agency or clinic (hereinafter referred to as "Health Care Agency") that is able to provide the

necessary medical evaluation, initial prophylactic treatment and testing, the clinical preceptor or faculty member shall notify the appropriate personnel at the Health Care Agency that an exposure incident has occurred. Risk Management shall make the necessary arrangements with the Health Care Agency for evaluation, testing and prophylactic treatment, which must be started within two (2) hours to be effective. Risk Management will also work with the clinical faculty member or preceptor and the Health Care Agency to obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HBV, and HCV infectivity. If warranted after initial prophylactic treatment, Risk Management shall make arrangements with the Health Care Agency for continued prophylactic treatment for the student. Risk Management will also make arrangements with the Health Care Agency for all necessary follow-up testing and treatment, including any counseling.

5. If the Health Care Agency where the exposure incident has occurred is unable or unwilling to perform the medical evaluation, testing and treatment, Risk Management shall make the necessary arrangements for the student to be tested and treated at Physician's Health Center (PHC). There are two locations: 7400 North Kendall Drive, Miami, Florida, 305-670-2798, open Monday thru Friday, 8:30 a.m. to 5:30 p.m., or 6221 NW 36 Street, Miami, Florida, 305-271-3627, open Monday thru Saturday, including any follow-up testing and treatment that may be necessary. If there is not sufficient time for the student to be tested and treated at PHC, Risk Management shall make arrangements for the student to be taken to the nearest emergency room for testing and treatment, including any follow-up testing and treatment.
6. All costs involved in the evaluation, testing and standard treatment after an exposure incident shall be covered by the University of Miami through an insurance policy maintained by the School of Nursing and Health Studies, subject to limits and exclusions set forth in such policy.
7. In addition to Risk Management, the student and/or the clinical faculty member or preceptor may also call the 24-hour nationwide Needle Stick hotline at 1-888-HIV4911 if there are any questions or concerns about the exposure incident, evaluation or treatment. Furthermore, this policy shall be posted on the School of Nursing and Health Studies' website for easy access.

**B. Health Sciences Student Exposure Fee.**

Students in the School of Nursing and Health Studies shall be charged a fee to offset the costs of providing the insurance policy covering the costs in the event of exposure to blood-borne pathogens or other potentially infectious materials as defined above. Such fee, the amount of which may be changed at any time or from time to time by the School upon notice to students, shall be assessed at the commencement of each student's clinical program.

## Latex Allergy Policy

With the increased use of gloves made from natural rubber latex, allergy to natural rubber latex has become more common and better recognized. During clinical experiences throughout the BSN program exposure to natural rubber latex will be frequent and commonplace. It must be noted that exposure to latex direct contact as well as indirect contact, such as occurs when an allergic person is in the same room where other staff are putting on and off powdered latex gloves and airborne particles, produce a hazardous exposure. **Any student who has a latex allergy will need to take specific precautions to prevent any allergic reaction that could result from the exposure to the natural rubber latex.**

1. If a student has a known allergy to natural rubber latex it is required that the student obtains a signed physician's statement of the diagnosis of the allergy and any recommendations concerning that allergy. The physician's statement must be submitted to the Office of Student Services and will be placed in the student's file.
2. Students are responsible to notify their clinical instructors of their latex allergy and determine the methods that will be necessary for them to avoid exposure to latex. Such methods may include notifying staff on the units where the student is assigned of the student's allergy to latex.
3. Students are responsible to provide and carry with them non-latex gloves for their use in the clinical settings. Students may also need to provide non-latex gloves to staff who are working in the same room with the student.

### **PRECAUTIONS TO PREVENT TRANSMISSION OF HIV CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) ATLANTA, GEORGIA**

#### **Universal Precautions**

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by CDC, and referred to as "universal blood and body-fluid precautions" or "universal precautions" should be used in the care of all patients, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of patient is usually unknown.

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent

exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

### **Precautions for Invasive Procedures**

In this document, an invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries 1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

1. All health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body

fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eye wear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of material that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

2. If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field.

### **SEXUAL HARRASSMENT POLICY**

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual, unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or education decisions affecting or interfering with an individual's salary, academic standing or other conditions of employment, academic, or career development. Sexual harassment of or by any administrator, faculty member, employee, or student is absolutely prohibited. A violation of the student sexual harassment policy shall constitute grounds for disciplinary action up to and including dismissal/expulsion from the University. The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of sexual harassment.

The University student sexual harassment policy provides for an informal and formal grievance procedure. Students who feel they have been sexually harassed or need information about the University of Miami Sexual Harassment Policy should contact the Office of Equality Administration at (305) 2843064.

### **POLICY STATEMENT ON CONSENSUAL AMOROUS, ROMANTIC OR SEXUAL RELATIONSHIPS FOR STUDENTS IN SUPERVISORY ROLES**

#### **PURPOSE:**

To avoid the appearance of a conflict of interest, favoritism, or bias in the workplace, which may be prejudicial to the interests of the University, its members, and the public interest it serves, and to help insure that each member of the UM community is treated with dignity and without regard to other factors that are not relevant to that person's work.

## 1. Definitions

For purposes of this policy, the term “University of Miami,” “employee,” “supervisor,” “junior party,” “faculty,” “student,” and “amorous relationships” are defined as follows:

- a. University of Miami: University of Miami and related entities, including the University of Miami Graduate School, School of Law, and School of Medicine, and all undergraduate Schools and Colleges.
- b. Employee: Anyone employed by the University of Miami as faculty or staff, full-time or part time.
- c. Supervisor (Senior Party): Applies to anyone who has academic, supervisory, administrative or authority over another (junior party), including but not limited to counselors and counselees; coaches and student athletes; teaching assistants and students in their sections; and Residence Masters, Residence Coordinators, Residence Assistants, and students under their supervision.
- d. Subordinate / (Junior Party): Anyone over whom evaluative authority is exercised.
- e. Faculty: All those charged with academic instruction, including all ranks recognized as faculty under the University of Miami bylaws and its Graduate, Law, and Medical schools, teaching assistants, academic advisors, coaches and others who have a role in educating, supervising, or advising student students as part of the programs at the University of Miami and its various schools.
- f. Students: All those enrolled full-time or part-time in any program at the University of Miami and its various schools.
- g. Amorous relationships: Consensual, romantic, or sexual relationships between members of the University of Miami community that are willingly undertaken.

## 2. Introduction

Amorous, romantic or sexual relationships (“amorous relationships”) between members of the University community, where one of the parties has academic, supervisory, administrative or authority over a subordinate (junior) party are highly problematic, even when entirely consensual. The amorous relationship may create, or be perceived as creating a conflict of interest that undermines the objectivity of evaluations.

University of Miami 2005-2006 Student Rights and Responsibilities

## 3. Policy

Members of the University community are strongly discouraged from entering into amorous relationships with persons over whom they have evaluative authority. Supervisors who engage in an amorous relationship must take whatever steps are necessary to ensure that they do not simultaneously have evaluative authority and an amorous relationship in a way that does not disadvantage the subordinate (junior) party.

#### 4. Procedures

Such steps may include, for example, withdrawing from a position as thesis advisor or teaching assistant supervisor. These steps should be taken in a way that does not disadvantage the junior party. If an amorous relationship develops with a subordinate/junior party (student) the supervisor/senior party (teaching assistant) must report the situation to the relevant program director, department chair, or dean, who will act to determine the best means of resolving potential conflicts and shall maintain the confidentiality of the information.

A party who engages in amorous relationships without reporting such a relationship may be subject to disciplinary action under applicable university policies and procedures.

#### 5. Resources

Questions regarding this policy or available options of recourse may be referred to the departmental chairs, Office of the appropriate Dean, the Office of the Vice Provost for Undergraduate Affairs, the Office of the Ombudsperson, or the Office of Equality Administration.

This policy is printed in the University of Miami Student Rights & Responsibilities Handbook, Graduate Bulletin, and Law School Handbook. Additional information is available in the Faculty Handbook. Copies can be found on the web at <http://www.miami.edu/dean-students>; <http://www.miami.edu/grad>; and <http://www.miami.edu/equality-administration>.

<p style="text-align: center;"><b>UNIVERSITY OF MIAMI RESPONSE TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 (PUBLIC LAW 101-226)</b></p>
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THE FOLLOWING INFORMATION IS PRESENTED IN RESPONSE TO COMPLIANCE OF REGULATIONS OF THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989 (PUBLIC LAW 101-226), SECTION 22: “DRUG-FREE SCHOOLS AND CAMPUSES.”

REGULATION: SEC. 1213 “DRUG AND ALCOHOL ABUSE PREVENTION”

Section 1213 Subpart B.a.1. requires annual distribution to each student and employee of:

“Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;”

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

Section 1213 Subpart B.a.2. requires:

“A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;”

The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code.

The University of Miami adheres to Florida Statutes Chapter 562 which details the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

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

According to Section 893.13 (1) Florida Statutes, “it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution.” Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.944.275 prior to serving such minimum sentence.”

Section 1213 Subpart B.a.3. requires:

“A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;”  
The following health risks are related to alcohol and drug abuse:

### **Alcohol**

Alcohol is a “psychoactive” or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol is called a “downer” because it depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose

their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

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

### **Marijuana**

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes. Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

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

### **Cocaine**

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not he or she will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV, the virus that causes AIDS if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain.

This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rises. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate

further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Freebase” is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby “street cocaine” (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the “cutting” agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation.

“Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated).

### **Heroin**

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

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

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

### **PCP**

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as

an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug.

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

### **“Designer Drugs”**

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

### **Section 1213 Subpart a.4 requires:**

“A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that is available to employees or students;”

A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-E. Additional programs may be listed in the local and other area telephone directories.

### **Section 1213 Subpart B.a.5 requires:**

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

The University will impose sanctions for violation of the standards of conduct consistent with local, state and federal laws, student and employee handbooks, and University policies. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the SONHS must observe the aforementioned policies.

### **Substance Abuse**

The University of Miami School of Nursing and Health Studies recognizes its responsibility to provide a healthy environment where students may learn and prepare themselves to become members of the nursing profession. The School is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who come in contact with them during scheduled learning experiences. The School of Nursing and Health Studies strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacturing of illegal drugs,

Intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any student holding a registered nurse license who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Florida Nurse Practice Act and the Florida State Board of Nursing Rules and Regulations.

Any student holding a registered nurse license who is aware that another nurse or nursing student has violated a provision of the Florida Nurse Practice Act has an obligation to report that nurse to the Florida Board of Nursing. A failure to do so is a violation of the Florida Nurse Practice Act and the Florida State Board of Nursing Rules and Regulations. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a School of Nursing and Health Studies faculty member.

### **Substance Abuse Counseling**

If any student has used illegal substances, they will be required to undergo substance abuse counseling as designated by the Office of the Senior Associate Dean for Academic Programs.

# **Computer Hardware and Software Policies and FAQs**

**NOTE: The information below is subject to change as circumstances dictate upon moving into the new building. There will be an addendum to these policies at that time.**

### **Computer Lab Policies and Rules of Use:**

1. The computer lab hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.
2. No one is allowed in the computer labs after hours.
3. Have your Cane-Card with you at all times. You may be required to swipe it to gain entry to certain areas.
4. The “Virtual Proctoring” cameras in the computer labs may also be used for surveillance at any time.
5. No eating or drinking in the computer lab.
6. Class research and assignments have priority.
7. Shirt and shoes required at all times.
8. No sound on the computers.
9. Cell phones off.
10. You may not copy software; it is illegal. Unauthorized copying may harm the entire University community and the entire institution may incur legal liability.
11. Do not save any of your work to the computer; please use your own media to store your data. Any data stored on the computers will be deleted. You may bring a jump drive, CD-RW or DVD-RW to save your work.
12. No printing capabilities for students in these computers. For a full list of computer labs with printing capabilities in the Coral Gables campus, please see:  
<http://www.it.miami.edu/labs/> and  
<http://www.library.miami.edu/services/computing.html>

### **Frequently Asked Questions (FAQs):**

#### ***Computer Labs***

1. ***How do I log on to the computers in the School of Nursing and Health Studies Computer Labs?***  
Log on to an available computer by entering the username and password found on the label on that computer’s monitor.
2. ***Who can assist me in the School of Nursing and Health Studies Computer Labs?***  
If you need assistance with a computer in the lab, please contact Gersom Manresa or the Lab Assistant. However, they will not be able to provide assistance with personal laptops or PDAs. For assistance with those, please refer to the “*Technical support for student laptops and PDAs*” section below.

## ***Information Technology Resources***

### **1. *What is an email alias?***

All UM students are automatically assigned an email alias. For information on the email alias, [click here](#). The email alias must be activated through the [myUM](#) system by registering a preferred email address. A preferred email address can be a personal email account (e.g. [jdoe@aol.com](#)) or an account on the student email system.

### **2. *How do I create an email account?***

To open a student email account on the UMSIS system, open a web browser and go to <https://umsis.miami.edu/sign-up/>. Log in using your [CaneID](#) and Password through the [CaneID Authentication Service](#) (CAS). You will also be asked whether you would like your UMSIS e-mail to be your preferred e-mail address for the University of Miami. The preferred address is where all official message and notification will be sent. When finished, click Proceed.

A page will load displaying your UMSIS userID and your e-mail address. Your account is now activated; you may login from <https://umsis.miami.edu/> at any time. To protect your privacy, make sure that you completely logout from UMSIS as well as CAS and close the web browser program you were using. This will clear away any personal information you entered on the forms.

### **3. *Where can I go to for help with my email account?***

If you encounter any difficulty with your UM email account, please refer to the UMSIS “Help, Support and Documentation” page at <http://umsis.miami.edu/help/>. If you still need assistance after using these resources, please contact: Jeremy Stephens - (305)284-5225 Ungar Building, Room 138.

### **4. *How do I access the MyUM system to see my grades and other student information?***

To use the MyUM System, point your internet browser to <https://myUM.miami.edu> and enter your CaneID and Password.

You must have a CaneID account to use the MyUM System. You can obtain one online at <https://caneid.miami.edu/createnewaccount.aspx>.

### **5. *Where can I receive assistance with the MyUM system?***

For additional help using the myUM System, please refer to the online Help Menu by clicking on the “[Need Help?](#)” link at the [myUM Home Page](#).

### **6. *How do I access BlackBoard to view the web component of my classes?***

To access BlackBoard, point your web browser to <https://www.courses.miami.edu>. A brief tutorial with instructions on how to log in can be found at <http://www.miami.edu/bb/demos/gen/login.html>.

### **7. *Who can I contact for help with BlackBoard?***

You may contact the BlackBoard Help Desk for assistance at [blackboard@miami.edu](mailto:blackboard@miami.edu) or 305-284-3949.

### *Richter Library Resources*

1. *How do I access the Richter Library's online resources?*

Please visit the Richter Library's home page at

<http://www.library.miami.edu/Richterlibrary.html>

2. *Who can I contact for assistance with Richter Library resources?*

You may contact the Nursing Librarian, Suzanne Stemler, at (305) 284-4053.

3. *How do I make an online appointment to see an advisor?*

School of Nursing and Health Studies students can now make appointments online to speak to an advisor. To do so, please go to

<http://www.student.umiamiadvising.timetrade.com> and create an account. **(Please note:**

**When creating a new account make sure your username consists of your last name and the last 4 digits of your UM Id. Those students with hyphenated last names please only use the first portion of your last name.)**

## **GRADUATE STUDENT ORGANIZATIONS**

### **Graduate Student Association**

The Graduate Student Association (GSA) is the student government organization representing students in the Graduate School, including graduate students in the School of Architecture, College of Arts and Sciences, School of Business Administration, School of Communication, School of Continuing Studies, School of Education, College of Engineering, School of International Studies, School of Medicine, School of Music, School of Nursing and Health Studies, and the Rosenstiel School of Marine and Atmospheric Sciences. Established in 1969, the GSA is one of the oldest graduate student governments in the United States. The primary function of the GSA is to provide the means for responsible and effective graduate student participation in the planning and conduct of University affairs. The GSA serves as liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. Visit their Home page at [www.miami.edu/gsa](http://www.miami.edu/gsa).

### **School of Nursing and Health Studies Committees**

Students are elected to serve on the Curriculum Committee of the School of Nursing and Health Studies. The election process is accomplished during the beginning of the Fall Semester. Students may also be asked to serve on ad hoc committees as necessary.

The following School of Nursing and Health Studies Standing Committees have student membership:

#### **Curriculum Committee**

The Curriculum Committee is responsible for developing, implementing, and evaluating the curriculum of the different program areas of the School of Nursing and Health Studies.

#### **Student Advisory Committee**

The Student Advisory Committee (SAC) is a volunteer student committee with 1-2 student representatives from each of the undergraduate and graduate program options. The SAC committee members meet with the Office of Student Services and faculty representatives to discuss communication issues associated with curriculum or policy changes at the School of Nursing and Health Studies. The SAC members are involved with fostering effective communication between administration, family and fellow students. You can access the SAC website by logging into Blackboard at: <https://www.courses.miami.edu/blackboard>. Scroll down to “My Organizations” then select Student Advisory Committee SONHS to learn more about their activities.

## HONOR SOCIETY

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

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

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

Masters students with a GPA of 3.5 and who have completed a minimum of one-fourth of their required program are eligible for invitation for membership in STTI. Recognized nursing leaders in the community who hold Baccalaureate degrees are also invited to join. Invited applicants are required to submit an intent form and two endorsements. Both endorsements must be members of Sigma Theta Tau and one is to be from a faculty member. Invitations for membership into STTI are mailed to eligible students in February of each year with annual induction in May of each year.

## PREPARATION FOR GRADUATION

Graduate students are required to meet processing deadlines for graduation as established by the Graduate School and published in the annual academic calendar. Two important steps are filing for candidacy after completion of at least 12 credits and submitting a Graduate Application for a Diploma, which must be accomplished at the beginning of the final semester. Refer questions to individual advisors or the Senior Associate Dean of Academic Programs (Appendix D).

A student who expects to graduate in a given graduation period must make application in writing on forms provided in the Office of Enrollment Studies. The last date on which an application may be made for each graduation period is published in the University *Bulletin* and in academic calendars published at the beginning of each academic year.

## SCHOOL OF NURSING AND HEALTH STUDIES RECOGNITION CEREMONY

The School of Nursing and Health Studies Recognition Ceremony is a meaningful occasion at which the academic community is called together each year to recognize and honor the achievements of graduate and undergraduate students and faculty. All students are encouraged to participate in this school function. Students will be informed of details of this ceremony by the Office of Student Services.

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# APPENDICES

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**APPENDIX A**  
**School of Nursing and Health Studies**  
**Philosophy**

**UNIVERSITY OF MIAMI, SCHOOL OF NURSING  
AND HEALTH STUDIES PHILOSOPHY**

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

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

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

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

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

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

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

Approved 5/14/97  
Reaffirmed 2004)

**APPENDIX B**  
**PROGRAM FORMS**

**UNIVERSITY OF MIAMI  
SCHOOL OF NURSING AND HEALTH STUDIES**

**Doctoral Program**

**Integrated Scholarly Portfolio Submissions**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Chair: Supervisory Committee \_\_\_\_\_

The following item (attached) has been approved by me for inclusion in the student's official Scholarly Portfolio File.

- \_\_\_\_\_ 1. Curriculum vitae
- \_\_\_\_\_ 2. Demonstrated teaching experience
- \_\_\_\_\_ 3. Demonstrated research experience
- \_\_\_\_\_ 4. Service to the School and profession
- \_\_\_\_\_ 5. Attendance at two research conferences
- \_\_\_\_\_ 6. Manuscripts in a publishable format (a minimum of 2) at least one of which must be data-based.
- \_\_\_\_\_ 7. Paper or poster presentation at a scientific conference
- \_\_\_\_\_ 8. Manuscript in a publishable format based on the dissertation research
- \_\_\_\_\_ 9. Submission of research grant application

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date

## Doctoral Program

### INTEGRATED SCHOLARLY PORTFOLIO CHECKLIST

Name of Student: \_\_\_\_\_ Entry Term: \_\_\_\_\_

Chair: Supervisory Committee: \_\_\_\_\_

Requirement Date submitted for inclusion in the student's Scholarly Portfolio file.

- 1) Curriculum vitae
- 2) Demonstrated teaching experience
- 3) Demonstrated research experience
- 4) Service to the school and profession
- 5) Attendance at two research conferences 1)

Two of the items listed below:

- 6) Manuscripts in a publishable format 1) (a minimum of 2) at least one of which must be data-based. 2)
- 7) Paper or poster presentation at a scientific conference. 3)
- 8) Manuscript in a publishable format based on the dissertation research.
- 9) Submission of research grant application.

**Ph.D. Program  
End-of-Year Appraisal for Doctoral Students**

Student Name: \_\_\_\_\_ Emphasis Area: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructions: The advisor should complete this form at the end of each year (Spring semester). A signed copy should be forwarded to the Senior Associate Dean for Academic Programs by August 1 of each year. Progress since the last evaluation should be addressed. The progress report is to be discussed and signed by the student. The advisor and the student should retain a copy.

1. Education Achievement
  - a) Courses taken and grade: \_\_\_\_\_
  - b) Preliminary or Qualifying Examinations taken and results: \_\_\_\_\_  
\_\_\_\_\_
  - c) Progress toward dissertation: \_\_\_\_\_  
\_\_\_\_\_
2. Written and oral communication skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Extra-curricular scholarly productivity and/or collaborative activities (publication, presentations, involvement in research): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Scholarly Portfolio items completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Additional Comments and Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair: Supervisory Committee Signature

\_\_\_\_\_  
Date

I have read the End of Year Progress Report and discussed the content with my advisor.

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

\_\_\_\_\_  
Date

Student Comments:

## Ph.D. Program

### AGREEMENT TO SERVE ON SUPERVISORY COMMITTEE OR DISSERTATION COMMITTEE

To: Senior Associate Dean for Academic Programs \_\_\_\_\_

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Type of Committee: \_\_\_\_\_

I agree to serve as member/chairperson of her/his committee.

I will be available during the following semester(s):

- 20\_\_ Fall
- 20\_\_ Spring
- 20\_\_ Summer I
- 20\_\_ Summer II

\_\_\_\_\_  
Faculty Member (Printed Name)

\_\_\_\_\_  
Rank

\_\_\_\_\_  
School or Department

\_\_\_\_\_  
Specialty Area

\_\_\_\_\_  
Year of Graduate Faculty Appointment

Signature: \_\_\_\_\_  
Faculty Date Approved

Signature: \_\_\_\_\_  
Student Date Approved

Signature: \_\_\_\_\_  
Chair: Supervisory/  
Dissertation Committee Date Approved

Signature: \_\_\_\_\_  
Senior Associate Dean for Academic Programs Date  
Approved

NOTE: Dissertation Committee forms are also filed with the Graduate School.

pc: Student's Chair  
Committee Members

**Ph.D. Program**

**CHANGE OF SUPERVISORY COMMITTEE  
OR DISSERTATION COMMITTEE**

---

\_\_\_\_\_ requests the following changes  
(Student's name)

in the Chair (Sponsor); Member;

\_\_\_\_\_Supervisory Committee

\_\_\_\_\_Dissertation Committee

Date of Change Requested \_\_\_\_\_

Initial Form Filed on \_\_\_\_\_

Initial Faculty Name \_\_\_\_\_

Replacement \_\_\_\_\_

Approval of the Senior  
Associate Dean for  
Academic Programs \_\_\_\_\_

Dates:

Submission to the Graduate School: \_\_\_\_\_

Approval of Graduate School: \_\_\_\_\_

NOTE: Graduate School forms for Change of Committee Membership are to be filed for  
Dissertation and Supervisory Committees.

pc: Student File

## Ph.D. Program

### STUDENT RESEARCH PRACTICUM PART A: CONTRACT

---

Student's Name \_\_\_\_\_

Semester/Year \_\_\_\_\_

Supervisory Chair \_\_\_\_\_

Faculty Research Mentor \_\_\_\_\_

Description of research responsibilities for semester: To be completed by student and faculty mentor and filed with Senior Associate Dean for Academic Programs within one week following registration for the semester.

Objectives should be as specific as possible. For example: "administer clinical test to 12 clients in the hypertension unit; pilot test apparatus for the ABC project; write interactive computer program for QRS experiment; review literature and design a proposal for an NIA project."

Complete outline on the back of this form. Include objectives, methods, evaluation criteria and time frame.

\_\_\_\_\_ Student's Signature and Date

\_\_\_\_\_ Faculty Mentor's Signature and Date

\_\_\_\_\_ Supervisory Chair's Signature and Date

Approval/Disapproval/Recommendations:

Copy: Student File

Review: Senior Associate Dean for Academic Programs

## Ph.D. Program

### STUDENT RESEARCH PRACTICUM PART B: EVALUATION

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To be completed by faculty mentor and placed in student's file at the end of the semester.

Did the student spend an average of three hours/week/credit hour \_\_\_\_\_  
in the research activity supervised by you?

\_\_\_\_yes \_\_\_\_no (Comment)

Did the student complete objectives? \_\_\_\_\_yes \_\_\_\_no (Comment)

Did the student complete the research assignment described in the Part A form? (Circle items not completed in the description on Part A form and comment.)

Rate the student's overall quality of performance during the semester:

\_\_\_\_ Superior. The quality of work performed was outstanding.

\_\_\_\_ Above Average. The student has performed better than most students assigned similar tasks.

\_\_\_\_ Acceptable. Average performance on tasks assigned.

\_\_\_\_ Poor. Performance below par.

\_\_\_\_ Unsatisfactory. Totally unacceptable performance.

Comments: (Cite strengths, weaknesses and recommendations for other experiences to strengthen competencies.)

\_\_\_\_\_  
Faculty Mentor's Signature and Date

\_\_\_\_\_  
Supervisory Chair's Signature and Date

\_\_\_\_\_  
Senior Associate Dean for Academic Programs

Recommendations:

**Ph.D. Program**

**PETITION TO WRITE PRELIMINARY EXAMINATION**

---

To: Senior Associate Dean for Academic Programs

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

I request arrangements be made for me to write the Preliminary Examination during the \_\_\_\_\_ Semester of 20\_\_\_\_. I have met with the following faculty who are my Supervisory Chair and Committee members on \_\_\_\_\_, and their signatures support this petition.

(Chair and Committee signatures to follow).

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Reviewed by Senior Associate Dean for Academic Programs on \_\_\_\_\_

Action:

**Ph.D. Program**

**PETITION TO WRITE QUALIFYING EXAMINATION**

---

To: Senior Associate Dean for Academic Programs

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

I request arrangements be made for me to write the Qualifying Examination during the \_\_\_\_\_ Semester of 20\_\_\_\_. I have met with the following faculty who are my Supervisory Chair and Committee members on \_\_\_\_\_, and their signatures support me taking Part(s) A\_\_\_\_\_ B\_\_\_\_\_ C\_\_\_\_\_.

(Chair and Committee signatures to follow).

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Reviewed by Senior Associate Dean for Academic Programs on \_\_\_\_\_

Action:

UNIVERSITY OF MIAMI GRADUATE SCHOOL

APPLICATION FOR ADMISSION TO CANDIDACY FOR THE Ph.D

(Please Print or Type)

S.S. # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_ HAS SUCCESSFULLY PASSED

(NAME)

THE QUALIFYING EXAMINATION ON \_\_\_\_\_, HAS  
(Date) Month Day Year

FULFILLED ALL DEPARTMENTAL FOREIGN LANGUAGE AND OTHER REQUIREMENTS,  
AND IS NOW ELIGIBLE FOR ADMISSION TO CANDIDACY FOR THE PH.D. WITH A  
MAJOR IN \_\_\_\_\_

DISSERTATION TOPIC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISSERTATION COMMITTEE:

\_\_\_\_\_ (CHAIRPERSON) Please print or Type

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(OUTSIDE MEMBER): **Please supply address**

(Documentation of Credentials Required for Persons outside of the  
University of Miami)

APPROVED: \_\_\_\_\_  
(DEPARTMENTAL CHAIRPERSON OR GRADUATE ADVISOR)

\_\_\_\_\_  
(DATE)

**Ph.D. Program**

**REPORT OF A CONFERENCE ON A DISSERTATION PROPOSAL**

---

INSTRUCTIONS:

1. The candidate attaches one copy of the approved dissertation proposal.
2. The faculty advisor transmits this form to the Senior Associate Dean for Academic Programs as soon as possible following the date of the conference.

Candidate's Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Department and

Area of specialization: \_\_\_\_\_

Title of Proposed Dissertation: \_\_\_\_\_

---

Dissertation Sponsor \_\_\_\_\_

Dissertation Committee Members \_\_\_\_\_

Other Than Sponsor \_\_\_\_\_

---

The Dissertation Conference, agreeing that the proposal is acceptable, and that the candidate is competent in the knowledge and techniques required, approves the proposal and recommends that the candidate proceed under the supervision of the dissertation committee.

Professors present and voting YES sign here: \_\_\_\_\_

---

Professors present and voting NO sign here: \_\_\_\_\_

---

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chair

UNIVERSITY OF MIAMI GRADUATE SCHOOL

**CERTIFICATE OF APPROVAL OF DOCTORAL DISSERTATION**

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(2 copies required)

TO BE FILLED IN BY STUDENT: (print or type)

Author's Name: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO BE FILLED IN BY COMMITTEE MEMBERS (who also sign certification page of dissertation)

Certify: (1) that this Dissertation has been approved by the committee; (2) that the student has satisfactorily passed the oral examination in defense of the Dissertation on \_\_\_\_\_; (3) that credit should be given as follows, with a grade of "S":

Course Number \_\_\_\_\_ Credit \_\_\_\_\_

Signed: \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

TO BE FILLED IN BY DISSERTATION SECRETARY:

This Dissertation has been examined and found to be complete and suitable for binding.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Dissertation Secretary

# **APPENDIX C**

## **Hurricane Emergency Preparedness Information**

**Your Central Source for Emergency Preparedness Information**

Safety is a top priority at the University of Miami—and this Web site is your one-stop source for all up-to-date, official information concerning emergency preparations and operations at the University.

In South Florida, the annual hurricane season is a time to be prepared both on campus and at our homes. Should a storm threaten South Florida or some other emergency affect the University, members of the UM community should continually monitor this Web site for updated information. In addition, employees and students will receive the Storm Alert e-mail newsletter. These communications will keep you informed of developments on all campuses, such as class cancellations, event schedules, and closures. Local television and radio broadcasts will also provide updates on University operations.

The Hurricane Hotlines are another key source of information. They are updated frequently during emergencies like hurricanes and provide the latest information about University operations. Phone numbers for the hotlines and public safety/security are listed below.

In the event of an emergency, the University of Miami [Disaster Preparation and Recovery Plan](#) will be activated to ensure the safety of all campuses. At the direction of the Crisis Decision Team, the Emergency Operations Center is activated to receive and disseminate information to the University family, and will be staffed with operators to assist callers. Students, faculty, or staff who are forced to evacuate or temporarily relocate can notify the University of their new location and contact information by going to [recover.miami.edu](http://recover.miami.edu).



**Emergency Information Phone Numbers**

Campus	Hurricane Hotline	Public Safety / Security	
		Non-Emergency	Emergency
Coral Gables	305-284-5151	305-284-6666	911
Medical	305-243-6079	305-243-7233	305-243-6000
Rosenstiel (RSMAS)	305-421-4888	305-421-4766	305-710-7991
South	305-243-6079	305-243-7233	305-243-6000

**TOLL FREE HURRICANE HOTLINE IS 1-800-227-0354**

# **APPENDIX D**

## **University Support Services**

UNIVERSITY SUPPORT SERVICES
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Academic Resource Center .....	305-284-2800
Accessibility Resources .....	305-284-2374
Continuing Studies.....	305-284-4000
Counseling Center.....	305-284-5511
Financial Assistance Services.....	305-284-5212
International Student and Scholar Services .....	305-284-2928
Math Laboratory .....	webmaster@math.miami.edu
<i>Miami Hurricane</i> .....	305-284-4401
Multicultural Student Affairs.....	305-284-2855
Public Safety .....	305-284-6666
Residence Halls Office .....	305-284-4505
Rumor Control .....	305-284-5151
Student Accounts (Margaret John) .....	305-284-6430
Student Activities.....	305-284-6399
Student Health Services .....	305-284-5927
Student Life and University Center .....	305-284-2805
Testing Center.....	305-284-2450
Toppel Center for Career Planning and Placement.....	305-284-5451
Undergraduate Student Government.....	305-284-3082
Wellness and Recreation.....	305-284-8500
Hurricane Emergency Hot-Line	
Coral Gables Campus .....	305-284-5151
Medical Campus Rumor Control Hotline .....	305-243-6079
Rosenstiel Campus Emergency .....	305-361-4888
Outside of Area .....	800-227-0354
Hurricane (Weather) Announcements:.....	WVUM - FM - 90.5
.....	WIAZ - AM - 610
.....	WTAL - FM - 94.6
Storm Updates.....	www.miami.edu/prepare
University of Miami Radio Station:.....	WVUM - FM - 90.5
University Website: .....	www.miami.edu
Writing Center .....	305-284-3090
University Chaplains:	
St. Augustine Catholic Church/Student Center.....	305-661-1648
Baptist Campus Ministry.....	305-667-1066
Christian Science Organization.....	305-669-0263
Episcopal/Anglican Church .....	305-284-2333
Hillel Jewish Student Center.....	305-665-6948
Wesley Foundation (United Methodist).....	305-284-1920

**APPENDIX E**  
**University of Miami**  
**Disclosure and Release Form**



# **APPENDIX F**

## **Student Handbook Acknowledgment Form**

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

I have been informed about the *student handbook* and am aware that I can access it via the official School of Nursing and Health Studies website. Go to [www.miami.edu/nur](http://www.miami.edu/nur), first click on Student Services, then on *Handbooks* under the heading “Current Students.”

I am aware that all the policies and procedures are available in the *student handbook*.

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

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print

Signature: \_\_\_\_\_