

# NURSING RESEARCH AND THEORY DEVELOPMENT (PHD)

**NYSED:** 08190 **HEGIS:** 1203.10 **CIP:** 51.3808

## Program Description

NYU Rory Meyers College of Nursing is home to one of the first PhD nursing programs in the nation. The faculty is composed of some of the most lauded, published, and funded researchers in the profession. The College's affiliations with hundreds of hospitals, private practices, clinics, professional journals, and other institutions provide a wealth of resources for PhD students.

The College's PhD program in nursing research and theory development is designed to support students and guide them in achieving their academic and professional goals. The curriculum provides an excellent foundation in the philosophy of scientific inquiry, theory development in nursing science, quantitative and qualitative research designs, and methodological approaches to data management and analyses. Faculty members are dedicated to challenging and encouraging students to conduct groundbreaking original research and examine their own interests and passions for public service. There is a strong commitment by the faculty to conduct research that improves health and healthcare equity across the lifespan and mentor students committed to achieving the same goals.

Our PhD students come from all backgrounds and from all stages of personal and career development. However, they share one common thread: the excellence of their thought and dedication to the nursing field.

## Eligibility

There are two points of entry to the PhD program (outlined below).

### Post-BS to PhD Entry Point

All applicants must meet the following criteria:

1. A minimum grade point average of 3.0 from an NLN or AACN accredited Bachelor's program in Nursing.
2. The ability to demonstrate professional performance or contribution to nursing as evidenced by research efforts, publications, presentations, membership in professional organizations, honors/awards, community service, or letters of recommendation.
3. As of Fall 2021, GRE scores are no longer required as part of the application for the Florence S. Downs PhD Program in Nursing Research and Theory Development. Prospective students may still submit GRE scores if they have them as part of the application.

### Post-Master's Entry Point

All applicants must meet the following criteria:

1. At least one degree (bachelors or master's) in nursing
2. A minimum grade point average of 3.0
3. The ability to demonstrate professional performance/contribution to nursing as evidenced by research efforts, publications, presentations, membership in professional organizations, honors/awards, community service, or letters of recommendation

## Admissions

Access the application for our PhD program (<https://apply.nursing.nyu.edu/apply/>). All applicants to our PhD program are required to submit the following documents at the time of application:

1. One (1) transcript from each post-secondary school attended. We can review applications with unofficial transcripts. Admitted students will be asked to submit official transcripts prior to beginning coursework at NYU Meyers.
2. Resume.
3. A two- to three-page personal statement.
4. At least three (3) letters of recommendation.
5. RN (and NP, when applicable) license and registration certificate. Applicants may submit an application with an out-of-state license, but admitted students must obtain a New York State RN/NP license prior to beginning coursework at NYU Meyers.

## Supplemental Materials

Please attach the following original documentation to demonstrate professional performance/contribution to the nursing field:

1. A list of research, writing/publications. Please submit no more than two papers that are most illustrative of ability. If applicants are not published, they may submit papers from previous academic work and/or forward additional letters of recommendation.
2. A list of professional organizations or student groups in which the applicant is involved. Acceptable documentation includes program listings or letters from colleagues.
3. A list of honors from professional societies; a duplicate copy of the honor is acceptable.

The above information should be uploaded to the online application. If applicants do not have any of the above documents, they can select "no" to the application question which asks if they have any of these supplemental materials. Applications are reviewed by a panel of professors from NYU Meyers. Qualified applicants will be contacted for an interview in January/February.

Applicants who have attended a post-secondary institution outside of the United States are required to upload one (1) transcript from each post-secondary school attended and submit one (1) official course-by-course evaluation of each foreign transcript directly to our office at the time of application. Applications will not be reviewed without these documents. Please mail official course-by-course evaluation(s) to the Office of Student Affairs and Admissions.

For applicants whose native language is not English, a copy of the applicant's latest TOEFL or IELTS score is required. Admitted students will be asked to submit official test scores prior to beginning coursework at NYU Meyers. We require a minimum TOEFL internet-based score of 100 on TOEFL with no less than 22 on the writing.

## Important Notes

We encourage applicants to fill out a FAFSA form at the time that they apply.

Applicants are encouraged to apply early. All deadlines listed are 'in-office' deadlines, not postmark deadlines. It is always to the candidate's best advantage to apply early, especially when applying for financial aid. Should any of the dates listed fall on a weekend, the deadline will be the next working day.

After submitting an application, applicants may check on their admissions status using their application login. Should applicants have any questions about the admissions process, they are encouraged to call the Office of Student Affairs and Admissions at (212) 998-5317.

## Application Fee

The application fee is \$85. Applications will not be processed until the application fee has been paid. Application fees are non-refundable and must be received by the stated application deadlines.

## Fee Waivers

NYU Meyers waives fees for applications based on financial hardship or US military service/US veteran status. To request that the application fee is waived, please submit a request to [nursing.admissions@nyu.edu](mailto:nursing.admissions@nyu.edu) before submitting an application. The request should include the applicant's full name and the program to which they are applying. We will notify applicants via email when their request for an application fee waiver has been approved.

## For Students with International Credentials

If an applicant's academic credentials are not in English and/or are from a foreign school with a grading system not based on a 4.0 overall GPA, we strongly suggest evaluation and translation. Educational Credential Evaluators, Inc (ECE) is the preferred service. ECE prepares evaluation reports that identify the United States equivalents of educational qualifications earned in other countries. To request an evaluation report, applicants must complete and submit an application form, along with all required documentation and all applicable fees. ECE will complete most evaluation reports in approximately 15 to 20 business days from the date they receive all required documentation and fees. They also offer one-day, five-day, and 12-day Rush Service and Express Delivery. Please visit the ECE website (<https://www.ece.org/>) for more information.

## Program Requirements

The program requires the completion of 46 credits, 60 hours of Teaching Residency (no credit), and 1200 hours of Research Residency (no credit).

Course	Title	Credits
<b>Major Requirements</b>		
GPH-GU 2995	Biostatistics for Public Health	3
NURSE-GN 3351	Contemp Design & Meth I	3
NURSE-GN 3361	PhD Forum I	0.5
NURSE-GN 3358	Qualitative Methods for Health & Healthcare Research	3
NURSE-GN 3350	Philosophical & Theor Perspectives on Nursing	3
GPH-GU 3353	Regression I: Linear Regression and Modeling	3
NURSE-GN 3352	Contemp Design & Meth II	3
NURSE-GN 3353	Synthesis of Evidence: Principles, Approaches, and Methods	3
NURSE-GN 3362	PhD Forum II	0.5
NURSE-GN 3357	Writing a Successful Research Grant	3
NURSE-GN 3363	PhD Forum III	1
NURSE-GN 3325	Conceptual Approaches to Health Equity	3
NURSE-GN 3313	Dissertation Proposal Seminar Nsg	3
NURSE-GN 3364	PhD Forum IV	1
NURSE-GN 3400	PhD Advisement	1
<b>Electives</b>		

Select 12 credits of Dissertation-Related Electives	12
<b>Total Credits</b>	<b>46</b>

## Additional Program Requirements

### Candidacy Examination

Students must successfully pass the PhD candidacy exam. The purpose of the NYU Rory Meyers College of Nursing Candidacy Examination is to provide the student with an opportunity, early on in the program, to demonstrate oral and written ability to critically analyze and synthesize the literature from nursing and other disciplines in a specific area of research. It consists of both written and oral components.

### PhD Dissertation Committee

Once a student has been officially admitted to degree candidacy, they can officially request the appointment of a dissertation committee. The student, though, must have a dissertation committee set before entering NURSE-GN 3313 Dissertation Proposal Seminar Nsg. The committee is composed of three members. The chairperson of the committee must have an earned doctorate and as a rule should be a full-time faculty member of the NYU Rory Meyers College of Nursing holding the rank of professor, associate professor, assistant professor, clinical professor, or clinical associate professor, except in exceptional circumstances as determined by Executive Vice Dean. The remaining two members must hold an earned doctorate and be approved by the chairperson.

The faculty strongly suggests that at least one of these committee members be a full-time faculty member of the NYU Rory Meyers College of Nursing. To view faculty members of NYU Meyers please see NYU Rory Meyers College of Nursing's website. Part-time adjunct faculty, clinical assistant professors, and persons with an affiliation other than New York University may serve as committee members. Students requesting the appointment of such a member must submit a copy of the proposed member's curriculum vitae and a brief explanation of the reason for the choice along with the required dissertation committee appointment form to the Executive Vice Dean who approves all dissertation committees.

### Dissertation Proposal Review

The purpose of the proposal review is to allow the student the opportunity to elaborate on the research problem and the methods that they intend to use in addressing their questions/aims/hypotheses. The proposal is developed in collaboration with the Dissertation Committee.

### Final Dissertation Defense

The purpose of the Final Dissertation Defense for the PhD degree in Nursing is to give the candidate an opportunity to present to a committee their research and findings. The committee known as the Dissertation Defense Committee (DDC) is composed of the five members who in most instances were selected at the time of the Dissertation Proposal Defense. If one or both of the designated readers initially identified needs to be replaced, the same policy will be followed as for the Dissertation Proposal Review.

The Dissertation Defense is a two-hour examination with required attendance by the candidate and all five members of the DDC; however, if necessary a member may attend by conference call or video conferencing. If fewer than four members are able to attend, the Dissertation Defense must be rescheduled.

## Sample Plan of Study

Course	Title	Credits
<b>1st Semester/Term</b>		
GPH-GU 2995	Biostatistics for Public Health	3
NURSE-GN 3351	Contemp Design & Meth I	3
NURSE-GN 3361	PhD Forum I	0.5
NURSE-GN 3358	Qualitative Methods for Health & Healthcare Research	3
NURSE-GN 3350	Philosophical & Theor Perspetvs or Nursing	3
<b>Credits</b>		<b>12.5</b>
<b>2nd Semester/Term</b>		
GPH-GU 3353	Regression I: Linear Regression and Modeling	3
NURSE-GN 3352	Contemp Design & Meth II	3
NURSE-GN 3353	Synthesis of Evidence: Principles, Approaches, and Methods	3
NURSE-GN 3362	PhD Forum II	0.5
NURSE-GN 3357	Writing a Successful Research Grant	3
<b>Credits</b>		<b>12.5</b>
<b>3rd Semester/Term</b>		
Dissertation Elective		3
Dissertation Elective		3
Dissertation Elective		3
NURSE-GN 3363	PhD Forum III	1
NURSE-GN 3325	Conceptual Approaches to Health Equity	3
<b>Credits</b>		<b>13</b>
<b>4th Semester/Term</b>		
Dissertation Elective		3
NURSE-GN 3313	Dissertation Proposal Seminar Nsg	3
NURSE-GN 3364	PhD Forum IV	1
<b>Credits</b>		<b>7</b>
<b>5th Semester/Term</b>		
NURSE-GN 3400	PhD Advisement	1
<b>Credits</b>		<b>1</b>
<b>Total Credits</b>		<b>46</b>

Following completion of the required coursework for the PhD, students are expected to maintain active status at New York University by enrolling in a research/writing course or a PhD Advisement (NURSE-GN 3400) course. All non-course requirements must be fulfilled prior to degree conferral, although the specific timing of completion may vary from student-to-student.

## Learning Outcomes

Upon successful completion of the program, graduates will have the skills and abilities to:

1. Appraise and synthesize scientific research across multiple disciplines.
2. Design original, innovative research that incorporates the philosophical foundations of nursing knowledge.
3. Conduct and disseminate rigorous, ethical, theory-driven research that advances science, policy, and practice locally and globally.
4. Advance health equity through scholarship that is respectful and inclusive of diverse communities and promotes just systems of care.
5. Accelerate team science through the lens of nursing by actively collaborating with individuals across settings and disciplines.
6. Strengthen leadership skills that can be leveraged to generate measurable and impactful change in healthcare locally and globally.

## Policies

### Program Policies

The NYU Rory Meyers College of Nursing Florence S. Downs PhD Program in Nursing Research and Theory Development (PhD Program) (NYU Meyers) is committed to providing a supportive and structured environment for the development of scholars, researchers. It is expected that the responsibilities of students, faculty, and staff will be discharged with impartiality, reason, and consistency. To this end, it is the responsibility of all members of the NYU Meyers community to respect and comply with all NYU Meyers Policies and Procedures as well as all University rules and policies.

### Dean's Designee

The Dean of NYU Meyers may designate any member of the administration of NYU Meyers to fulfill any of the NYU Meyers procedural roles outlined in this document in place of the indicated NYU Meyers administrator in any case where either there is a clear conflict of interest involving the indicated administrator or the position of the indicated administrator is vacant.

### Students

Students are under the authority of NYU Meyers PhD Program Policies and Procedures from the first day of the first term in which they enroll in the NYU Meyers PhD Program. Students remain under the authority of these rules until they graduate or officially separate from NYU Meyers PhD Program.

All PhD Program students must document that they have read this Policy and Procedures Manual and the PhD Handbook by the end of their second week of the first semester of matriculation.

### Residency Requirements

A student is in residence at NYU Meyers when the student is matriculated in the PhD Program. Only credits from NYU sponsored courses earned while the student is in residence at NYU Meyers count toward fulfilling program residency requirements.

40 credits must be earned in residence at NYU. The maximum transfer credit allowed is 6 credits.

### Academic and Research Integrity

All students in the NYU Meyers community must abide by the University's policies on Academic Integrity for Students at NYU and its Principles and Procedures for Dealing with Allegations of Research Misconduct, as well as the policy on Retention of and Access to Research Data. In addition to University policies, all students must also abide by the NYU Meyers Statement on Academic Integrity and the NYU Meyers Statement on Technical Standards.

The PhD Program requires that PhD students submit all assignments for NYU Rory Meyers College of Nursing PhD courses to the tool called Turnitin. Turnitin is an Internet-based plagiarism-detection service created by iParadigms, LLC. Turnitin will be accessed through the Brightspace system for each of the courses. Under the DSO Brightspace site, directions can be found on how to access Turnitin, as well as a sample test for trying out how the tool works and what information it provides.

If the student's dissertation research involves interviews, surveys, questionnaires, participant observation, ethnography, or other methods involving the use of human subjects, an IRB submission must be submitted to the University Committee on Activities Involving Human Subjects (UCAIHS). The student will also need to take the Human

Subjects tutorial if they have not yet done so. The student must follow the guidelines of the UCAIHS (<https://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research.html>) in submitting the request. The Dissertation Chair will work with the student to guide them through the process. Approval from the UCAIHS must be granted before work on the dissertation, or collection of data has begun, including pilot studies, trial runs, pre-tests, and preliminary sampling or surveys. IRB approval must stay current regardless of whether the student has completed data collection or not. If the student's IRB approval expires and they have not held their defense yet, they are required to resubmit the IRB application. Copies of all materials associated with the IRB requests must be sent digitally to the NYU Meyers PhD Program Office for the files. Also copies of the approved human subjects' application as well as renewals must also be submitted for the files. If the student's dissertation research involves patient's medical records or biological specimens the student will need to submit for IRB approval with the NYU School of Medicine. If a student submits for IRB approval at the NYU School of Medicine, there is no need to also apply with UCAIHS.

### **Conflict of Interest, Intellectual Property and Research with Human Subjects**

All members of the NYU Meyers community must abide by the University's policies governing Academic Conflict of Interest and Conflict of Commitment, its Statement of Policy on Intellectual Property, and the policies governing Research with Human Subjects.

### **Environmental Health and Safety**

All members of the NYU Meyers community must follow the policies and procedures of the Office of Environmental Health and Safety.

### **PhD Curriculum Policies**

NYU Meyers oversees the program that leads to the awarding of the PhD, a terminal degree and which may only be awarded to students enrolled in the NYU Meyers PhD Program.

### **Credit Requirements**

NYU Meyers requires a minimum of 46 credits for the PhD degree, plus the following requirements:

- Complete 60 hours of Teaching Residency (no credit)
- Complete 1200 hours of Research Residency (no credit)
- Successfully pass Candidacy Examination
- Successfully pass Dissertation Proposal Review
- Successfully pass Final Dissertation Defense

### **Program Assessment**

The PhD Program is expected to adhere to the assessment requirements and guidelines provided by the NYU Office of Academic Program Review and Assessment (OAPRA).

### **Requiring Courses of Other Schools**

If faculty wish to require a course(s) from another NYU school as part of a new program or program change proposal, then permission must be secured in writing from the NYU PhD Program offering the course and the use of the NYU Meyers course must be approved by the Curriculum Committee.

### **Other Schools Requiring NYU Meyers Courses**

If faculty from another NYU school wishes to require a NYU Meyers course as part of a new program or program change proposal, then permission must be secured in writing from the NYU PhD Program

offering the course and the use of the NYU Meyers course must be approved by the Curriculum Committee.

### **Language Proficiency and Examination**

English proficiency is a requirement of NYU Meyers PhD Program.

- **English Proficiency:** To demonstrate proficiency, applicants whose native language is other than English must take the TOEFL or the IELTS. Additional testing may be required when a foreign-speaking student first registers in NYU Meyers. NYU Meyers may require a student to register for noncredit English courses that may entail additional expense.

### **Financial Aid**

Students awarded financial aid will have their academic progress evaluated annually by the PhD Program and scholarship officer. Consult the PhD Handbook and the NYU Meyers Bulletin for specific information about degree requirements and standards of academic progress. Award eligibility is contingent upon making satisfactory academic progress. Students receiving awards from NYU Meyers should consult the Terms and Conditions of Award document for complete information on the award.

- **Eligibility:** Doctoral students are eligible for financial aid consideration if their enrollment is within seven years of their first term of enrollment in the program and are in academic good standing. Eligibility can be extended by up to an additional two years by approved leave of absence, and unusual academic circumstances beyond the student's control. Requests for consideration of an extension are submitted by the PhD Program Director. Extension of financial aid eligibility does not extend time to degree.

### **Administrative Procedures**

#### **Change of Grade**

All grade changes for courses taken must be submitted electronically to the Assistant Registrar. Any changes of grade for prior terms must be done with a change of grade form signed by the course instructor and Senior Associate Dean, Academic Affairs and submitted to the Assistant Registrar.

#### **Transfer Credit**

Requests to transfer credit earned prior to matriculation in NYU Meyers must be made within the first year of matriculation. Requests to transfer credit earned outside of NYU after enrollment in NYU Meyers must be accompanied by a memo from the Senior Associate Dean, Academic Affairs, including an explanation of the relevance of the course to the student's current program and an assurance that the course was not available at NYU or, for doctoral students, through relevant consortia programs.

- All requests must be accompanied by an official transcript, and translation if necessary, from the institution where credit was earned.
- If the Master's degree is more than ten years old the request for transfer must be accompanied by a supporting letter of explanation from the Senior Associate Dean, Academic Affairs.
- Requests for transfer of credit from foreign universities should be sent for evaluation to the Assistant Director of Graduate Student Affairs and Admissions. Requests for transfer of credit from American and Canadian universities should be sent to the Assistant Registrar who will request that the student have his or her foreign credentials evaluated by a foreign transcript evaluation service such as World Education Services (<https://www.wes.org/>) and ECE



(<https://www.ece.org/>). Submissions must include a scan of both the front and back of all transcripts.

## Graduation Policies

### Candidacy

The purpose of the NYU Rory Meyers College of Nursing Candidacy Examination is to provide the student with an opportunity, early on in the program, to demonstrate oral and written ability to critically analyze and synthesize the literature from nursing and other disciplines in a specific area of research. It consists of both written and oral components.

### Requirements for taking the Candidacy Examination

- The student is fully matriculated.
- The student is in good academic standing with a minimum of a 3.0 cumulative PhD grade point average.
- The examination cannot be taken until NURSE-GN 3351 Contemp Design & Meth I and NURSE-GN 3352 Contemp Design & Meth II have been completed.
- The student cannot progress past 18 credits until NURSE-GN 3351 Contemp Design & Meth I and NURSE-GN 3352 Contemp Design & Meth II have been completed. (Credits from NURSE-GN 3361 PhD Forum I, NURSE-GN 3362 PhD Forum II, NURSE-GN 3363 PhD Forum III, and NURSE-GN 3364 PhD Forum IV are not included).
- The student cannot progress past 24 credits until the Candidacy Exam has been passed unless a special exception is made to the Senior Associate Dean, Academic Affairs (Credits from NURSE-GN 3355 are not included).

### Guidelines for Candidacy

Guidelines for Candidacy are outlined in PhD Handbook.

### The Candidacy Examination

The Candidacy Examination has three components as outlined in the PhD Handbook. The student must pass the written and oral components to continue in the Program. Each of these components may result in a pass or defer.

- A PhD student may not take the Candidacy Examination more than twice.
- As outlined in PhD Handbook at least two of three pass votes are needed to pass each component.
- Failure results in dismissal from the program.

### PhD Dissertation Committee

Once a student has been officially admitted to degree candidacy, they can officially request the appointment of a dissertation committee. The student must have a dissertation committee set before entering NURSE-GN 3313 Dissertation Proposal Seminar Nsg. The committee is composed of three members. The chairperson of the committee must have an earned doctorate and as a rule should be a full-time faculty member of the NYU Rory Meyers College of Nursing holding the rank of professor, associate professor, or assistant professor, clinical professor, or clinical associate professor, except in exceptional circumstances as determined by Executive Vice Dean. The remaining two members must hold an earned doctorate and be approved by the chairperson. The faculty strongly suggests that at least one of these committee members be a full-time faculty member of the NYU Rory Meyers College of Nursing. To view faculty members of NYU Meyers please see NYU Rory Meyers College of Nursing's website. Part-time adjunct faculty, clinical assistant professors, and persons with an affiliation other than New York University may serve as committee members. Students requesting the appointment of such a member must submit a copy of the proposed member's curriculum vitae and a brief explanation of the reason for the

choice along with the required dissertation committee appointment form to the Executive Vice Dean who approves all dissertation committees.

- If, after the committee has been officially appointed, and circumstances require that the student replace the chairperson or a committee member, the faculty member being replaced must officially resign in writing. The student has 3 months to determine the replacement member after it has been determined that a new member is required. After the PhD Program Office has received the appropriate memo of resignation, the front of this form should be signed by the new chairperson or member, as well as the Executive Vice Dean, and submitted to the PhD Program Office.

### PhD Dissertation Proposal Review

The purpose of the proposal review is to allow the student the opportunity to elaborate on the research problem and the methods that they intend to use in addressing their questions/aims/hypotheses. The proposal is developed in collaboration with the Dissertation Committee.

Prior to the review, the Dissertation Committee chair, in collaboration with the PhD Program Office, will identify two readers to review the proposal. These readers may either be from the Rory Meyers College of Nursing as full-time, doctorally-prepared faculty of professorial rank (Assistant Professor or higher or Clinical Assistant Professor or higher) or from outside NYU Meyers. Part-time adjunct faculty, clinical assistant professors, and persons with an affiliation other than New York University may serve as readers. The committee members and readers make up what is called the Dissertation Defense Committee which will be in place for both the Dissertation Proposal Review and for the Final Dissertation Defense. These two readers provide an opportunity for additional scholarly input in an atmosphere of mutual respect and will serve as a "safe" environment in which the student can be challenged, and their dissertation further strengthened. The inclusion of these readers who remain on the final Dissertation Defense Committee provides consistency so that areas of concern can be brought up at a time when appropriate changes to the dissertation can be made.

Before a student can hold their Dissertation Proposal Review they must have achieved the following:

- Completed all coursework, other than NURSE-GN 3313 Dissertation Proposal Seminar Nsg. Students with 6 or fewer credits may take Dissertation Proposal Seminar at the discretion of the Senior Associate Dean, Academic Affairs and their Adviser.
- Completed three (3) credits of methods electives.
- Completed Research Residency.
- Maintained a minimum cumulative GPA of 3.0.

Students must defend their Dissertation Proposals anytime (except for the months of July and August) within the start of taking NURSE-GN 3313 Dissertation Proposal Seminar Nsg until one year following the completion of NURSE-GN 3313 Dissertation Proposal Seminar Nsg. Students not meeting this deadline will not be able to continue in the PhD program without approval of their Dissertation Committee Chair and the Senior Associate Dean. Extensions are approved only if the student is making substantive progress toward the completion of the Dissertation Proposal.

- All requests for extension must be accompanied by a statement explaining the reasons for the inability to complete the Dissertation Proposal, a detailed description of remaining work, and a proposed timetable for the completion of that work including a projected date for the Dissertation Proposal defense. This timetable must be

considered reasonable by the Dissertation Committee and must include ample time for review of Dissertation Proposal drafts prior to the Dissertation Proposal filing deadline.

- All requests for extension require the approval of the student's Dissertation Committee chairperson and the Senior Associate Dean, Academic Affairs.

A successful defense requires that the student must receive at least four out of five "Pass" votes in order to pass the Proposal Defense. Two or more "Fail" votes will result in a "Fail" of the Proposal Defense.

### **Dissertation Defense**

The purpose of the Final Dissertation Defense for the PhD degree in Nursing is to give the candidate an opportunity to present to a committee their research and findings. The committee known as the Dissertation Defense Committee (DDC) is composed of the five members who in most instances were selected at the time of the Dissertation Proposal Defense. If one or both of the designated readers initially identified needs to be replaced, the same policy will be followed as for the Dissertation Proposal Review.

The Dissertation Defense is a two-hour examination with required attendance by the candidate and all five members of the DDC; however, if necessary a member may attend by conference call or video conferencing. If fewer than four members are able to attend, the Dissertation Defense must be rescheduled.

A candidate is eligible for the Final Dissertation Defense only after the following conditions have been met:

- All other PhD curriculum requirements have been met.
- The candidate has achieved a cumulative GPA of 3.0 or above.
- The candidate has acquired written approval from all members of their Dissertation Committee.

Dissertation Defenses can be scheduled anytime between the third week of September through the end of June. All Final Dissertation Defenses held are open to the public. At the completion of the Dissertation Defense the Chair, by verbal vote, determines the outcomes – Pass, Defer, and Fail – according to the following rules:

- **Pass Outcome:** A candidate must receive at least four "pass" votes (4/5) to pass the Dissertation Defense examination.
- **A "Pass" vote** may or may not have conditions. The chair requests from the members whether the Pass requires minor conditions or not. The changes required are not of a substantive nature and thus differ from required significant changes for a "Defer" noted below.
- **Defer Outcome:** Any combination of votes which does not result in a pass as noted above or fail as noted below must result in a DEFER. A defer outcome means that although a candidate's oral and written performance is acceptable in many respects, substantive revision of the written dissertation and/or additional requirements are deemed necessary by the DDC.

## **Academic Probation and Termination Policies**

### **Academic Probation**

If a student's academic performance falls below the NYU Meyers standard for "good standing", the student must be placed on academic probation by the PhD Program. A student who has not met stated program progress requirements may also be placed on probation by the PhD Program.

### **Notification of Academic Probation**

The PhD Program is required to provide written notification to the students of their probationary status as soon as practical. The notification must inform students of the grounds for this determination, the specific steps that must be taken to return to good standing, the means by which the students' performance will be evaluated and the penalty that will be imposed if these requirements are not met.

### **Financial Aid**

If a student is awarded NYU Meyers or PhD Program financial aid (fellowship, assistantship, tuition, fees, health insurance, or other awards), then the probation letter will state the consequences of the probation on the financial aid award(s) including the terms required for the continuation or resumption of the award(s).

### **Dismissal Resulting from Failure to Satisfy Terms of Academic Probation**

Students on academic probation who do not satisfy the stated terms of probation may be formally dismissed from the graduate program by the Senior Associate Dean of Academic Affairs after conferring with the student's academic advisor and/or their Dissertation Committee Chair.

### **Notification of Dismissal**

The PhD Program Office provides written notification to students of their dismissal as soon as practical. The notification must inform students of the grounds for dismissal including the specific steps that the student failed to take to return to good standing, the effective date of the dismissal, and the appeal process available to the student.

### **Dismissal Resulting from Failure to Meet Program Requirements**

Students may be dismissed from the program at any time for failing to meet stated program requirements.

### **Notification of Dismissal**

The PhD Program Office provides written notification to students of their dismissal as soon as practical. The notification must inform students of the grounds for dismissal, including the specific steps that the student failed to take to meet the program requirements, the effective date of the dismissal, and the appeal process available to the student.

### **Right to Appeal Course Grades, Academic Probation, or Dismissal**

Due process for student appeals is part of the organizational structure of NYU Meyers. The policy and protocols are designed to assure students that they will have a just and fair academic review. Students who wish to appeal a course grade, failure, academic probation, or dismissal must present a case, in writing through email within five days of receiving grades or notification (either posted on Brightspace or Albert, whichever is sooner). The appeal case should focus on fairness of evaluations/grading, adherence to policies outlined on course syllabi and documents relating to program policies (including this one), and the equal and fair treatment of all students.

### **Steps for Academic Appeal of Course Grade or Failure**

- **Faculty Level:** Student sends written appeal via email to the course faculty member within five business days of receiving the grade either on Albert or Brightspace (whichever is sooner).
- **Faculty member** sends written response to appeal to student via email as soon as possible. If the appeal is denied, student may choose to proceed to next level.
- **Director Level:** If the student's appeal is denied, the student may pursue the process within 5 days of receiving the faculty member's response by including the following information in an email to the Senior Associate Dean, Academic Affairs:
  - The student's original appeal to course faculty member
  - The faculty member's response

- After appropriate fact finding, the Senior Associate Dean, Academic Affairs will notify the student of their decision via email within a reasonable timeframe. The following individuals will be copied:
  - a. The student's adviser
  - b. Course faculty member
  - c. The Appeals Officer (Executive Vice Dean) of the College
  - d. The Associate Dean, Student Affairs and Admissions
  - e. The Vice Dean, Administration, Planning, and Inclusion
  - f. The Assistant Registrar, and
  - g. The PhD Program Office.
- A copy of the email correspondence to the student will be placed in the student's record.

### Steps for Academic Appeal of Dismissal

If the dismissal is due to a failure of course grade, the student may appeal a course failure leading to dismissal according to step one for academic appeal of course grade or failure above. If denied, student may go through formal Appeal of Dismissal process by following the steps below.

- Student sends written appeal via email to the Executive Vice Dean of the College within five business days of notification of dismissal.
- After appropriate fact finding, the Executive Vice Dean will inform the student of the final decision within five business days. A letter will be sent via email. The following individuals will be copied:
  - a. The Senior Associate Dean of Academic Affairs,
  - b. The student's adviser,
  - c. The Assistant Dean for Student Affairs and Admissions,
  - d. The Assistant Dean of Advising and Academic Services ,
  - e. The Assistant Registrar, and
  - f. The PhD Program Office.
- A copy of the email notification of the decision from the Executive Vice Dean to the student will be placed in the student's record.

### Steps for Appeal of Ethical Issues and Professional Behavior

- Student sends written appeal via email to the Executive Vice Dean of the College within 5 business days of notification of violation of ethical or professional behavior.
- After appropriate fact finding, the Executive Vice Dean will inform the student of the final decision via email. A letter will be sent via email. The following individuals will be copied:
  - a. The Senior Associate Dean, Academic Affairs,
  - b. The student's adviser,
  - c. The Associate Dean, Student Affairs and Admissions,
  - d. The Vice Dean, Administration, Planning, and Inclusion,
  - e. The Assistant Registrar, and
  - f. The PhD Program Office.
- A copy of the email notification of the decision from the Executive Vice Dean to the student will be placed in the student's record.

### Other Issues

For any other issues a student encounters that they wish to appeal which is not covered by the procedure for filing a formal complaint in regard to: Academic, Technical Standards, Ethical Issues and Professional Behavior, NYU Meyers requires the student to attempt to resolve this issue first informally and then, if the issue is not resolved the student should initiate a formal complaint. The appeal process is as follows:

- Informal: Seek an informal meeting with the individual to resolve the issue.
- If the issue is not resolved, file a formal written complaint via email, within 5 days, to the Senior Associate Dean of Academic Affairs.
- Senior Associate Dean of Academic Affairs will review and respond to the student as soon as possible via email.
- If the issue still has not been resolved, the student will send their written complaint to the Executive Vice Dean of NYU Meyers within 5 days of receiving the response from the Senior Associate Dean.
- The Executive Vice Dean of NYU Meyers will review and respond to the student as soon as possible via email.

### PhD Progression Committee

The PhD Progression Committee, an ad-hoc, advisory committee, provides recommendations to the Senior Associate Dean, Academic Affairs regarding student progress and any appeals and grievances initiated by NYU Meyers College of Nursing students regarding grades received and dismissals from the PhD Program. Senior Associate Dean, Academic Affairs appoints a committee of at least 3 full-time doctorally prepared faculty who teach courses in the PhD Program or who have or currently chair PhD dissertation committee(s).

### Student Status During Appeal

During the appeal process of an academic probation or termination, a student must be allowed to maintain student status and continue enrollment in any courses they were enrolled in at the date of the enactment of the probation or termination. The student's academic record will be frozen for the duration of the appeals process. No grade changes will be accepted during this time.

### Probation and Dismissal of a Student

When a student is put on probation or dismissed, the PhD Program must notify all relevant offices, including but not limited to, the Office of Global Services if the student is international, Office of Student Affairs and Admissions, Office of Advising and Academic Services and Grants Administration if the student is receiving NYU Meyers or PhD Program funding. If the PhD Program wishes to have a dismissal notated on the student's transcript, the department must notify Academic Records at the Office of the University Registrar.

### Registration Holds

After the PhD Program Office has notified the Registrar that a student is out of academic good standing, it will place a registration hold on the student's record.

### NYU Policies

University-wide policies can be found on the New York University Policy pages (<https://bulletins.nyu.edu/nyu/policies/>).

### College of Nursing Policies

Additional academic policies can be found on the College of Nursing academic policies page (<https://bulletins.nyu.edu/graduate/nursing/academic-policies/>).