AMY NICHOLS, CHAIR  
Nursing Science and Health-Care Leadership (Ph.D.) Graduate Group

RE: Nursing Science and Health-Care Leadership (Ph.D.) Degree Requirements

Enclosed is a copy of the Nursing Science and Health-Care Leadership (Ph.D.) graduate degree requirements as approved by Graduate Council on August 24, 2018 via electronic ballot. These degree requirements are now the official requirements for the Nursing Science and Health-Care Leadership (Ph.D.) Graduate Group and will be posted on the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/gnsl

Thank you for your efforts on behalf of graduate education.

Sincerely,

Nicole Baumgarth, Chair  
Graduate Council

CC: Amanda Kimball, Graduate Studies Analyst  
Madeline Verzola, Graduate Group Coordinator  
Lisa Badovinac, Assistant Dean for Education
Ph.D. PROGRAM

1) Admission Requirements
Applicants for admission to the Ph.D. program in Nursing Science and Health-Care Leadership must have:
- Completed Office of Graduate Studies application
- Meet the UC Davis requirements for Graduate Admissions
- A bachelor’s degree
- A minimum bachelor’s-degree G.P.A. of 3.0
- Three letters of recommendation
- Statement of purpose, personal history, research professional history and future goals
- The application process may require an interview
- The G.R.E. is not required
- NSHL program Priority Deadlines may vary

a) Prerequisites: None
b) Deficiencies: Applicants are not admitted with deficiencies

2) Dissertation Plan
The Ph.D. will be offered, using Plan B which specifies a three member (minimum) dissertation committee, an optional final oral examination (made on an individual student basis by the dissertation committee), and an exit seminar.

3) Course Requirements: 50 units of coursework are required

a) Core Courses: 50 units
Core course work will total 50 units. The core courses are:

- NRS 201: Health Status and Care Systems (4 units)
- NRS 202: Implementation Science (4 units)
- NRS 203: Leadership in Health Care (4 units)
- NRS 205ABC: Research Design in Nursing and Health Care (10 units total, taken across all quarters of the first year)
- NRS 210Y: Applied Health Informatics (4 units)
- NRS 291: Doctoral Seminar – 2 units per quarter, to be taken in all quarters preceding the Qualifying exam, i.e. 6 quarters – (12 units)
- A series in 3 research methods courses to be determined by the student and their
b) **Elective Courses: No minimum, optional.**

Elective courses will be selected with the Graduate Adviser so as to form an individualized Plan of Study that supports the student’s topic area. Electives may include selections from the following courses:

- NRS 301: Learner Centered Teaching (3 unit didactic course with optional 1 unit lab/practicum experience)
- NRS 302: Teaching Methods – Use of Emerging Technologies to Improve Student Learning (3 unit didactic course with a 1 unit lab/practicum teaching experience)
- NRS 303: Professional Role Formation (2 unit didactic course with optional 2 unit lab/practicum experience)
- NRS 493A: Improving Quality in Health Care
- NRS 493B: Improving Quality in Health Care
- NRS 493C: Enhancing Patient Safety in Health Care

With Graduate Adviser approval, alternatives may be selected.

c) **Research Units:** No minimum Research units (NRS 299) are stipulated. The program of research and appropriate units of NRS299 will be planned and determined by the student with his or her Research Mentor.

d) **Summary**

A minimum course load is 12 units each academic quarter. The core courses total 50 units; electives and dissertation research (NRS 299) units will be planned and determined by the student and his or her Research Mentor. Waivers and substitutions for core courses may be granted by exception upon approval of Graduate Adviser and appropriate Office of Graduate Studies authority. Elective course work is optional but highly recommended, with the approval of the Graduate Adviser.

**PhD Summary Course Schedule**

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<thead>
<tr>
<th>Year 1</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
<th>Summer</th>
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<tbody>
<tr>
<td></td>
<td>NRS 201: Health Status and Care Systems (4)</td>
<td>NRS 203: Leadership in Health Care (4)</td>
<td>NRS 202: Implementation Science (4)</td>
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<tr>
<td></td>
<td>NRS 205A: Research Design in Nursing and Health Care (4)</td>
<td>NRS 205B: Research Design in Nursing and Health Care (4)</td>
<td>NRS 205C: Research Design in Nursing and Health Care (4)</td>
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<tr>
<td></td>
<td>NRS 210Y: Applied Health Informatics</td>
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<tr>
<td>Year 2</td>
<td>Fall Quarter</td>
<td>Winter Quarter</td>
<td>Spring Quarter</td>
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<td>NRS 291: Doctoral Seminar (2)</td>
<td>NRS 291: Doctoral Seminar (2)</td>
<td>NRS 291: Doctoral Seminar (2)</td>
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<tr>
<td>Methods Course (4)</td>
<td>Elective(s)</td>
<td>Preparation for the Qualifying Examination</td>
<td>Qualifying exam by end of fall</td>
<td></td>
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<tr>
<td>Elective(s)</td>
<td>Elective(s)</td>
<td></td>
<td>Advance to Candidacy</td>
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<tr>
<th>Year 3</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
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<tr>
<th>Year 4 (&amp;5)</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
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</table>

**Bold** = required course  
(#) = course units

### 4) Special Requirements
Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles prior to advancement to candidacy; a student may not be appointed to a tenth term if she/he has not advanced to candidacy. No additional requirements, other than requirements specific to completion of the dissertation can be placed upon students after they have passed the Qualifying Exam.

### 5) Committees

**a) NSHL Executive Committee:**
Duties of the Executive Committee include the following: Act as the Membership Committee: Approval of new members and review of continuing members for retention in the group. Upon recommendation from the Educational Policy and Curriculum Development Committee will submit curriculum changes to Graduate Council for review and approval. Determine and implement policy for the good of the Program and to represent the interests of the Program generally to various University and other agencies. Address other Group issues as needed.

**b) NSHL Recruitment, Admissions and Fellowship Committee:**
Duties of the Recruitment, Admissions and Fellowship Committee include the following: Select students for admission and for financial assistance within the program. Responsible for recruiting graduate students, and shall enlist the services of an ad hoc recruitment committee for this task.
Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions and Fellowship Committee. The Admissions and Fellowship Committee consists of at least 3 graduate group faculty member including a chair. Based on a review of the entire application, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Office of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies.

c) **NSHL Education Policy and Curriculum Development Committee:**
Duties of the Education Policy and Curriculum Development Committee include the following: Recommendations regarding the educational policy and curriculum development of the group. Monitoring and evaluating the quality of courses and curriculum offered under the auspices of the Graduate Group in Nursing Science and Health-Care Leadership. Supervision of teaching assignments and teaching experience of graduate students. Oversee the qualifying examination process. Developing, coordinating, and facilitating the graduate program series of integrated workshops and seminars.

d) **Qualifying Examination Committee:**
The student, in consultation with his/her Major Professor and Faculty Graduate Adviser, will nominate five faculty to serve on the Examination Committee and will designate a chair of the committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council B.1.). The Major Professor normally chairs the dissertation committee and as such, cannot serve as chair of the Qualifying Examination committee. All committee members are required to stay for the entire exam. If there are any unanticipated or unavoidable absences, the Chair will report them and provide specific details for a plan to complete the exam within 72 hours, when all committee members may attend. If the Chair is absent, remaining members shall wait a reasonable time, attempt to contact the Chair, and then suspend the exam. In this case, the Chair shall report the result as “No Examination” and provide a detailed explanation of the circumstances. A rescheduled exam must be conducted in the same manner and format intended for the original exam.

e) **Dissertation Committee:**
The Major Professor and the Graduate Adviser, in consultation with the student will nominate a minimum of three faculty to serve on the Dissertation Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council B.1.). The Major Professor may serve as chair of the committee if s/he is not chair of the Qualifying Examination committee, and is included as one of the three required faculty members. The Dissertation Committee is composed of three faculty members who direct the candidate in research and pass upon the merits of the dissertation. According to Graduate Council policy, reading committee members are expected to read and comment on a dissertation within four weeks from its submission. When a committee member fails to comply with this deadline, the Graduate Adviser may recommend reconstitution of the committee for the Dean’s
approval. This time limit policy does not apply to summer periods for faculty holding nine-month appointments.

6) Advising Structure and Mentoring

The Major Professor is the faculty member who supervises the student’s research and dissertation; this person may serve as the Chair of the Dissertation Committee.

The Graduate Adviser, who is nominated by the Chair of the program and appointed by the Dean of Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information.

The Mentoring Guidelines will be found in the graduate student handbook that will be made available to students on the online Learning Management System.

7) Advancement to Candidacy

The student is eligible for Advancement to Candidacy after successful completion of all graduate program degree requirements, after passing the Qualifying Examination, and must have maintained a minimum GPA of 3.0 in all course work undertaken except those courses graded S or U. Advancement usually occurs after the 6th and before the end of the 7th quarter. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to Ph.D. Candidacy. Refer to the Graduate Council Web site for additional details regarding the doctoral Qualifying Examination at http://graduestudies.ucdavis.edu/gradcouncil/Doctoral%20Qualifying_Examination.

The Qualifying Exam

Passing this exam makes a student eligible to advance to candidacy. After verifying that all required coursework has been completed satisfactorily, the Graduate Adviser (in consultation with the student) will recommend a Qualifying Examination committee to Graduate Studies for approval (see details in section 5.c. above). The Qualifying Exam will take place after the 6th and before the end of the 7th quarter. Prior to the Qualifying Exam, the student, in consultation with his/her Research Mentor, will prepare a Research Proposal (dissertation prospectus). The Research Proposal will include a) a statement of the research problem, b) a pertinent literature review, and c) an explanation of the appropriate research method(s). The proposal will be submitted to the Qualifying Examination Committee members at least two weeks prior to the proposed Oral Examination date.

The intent of the Oral Qualifying Examination will be to determine whether the student is adequately prepared and intellectually independent enough to conduct doctoral level research. The Qualifying Exam must evaluate the student’s command of the field, ensuring that the student has both breadth and depth of knowledge, and must not focus solely on the proposed dissertation research. In addition, the Qualifying Exam provides an opportunity for the committee to provide important guidance to the student regarding his or her chosen research topic, as determined by the Research Proposal (dissertation prospectus) submitted. The Qualifying Exam will rigorously examine the student’s command of relevant literature,
relevant methodology, research project design, and the capacity to improvise solutions to possible roadblocks that might arise, in addition to the fundamentals of coursework required for the degree.

The Qualifying Examination consists of an oral examination of approximately 2-3 hours in length, with only the student and entire committee present, and the decision-making process immediately following. Outcomes: The Committee, having reached a unanimous decision, shall inform the student of its decision as: Pass (no conditions may be appended to this decision), Not Pass (the Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass”), or Fail. If a unanimous decision takes the form of Not Pass or Fail, the chair of the Qualifying Examination committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision. A student who receives a Not Pass may retake the examination one additional time within one quarter following the initial attempt. With confirmation from the Qualifying Examination committee, the re-examination may include written or oral revision of the Research Proposal, and an oral examination covering the same and/or additional questions as were addressed in the initial attempt. After a second examination, a vote of Not Pass is unacceptable; only Pass or Fail is recognized. Only one retake of the qualifying examination is allowed. A student who receives a Fail is not eligible for reexamination, and a recommendation will be made to the Dean of Graduate Studies for dismissal from the program.

8) Dissertation requirements
The doctoral dissertation is intended to demonstrate the candidate’s ability to execute independent research. Ph.D. students will be required to meet with their established dissertation committee at least twice a year, to provide a progress report and for feedback. In keeping with a number of peer schools, NSHL Ph.D. candidates may elect to present the dissertation research in the form of 2-to-3 publishable papers. If using this option, the final dissertation product must also contain an introduction and summary to create a comprehensive document. A final examination may be required by the dissertation committee, decided on a student-by-student basis. An exit seminar is required for all students. Students must file their dissertation and complete all the forms required by the Office of Graduate Studies found at [http://www.gradstudies.ucdavis.edu/students/degree_candidates.html](http://www.gradstudies.ucdavis.edu/students/degree_candidates.html).

9) Normative Time to Degree
The normative time to advancement to candidacy will be six quarters for students who enter without a Master’s degree. Students who enter the program with a Master’s degree will be evaluated as per UC Davis policy for relevant transfer credits, and their time to advancement to candidacy may be appropriately shortened. Course Units (maximum of 12) are potentially eligible for course credit towards the Ph.D. as long as the units have not already been used to satisfy the requirements for another degree. It is anticipated that students will take four years to complete the Ph.D. program from start to finish.

Students enrolled in the NSHL M.S. program who subsequently decide to pursue a Ph.D.
degree must apply to the NSHL Ph.D. program for admission via the Office of Graduate Studies online admission application. If such a student has completed the core courses (NRS 201, NRS 202, and NRS 203) as an M.S. student, and is admitted to the Ph.D. program, said student will be required to complete the doctoral seminar (NRS 291) series as well as the doctoral research courses (NRS 205ABC). The master’s seminar series will not serve as a substitute for the doctoral seminar. With NSHL Graduate Adviser approval, the student will be required to complete an appropriate methods series as well as other electives in preparation for the Ph.D. qualifying examination.

10) Typical Time Line and Sequence of Events
Course requirements are generally completed by the end of Quarter 5 or 6 and the Qualifying exam is completed by the end of the second year (Quarter 6 or 7). Please refer to table of PhD Summary Course Schedule as displayed above.

11) Sources of funding
Doctoral students may receive funding to support fees/tuition and living expenses.

12) PELP and Filing Fee status
Information about PELP (Planned Educational Leave) and Filing Fee status can be found in the Graduate Student Handbook: 
http://www.gradstudies.ucdavis.edu/students/handbook/1.html.

13) Leaving Program Prior to Completion of the Ph.D. Requirements
Should a student leave the program prior to completing the requirements for the Ph.D., he or she will not be eligible to receive the NSHL M.S. degree, unless said student has been enrolled in the master’s program and has fulfilled all the requirements for the M.S. degree program (see Degree Requirements for Master of Science in Nursing Science and Health-Care Leadership).